

# NEW BUILD COMMITTEE

## Terms of Reference



### Composition:

- A minimum of 3 Governors
- Headteacher
- Quorum: A meeting may only take place with 3 or more Governors present
- As many Associate Members as may be appointed to the Committee by the Full Governing Body

### Method of working:

- To elect a Chair and Vice Chair at the first meeting of the Committee.
- The full committee shall meet as required and appropriate to the building project. Individuals may be involved on a daily basis as detailed below.
- Minutes of all committee meetings will be taken and distributed by email to the Full Governing Body (FGB).
- Records of informal meetings with contractors, (HCC), Diocese etc. may be taken, where relevant.
- The Headteacher and/or nominated governors may make minor decisions (that have no financial or educational impact) without the need for a committee meeting
- The Committee will report at every FGB meeting. The Committee/Headteacher reserve the right to call an EGB meeting if a significant decision needs to be made.
- The committee became operational in September 2015 and will exist until at least 1 year after the building handover (end of defects period).

### Terms of Reference:

1. To negotiate and agree the design of the New Build with Hampshire County Council (HCC) and Portsmouth Diocese.
2. To work with HCC and the Diocese to secure planning permission for the New Build.
3. To monitor HCC architects and contractors, to ensure that the new build is of the quality and specification as agreed with the Diocese and school management and is completed within the agreed time scales and budgets.
4. To bring to the attention of HCC, the Diocese and school leadership issues of non-compliance when found at the earliest opportunity.
5. To delegate authority to the Headteacher to make financial decisions concerning the build (i.e. the addition or removal of features such as cupboard doors), up to a value of £5000, without reference to the committee. This is in line with the school Scheme of Delegation and financial controls awarded to the Headteacher by the FGB.
6. The Committee has delegated authority over all financial decisions relating to the New Build that are funded by HCC as part of the capital project and have no impact on Cornerstone's Revenue Budget.
7. Any part of the project that goes to tender where governors are directly and solely responsible for the decision shall be decided by the FGB.

8. To work alongside the Headteacher to determine the procurement of ICT hardware and software, in addition to fixtures and fittings available through the budget associated with the capital project. Once agreed, to ensure resources are delivered and installed on time and to the agreed specification.
9. To attend site meetings and disseminate relevant information as appropriate to some/all parties i.e. Headteacher, Diocese, Governors, HCC, contractor, sub-contractors, parents, staff etc.
10. To deal with day to day contractor queries.
11. To work alongside the Site Manager to commission the new build, ensuring all facilities function (e.g. taps turn on/off, hot water at the correct temperature, windows open/close, finger guards function safely, paint finishes are good, etc. etc.) A 'tick list' will be drawn up by the Headteacher and Diocese School Buildings Officer (SBO)
12. To work in conjunction with the Site Manager to deal with snagging issues, by reporting defects on the appropriate forms and copying the Diocese SBO into these communications.
13. To ensure that the pre-start meeting and handover of the building should involve the Headteacher and Diocese SBO with a commissioning tick list completed and agreed by all parties – Diocese, HCC and this committee on behalf of the Governing Body.
14. To determine a schedule for the internal 'fit out' and commissioning of the new build post-handover which will have minimal impact on the day to day running of the school and staff work-life balance (e.g. moving furniture, accepting, checking and arranging deliveries etc.) outside of term time.
15. To ensure fire and health and safety checks take place.
16. To ensure that all plans, documents, building manuals, minutes etc. are filed in a central and accessible file that is held within the school. Electronic copies should also be forwarded to the Diocese SBO.
17. To ensure that the Headteacher is copied in to all email communication regarding the project. The Headteacher will pass communication on to the Diocese SBO determined as relevant.
18. To ensure that the school travel plan and associated actions occur according to the given timescales.
19. To liaise with the Site Manager to ensure that more than one person attends the training of system operations (e.g. boiler controls) and that where appropriate, training sessions are videoed for future reference.
20. There will be no any other business added to committee agendas unless it has been agreed in advance of the meeting with the Headteacher and Chair of the Committee.

No individual or group of Governors will make any decision that has any financial or educational impact without communicating with the Headteacher and/or Committee as is appropriate.