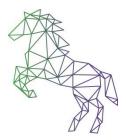
# **Horsforth School**



# **Expansion Committee Terms of Reference**

## Terms of Reference reaffirmed by the Trustee Board 03.10.22

#### Composition

The Expansion Committee is a sub-committee of the Trustee Board and reports directly to the Board.

Committee members shall be appointed by the Trustee Board and shall consist of at least 3 Trustees.

## Meetings

The Expansion Committee shall meet as needed as part of the consultation, decision making and possible build process.

#### Quorum

A quorum shall be three.

#### Clerking

The Trustee Board must appoint a clerk to the committee.

#### The Purpose of the Committee

To oversee and facilitate all components of the Horsforth School expansion project.

#### **Terms of Reference**

The committee will have delegated powers to:

- Make recommendation to Board on awarding of contracts with a value over £100k
- Award contracts with a value up to and including £100k
- Monitor budgets, cash flow and project reports specific to the expansion project.
- Agree educational delivery strategy (IT, furnishings etc.) as they pertain to the new build and congruent with existing facilities; where there are wider implications this should be referred to the full board.
- Sign off payments and bank transfers over £25,000 specific to the expansion project

#### The committee's responsibilities will include:

- Monitor project progress and interim budgets for the project
- Monitor project risks
- Report to the Board as a standing item
- Report to the Audit committee as a standing item
- Oversee the Health and Safety of the expansion plans
- Consider and respond to the community consultation (formal and informal)
- Liaise and coordinate with Leeds City Council officers and Councillors as needed
- To receive regular project progress reports.