



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.