

## **GOVERNING BODY OF GILLOTT'S SCHOOL**

### **TERMS OF REFERENCE FOR AD HOC LAND SALE COMMITTEE**

#### **GENERAL CONSIDERATIONS**

The committee has the authority to make delegated decisions, as agreed by the Governing Body. The committee shall also make recommendations for consideration by the Governing Body.

Committee meetings shall not be open to the public.

Any Governor shall have the right to attend any meeting of the committee

The Chair of the Committee will be elected by a quorum of the Governing Body at the first meeting of the full Governing Body in the autumn term. The Chair of Governors will have a second or casting vote, where there is an equal division of votes. No governor employed at the school will act as Chair to the Committee. The Chair of the Committee will act as its clerk and will circulate an agenda and papers for each meeting at least a week in advance.

All committee chairs will meet with the Chair of Governors, the Vice-Chair of Governors and the Headteacher three times per year to plan the work of each committee.

The Terms of Reference of the committee shall be reviewed annually by the Committee and approved by the full Governing Body.

#### **MEMBERSHIP**

The membership of the committee shall consist of not less than four governors and will be agreed on an annual basis at the first meeting of the full Governing Body in the autumn term. It will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body, ie parents, staff and community governors. The Chair of Governors and the Headteacher shall be Ex-Officio members of any committee to which they are otherwise not appointed. The Committee will have the power to co-opt members of the teaching/non-teaching staff if required and to invite attendance at its meetings from persons to assist and advise.

## **QUORUM**

The quorum shall be three members in total. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

## **MEETINGS**

The Committee shall meet as required. The Business Manager will attend and play a full part in the meetings. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headteacher and the Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained at the next meeting of the full Governing Body.

## **TERMS OF REFERENCE AND EXTENT OF DELEGATED AUTHORITY:**

1. To ensure that best value and value for money considerations underpin financial decision-making in connection with implementation of the land sale and the school's masterplan and that all financial decision making is consistent with the school's Internal Financial Procedures and the requirements of the ESFA.
2. To take responsibility for strategic planning of all aspects of the proposed land sale, and to bring the proposals to the main governing body for consideration and agreement.
3. To take responsibility for the development of the school's master plan for redevelopment of the site, in consultation with the Headteacher and Business Manager, consistent with the stated and agreed aims and objectives of the school, and to bring the proposals to the main governing body for consideration and agreement.
4. To consider the all financial aspects of the land sale, to assess their implications for the school, in consultation with the Headteacher and Business Manager, drawing any matters of significance or concern to the attention of the governing body.
5. To monitor and review income from and expenditure on the land sale at each meeting, and to report to the Governing Body any action required.
6. To work with ESFA to ensure compliance with their conditions for the land sale.
7. To work with the Finances and Resources Committee to ensure the site redevelopment master plan is consistent with and complements the ongoing management of the school's resources and premises.
8. To review on an annual basis the effectiveness of the committee in meeting these terms of reference.
9. To ensure minutes (with attendance, decisions and action points) are taken at each meeting and circulated to all members of the Governing Body in advance of its termly meeting, and the Clerk to Governors.

## Standing Agenda Items

<b>Each meeting</b>
Apologies for absence Minutes of previous meeting Matters arising Declaration of interests and changes in recorded interests Review of income and expenditure Health and safety AOB
<b>Autumn</b>
<b>Spring</b>
<b>Summer</b>
<b>As required</b>