

SCHOOLS CAPITAL SUB GROUP

(a sub group of Hartlepool Schools Forum)

MEMBERSHIP AND TERMS OF REFERENCE



1. MEMBERSHIP – March 2014

SCHOOLS

- 2 x primary headteachers to represent all primary schools
- 2 x secondary headteachers to represent all secondary schools
- 1 x special school headteacher to represent the special education needs sector
- 1 x academy headteacher to represent all academies
- 1 x Church of England Diocese representative
- 1 x Roman Catholic Diocese representative

SUGGESTED COUNCIL OFFICERS

Director of Child & Adult Services or Assistant Director (Education) or Senior School Improvement Adviser - to take ownership of the group

HBC Schools Capital Officer

HBC Schools Capital Accountant ?? / HBC Building Surveyor ??

Other officers of Hartlepool Borough Council will be in attendance as required, by invitation

2. TERMS OF REFERENCE

Key Functions

- To develop a comprehensive Education Capital Strategy and review it on an annual basis, taking into account changes in legislation, guidance and national curriculum requirements
- To establish a framework for the prioritisation and allocation of appropriate funds for schools' capital works programmes, adhering to the priorities and principles within the Education Capital Strategy
- To clarify which schools (maintained/voluntary aided /academy) can benefit from funding streams available to the Local Authority
- To allocate funding to capital schemes in a fair and transparent manner

- To commission studies/surveys, when appropriate, for potential schemes to be included within the Schools' Capital Works Programme
- Consider programmes of capital works and make recommendations to Children's Services Policy Committee to inform their decisions
- To receive reports, monitor progress / developments and expenditure of the approved programmes of capital works
- To submit progress reports on the content and outcome of its proceedings, through its minutes and escalating key issues to the full Forum agenda

Frequency of Meetings

- The Schools Capital Sub Group will meet on a termly basis
- A regular member should appoint another person to attend a meeting on their behalf, or to act on their behalf for a specified timeframe if not able to attend in person

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