**Report to Hartlepool Schools’ Forum - 2 February 2021**

**From Amanda Whitehead – Assistant Director, Education**

# Agenda Item 3 – Schools’ Capital Sub Group Membership and Terms of Reference Review

**This report was originally presented to Forum on 9 December 2020. All changes to the report have been highlighted in yellow and shown in bold font for ease of reference.**

1. **Purpose of Report**

1.1 The purpose of the report is to request that the Forum reviews both the Schools’ Capital Sub Group Membership and its Terms of Reference.

**2. Background**

2.1 School Forum Regulations permit Schools Forum to set up working groups of members to discuss specific issues and to produce draft advice and decisions for consideration. The group can include wider representation if Forum decide that it is appropriate.

2.2 However, Forum cannot delegate actual decisions or the finalisation of advice to a working group.

2.3 Every two years the membership and Terms of Reference of the Schools’ Capital Sub Group is reviewed. The last time this was completed was in November 2018.

2.4 The current membership is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position on Sub Group** | **Name** | **School** | **Continue (Y/N)?** |
| 2 x Primary School representation | Peter Cornforth | Fens | No |
| Amanda Baines | Holy Trinity | No |
| Secondary School representation | Mark Tilling | High Tunstall | Yes |
| Special Educ. Needs representation | Lisa Greig | Catcote | Yes |
| 2 x Academy representation | Neil Nottingham | Stranton | No |
| Stephen Hammond | English Martyr’s | No |
| C of E Diocese representation | Jo Heaton | Hart & Elwick | Yes |
| RC Diocese representation | Mary Frain | St Teresa's | Yes |

2.5 Of the current 8 members, 4 have confirmed that they would like to continue in their roles and 4 would prefer to stand down.

2.6 In addition to the above representatives from education establishments there is also the following representation from Hartlepool Borough Council at the Schools’ Capital Sub Group meetings:

* Assistant Director (Education)
* HBC Schools Capital Manager
* HBC Schools Capital Accountant
* HBC Schools Capital Project Officer

Other officers of Hartlepool Borough Council also attend, by invitation, as required.

2.7 The Sub Group functions according to the Terms of Reference outlined below:

**Key Function**

To consider the following areas and to submit reports on the content and outcomes of its proceedings to Schools Forum where final decisions will be made.

* to propose a framework for the prioritisation and allocation of appropriate funds for schools’ capital works programmes;
* to propose the allocation of funding to capital schemes in a fair and transparent manner **into account changes in legislation, guidance and national curriculum requirements, adhering to the principles of Good Estate Management, DfE guidance documentation;**
* to clarify which schools (maintained / voluntary aided / academy) can benefit from funding streams available to the Local Authority;
* to propose the commissioning of studies / surveys, when appropriate, for potential schemes to be included within the schools’ capital works programme;
* to consider programmes of capital works and make recommendations to Schools Forum who in turn will pass to Children’s Services Committee to inform their decisions; and
* to receive reports, monitor progress / developments and expenditure of the approved programmes of capital works.

**Frequency of Meetings**

* The Schools Capital Sub Group will meet on a termly basis, and more frequently as required.
* A regular member should appoint a substitute to attend a meeting on their behalf, or to act on their behalf for a specified timeframe only if not able to attend in person.

**3.0** **Recommendations**

The Schools’ Forum is asked to:

3.1 approve the re-appointment of those members who have agreed to carry on for a further term;

3.2 request volunteers to replace those members who have stood down;

3.3 approve the Terms of Reference.