



Surrey Heath Confederation of Schools Steering Group Terms of Reference

Mission Statement/Core Purpose of the Steering Group:

“To provide a lead to co-ordinate the efforts of and consult with all schools in Surrey Heath Confederation, to provide better opportunities for all Surrey Heath children in our schools through the Extended Services agenda”.

Principles

- 1) A quorum of 7 of the representatives must be in attendance at a Steering Group meeting for any decision to be agreed.
- 2) Representatives must be in attendance from Primary, Secondary and Special. If a member of the Steering Group is unable to attend a meeting they will endeavour to make every effort to have another Headteacher from the same phase attend. In the case of Special Schools a deputy in a leadership role or with experience/knowledge relevant to the agenda may attend in the Steering Group member's place.
- 3) All representatives have equal rights within the Surrey Heath Confederation.
- 4) The position of chair and vice chair shall be reviewed annually in the autumn term. For the year 2010 the annual allocation of the chairperson will be up to 20 days. The vice chair and past chair will line manage this workload.
- 5) The Confederation Administrative Assistant will act as minute taker. The Steering Group may decide, where appropriate, that minute taking may be delegated.
- 6) The Steering Group will ensure accurate records are made of all decisions and these records will be made available for inspection at any time.
- 7) The Steering Group will be accountable for a fair, equitable and transparent allocation of resources and all stakeholders are to be given an accurate report of all transactions. All stakeholders will have an equal opportunity for access to funding.
- 8) The Steering Group will create sub groups and working parties to drive initiatives forward. These will be short term and will be sunset at completion of task.
- 9) The Chairperson shall act as line manager, in directing the time allocation and resources, of the Confederation Project Manager.
- 10) To identify and discuss innovative projects researched by the Confederation Project Manager and Confederation members and to agree if appropriate and allocate resources if deemed necessary.
- 11) To identify and secure other sources of funding e.g. bids.

- 12) The Surrey Heath Confederation works within the Equal Opportunity guidelines as practiced throughout Surrey.

Decision Making

- 1) A unanimous vote will be taken as a final decision for every action. Should the result be anything other than unanimous the issue will be referred back to the wider Confederation. Until consensus is reached, at Confederation level; no progress on the specific issue will take place.
- 2) Agendas will be set by the Chair and Confederation Project Manager subject to receiving items for inclusion from Steering Group or interested stakeholders.
- 3) Actions requiring immediate decisions up to and including fund allocation of **£2000** can be made by the Chair.
- 4) For actions **up to £6000** consultation will take place with Steering group members.
- 5) For decisions involving financial amounts **above £6000** the Steering Group will refer back to all Confederation member schools.
- 6) The Confederation Project Manager will report on Chair's actions during the preceding term.

Financial Policy and Accountability

- 1) The Steering Group will ensure appropriate allocation of the resources available and ensure initiatives and developments are for the benefit of Surrey Heath Confederation.
- 2) The Steering Group will produce an annual financial report to be made available to all stakeholders by the Project Manager during the Summer Term.
- 3) The Project Manager will coordinate the provision of termly newsletters including updates on activities throughout the Confederation. These will be available to all via email and also through a link on the Confederation web-site.

Supply Cover

- 1) If any school is precluded from attending Confederation events they must take priority for Confederation funding under this heading. In extenuating circumstances an affected school may apply to the Steering Group for supply costs to be covered by the Confederation.
- 2) Schools must be aware that funds for supply cover will be taken from project funding.

Project Funding

- 1) This should be bid led and submitted to the Steering Group and must conform to the terms and principles of the Confederation.
- 2) All Surrey Heath Confederation stakeholders' projects will be considered.
- 3) No capital projects are to be funded.
- 4) All projects will be considered and may be undertaken where it can be shown that there will be a benefit to children from more than one Surrey Heath School.
- 5) Confederation funds can only be used to support projects benefiting children and young people within Surrey Heath. Support for Confederation projects may also be sought through public, private, voluntary and charitable funding or a mixture of these.

Agreed by Confederation Steering Group on 26 January, 2010
To be reviewed: Autumn 2010