



BEAUMONT SCHOOL
COMPANY NUMBER 8104190
GOVERNING BODY
TERMS OF REFERENCE FOR COMMITTEES

General

1. Membership and Chair

There shall be no maximum number of governors on each committee. The Chair of Governors and the Headteacher will be *ex officio* members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the Governing Body.

Each committee will elect a chair, and if it wishes, a vice-chair from among the members of the committee at the first meeting of the Autumn term. No governor employed by the school may act as chair or vice-chair of a committee. In the absence of the chair, or the vice-chair if one is appointed, at a meeting the committee will elect any member to act as chair for that meeting.

The chair of each committee will ensure the business of the committee is conducted properly, in accordance with legal requirements. They will ensure that meetings are run effectively, focusing on priorities, making the best use of time available, and that all members have an equal opportunity to participate in discussion and decision-making.

Membership of committees shall be agreed by the Governing Body on an annual basis at the first meeting of the Autumn term. Any governor may attend meetings of committees.

Chairs of committees will seek to ensure that each committee shall include at least one parent governor, one staff governor and one community governor. The membership of any committee of the Governors may include persons who are not Governors, provided that a majority of members of any such committee shall be Governors.

2. Voting and Quorums

The Governors may determine that some or all of the members of a committee who are not Governors shall be entitled to vote in any proceedings of the committee.

No vote on any matter shall be taken at a meeting of a committee of the Governors unless the majority of members of the committee present are Governors.

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.

A resolution in writing, signed by all the Governors entitled to receive notice of a meeting of a committee of Governors, shall be valid and effective as if it had been passed at a meeting of a committee of Governors duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Governors.

Each committee will determine its own quorum which shall be not less than three governors.

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 the governors, in consultation with the Headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.

3. Agendas, Minutes and Meetings

The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body clear proposals or alternatives to debate and decide upon.

Minutes will be circulated to all governors and members of the committee as soon as possible after the meeting and will be included on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.

The chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole governing body.

Where possible each committee will meet in advance of each full governing body meeting and at other times as they see fit to fulfil their responsibilities provided that each committee shall meet at least once each term.

4. Functions

The committees will consider matters as set out in their terms of reference or as requested by the Governing Body, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

For committees other than the Resources Committee - any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee.

At least once each term each committee will review the sections of the plan for school improvement which are relevant to that committee, monitor progress on implementation of the plan, and identify any priorities that arise

Each committee shall be responsible for reviewing, approving, adopting and monitoring the implementation of policies and procedures relevant to the work of that committee and such other policies and procedures as may be delegated to it by the Governing Body from time to time.

Each committee may set up, as appropriate, working groups to advise it.

5. Procedures and Training

The membership of the committees will be determined at the first meeting of the Governing Body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed at least annually.

The normal procedures and regulations of the Governing Body as set out in the Articles of Association also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training. Committee chairs will liaise with the Governor Development Co-ordinator as appropriate.

RESOURCES COMMITTEE

1. The membership of the Resources Committee shall comprise: the chair of governors, a minimum of three other governors, the Headteacher and the School Business Manager. In addition, the Committee will seek advice from third parties where appropriate.
2. The quorum for the committee is three governors.
3. The Resources Committee's overall remit is to assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound, proper and effective use of the school's financial resources including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.
4. In detail, this will include:

Finances Remit

- To prepare (or procure the preparation of) financial policy statements including the school's Schedule of Financial Delegation (or its equivalent) and review those statements.
- To act as the academy's audit committee and ensure, as far as is within its competence, that the financial controls, procedures and arrangements required by law, by the DfE, by the auditors and by other authorities are in place and are being properly implemented and regularly monitored. This includes reviewing the risks to internal financial control and agreeing a programme of work that will address these risks and, so far as is possible, provide assurance to the external auditors. This function will be primarily undertaken by an internal auditor, who will normally be a member of an accountancy firm for whose services the academy will pay a fee. The internal auditor and the internal audit schedule of works will be approved by the committee on an annual basis. The internal auditor will report at least twice a year to the committee. Any serious concerns, particularly any which relate to potential fraud or similar misconduct, shall be reported immediately to the Chair or, if relating to the conduct of the Chair, to the Vice-Chair who will take all necessary steps to investigate those concerns

in an appropriate and timely manner and take all reasonable and necessary steps resulting from that investigation. In accordance with the terms of the Academies Financial Handbook in force at the date of approval of these terms of reference, no member of staff employed by the school may participate as a member of the committee when audit matters are discussed, but they may attend to provide information and participate in discussions.

- To provide guidance and assistance to the Headteacher and Governing Body on financial matters, to keep under review the management of the resources of the school and to ensure that these resources are effectively deployed in compliance with the overall financial plan for the school, and with the financial regulations of the DfE and/or EFA, drawing any matters of concern to the attention of the governing body.
- To procure the preparation of longer-term financial plans and review those plans having regard to roll projection and signals from central government regarding future years' budgets.
- To consider the academy's indicative funding, notified annually by the DfE/EFA, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Plan for School Improvement.
- To consider, in consultation with the Headteacher, the school's funding and to review the first formal budget in the financial year prepared by the school to recommend to the Governing Body for acceptance.
- To procure the preparation of the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements and review that financial statement in consultation with the Headteacher.
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
- To recommend to the Governing Body the appointment or reappointment of auditors of the academy; ensuring that any additional services provided by the external auditors is compatible with their remaining independent and objective.
- To monitor spending against budget and to ensure that expenditure remains within the prescribed limits and take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
- To contribute to the formulation of the school's Plan for School Improvement, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the school.
- Liaise with the auditors as required and in particular consider the draft annual accounts in

conjunction with them and recommend the accounts to the Governing Body.

- To authorise the signing of all necessary monitoring and other reports (other than the annual accounts) required of the Governing Body whether pursuant to the Funding Agreement between the School and the Secretary of State dated 1st July 2012 (“the Funding Agreement”), required by the DfE or otherwise.
- To act in accordance with the school’s Schedule of Financial Delegation (or its equivalent applicable from time to time).
- To liaise with the other committee(s), as appropriate, and to make recommendations about the financial aspects of matters being considered by them.
- To review and approve the school’s policy on charging and remissions.
- To approve a Whistle Blowing policy for consideration and approval by the Governing Body and to agree arrangements with the Headteacher for ensuring all staff in school are aware of its content.
- To advise the Governing Body on such matters as
 - ✓ the budget needed to run the school in accordance with statutory requirements, the Funding Agreement and the plan for school improvement
 - ✓ ensuring that the Governing Body’s financial policy and actions are in accordance with legislation, other statutory requirements and regulations
 - ✓ prioritising on major items of expenditure including ICT and relevant infrastructure (liaising with the Curriculum, Teaching and Learning committee in relation to ICT as necessary)
 - ✓ the purchasing of goods and services in the context of Best Value
 - ✓ generating additional income.

Note: If required, any governor member of the Resources Committee and/or the chair of the Governing Body may form a finance working party and meet with the Headteacher and/or the Senior Finance Officer to review reports, policies, procedures, schedules and other documents prior to the relevant meeting of the full Resources Committee.

Personnel Remit

- To review and approve the school’s Pay and Performance Appraisal Policy and other personnel policies and procedures, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations and monitor their implementation.
- To determine salary levels for individual posts in accordance with the Pay Policy. The pay and performance objectives of the Headteacher and the review of the process and approval of the Headteacher’s recommendations regarding the movement of staff across pay thresholds will be the role of the Pay Group.
- To review and approve the performance management policy and monitor its implementation.

- To review and approve the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To review the staffing structure whenever as necessary and, and at least annually, in relation to the plan for school improvement.
- To review and recommend to the Governing Body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
- To support and monitor the work of the Appointments Panel whose members discharge, on behalf of the Governing Body, its responsibilities for appointments to teaching and support posts (other than those which the Governing Body has delegated to the Headteacher).
- To undertake any formal consultations on personnel matters.
- To review and approve the policies and procedures for dealing with staff discipline and grievances and ensure that the staff are informed of them.
- To procure the drafting of and review, should the need arise and in consultation with staff, criteria for redundancy, for approval of the Governing Body.
- To monitor staff wellbeing and make recommendations to the school to promote it.

Premises Remit

- To familiarise itself with the responsibilities of the Governing Body in relation to premises and provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- To review any issues arising from the premises elements of the Accessibility Plan.
- To receive termly reports from the school on the premises and grounds to include issues identified and a proposed order of priorities for maintenance and development to be included within the school's budget.
- To work with the Headteacher and Leadership Team to prepare an asset management plan for the school and review levels of depreciation of fixed assets.
- To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to receive reports on the school's oversight of the preparation and implementation of contracts.
- To procure the undertaking of an annual safety and security audit of the premises and report on any issues arising to the Governing Body and to consider the resource implications of these reports and ensure that appropriate provision is made in the school's budget; and to ensure that the school complies with health and safety regulations.
- To review the health and safety policy to recommend it for adoption by the Governing Body and monitor its implementation with respect to resources and staff issues and any issues

which arise from the delivery of the curriculum and on the coverage of health and safety issues within the curriculum.

- To advise on and support the development of ICT provision.
- To receive findings of inspections and audits and liaise with the Headteacher to ensure that action is taken as appropriate.
- To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
- To review and approve a lettings and charges policy for the school and to monitor and evaluate the implementation of that policy.
- To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.

COMMUNITY, TEACHING AND LEARNING COMMITTEE (“CTL”)

1. The membership of the CTL Committee shall comprise: a minimum of three governors and the member of the Leadership Team responsible for teaching and learning. In addition, the Committee will seek advice from third parties where appropriate.
2. The quorum for the committee is three governors.
3. The CTL Committee's overall remit will be to advise the Governing Body on its statutory obligations regarding the education performance of the school, the curriculum and in particular the requirements on the school under the Funding Agreement. To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.
4. In detail, this will include:
 - With the assistance of staff, to monitor and evaluate the delivery of the curriculum and ensure that it meets the aims of the school and statutory requirements.
 - To support the development and review of the curriculum in accordance with the aims of the school and statutory requirements.
 - To monitor and evaluate results (external and internal) in conjunction with the Headteacher and the Governing Body.

To monitor the quality of teaching and learning and at least annually to receive a report from the school on the quality of teaching to identify any necessary Governing Body actions.

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- To review and approve, after consultation with school, the policies and procedures on collective worship and home learning.

To consider and make recommendations on issues relating to the pastoral care of pupils. This will include consideration of any relevant new legislation and/or guidance issued by the DfE or LA.

- To review and approve the policies on the conduct of school journeys and visits and other off-site pupil activity.

To monitor and advise on specialist school status and plans.

- To monitor and support consortium arrangements.

To promote effective communication between the school and pupils and their families and offer support and guidance to the school in its relations with the wider community..

To consider and advise on the delivery of the curriculum to pupils with special educational needs and other vulnerable groups and monitor how the school meets the needs of such pupils.

- To review pupil attendance, behaviour and exclusions including monitoring race equality, bullying and race related incidents within the school.
- To review, approve and monitor the implementation of policies and procedures on anti-bullying, children looked after, drugs and sex and relationships education, attendance by pupils, complaints, prevention of harassment and discrimination, behaviour, disability equality, use of physical intervention, access to pupil records, the Home-School Agreement, Special Educational Needs and the Single Equality Scheme.
- To receive regular reports from, and review the role of, the designated teacher for looked after children.
- To review and advise the Governing Body on matters relating to uniform.
- To agree and monitor the spending of the Pupil Premium funding and the impact of that spending.

PAY REVIEW GROUP

Membership: Three governors being the chair of the Governing Body, the chair of the Resources Committee and one other parent or community governor.

Quorum: Three governors

1. To review the process of and approve the Headteacher's recommendations regarding the movement of staff across pay thresholds.
2. To arrange to meet with the Hertfordshire Improvement Partner (or equivalent external adviser to the school) to discuss the Headteacher's performance targets.
3. To review and approve the annual pay and performance objectives of the Headteacher and Deputy Headteachers and determine whether those targets have been met with the support of the Hertfordshire Improvement Partner (or equivalent external adviser to the school).
4. The pay group will report directly to the Governing Body.

STAFF GRIEVANCE COMMITTEE

Membership: Three governors

Quorum: Three governors

1. To consider matters relating to staff grievances in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

APPEALS COMMITTEE

Membership: Three governors

Quorum: Three governors

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
2. To hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the Governing Body's Complaints Procedure.

PUPIL DISCIPLINE COMMITTEE

Membership: Three governors

Quorum: Three governors with necessary and up to date training

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

ADMISSIONS COMMITTEE

Delegation

The governing body has established an Admissions Committee:

- to discharge the functions conferred on it by relevant Education Acts and Regulations;
- to review on an annual basis and recommend to the governing body the admissions policy for the school;
- to carry out consultation on changes to the admissions policy agreed by the governing body, to review the results of such consultation and to make recommendations to the governing body arising from such consultation;
- unless otherwise delegated by the governing body, to rank all applications in accordance with the current determined admissions policy;
- to ensure the school continues to serve the needs of the whole community and compliance with the School Admissions Code.

Membership

The Admissions Committee shall consist of not less than three governors, one of whom shall be the headteacher. No member of the committee can be an Associate Member of the governing body. The membership of the committee shall be established at the first governors meeting of the autumn term with reserves also identified in case any of the governors needs to

withdraw because of a conflict of interest or unavailability. The governing body shall give delegated powers to the Chair of Governors to vary the Admissions Committee membership where necessary.

Quorum

The quorum of the committee shall be three governors.

Procedure

The Committee will annually review the impact of all aspects of the school's admission policy and practice and make recommendations to the Governing Body.

The Committee will consider any application for admission in accordance with the school's admission policy unless the governing body has otherwise delegated that responsibility.

Where the Committee refuses a request from a parent for admission of their child, the Committee will ensure that the parent is informed of their right of appeal against the decision and how that appeal may be made.

The Committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.

Meetings will be held on an "as and when needed" basis.

Decisions and recommendations will be reported to the full governing body.

FAB Group

Membership: The Chair of the Governing Body, the Headteacher, other governors and such members of staff as the Chair of the Governing Body and the Headteacher agree (in the event that the Chair and Headteacher are unable to agree the membership of the FAB Group the matter shall be determined by the full governing body).

Quorum: Two governors, one of which is either the Headteacher or a Deputy Headteacher.

The governing body has established the FAB Group to lead negotiations and discussions on the continuing development of the Field, Access and Buildings Project ("FAB") with Hertfordshire County Council ("County") and other relevant parties and the implementation of the Development Agreement dated 23rd December 2013 between County and Beaumont School (the "Development Agreement") including (but not limited to):

- The consultation with/agreement of the various decisions with County on Phase 1 (as defined in the Development Agreement);
- The design and planning of Phase 2/3 (as defined in the Development Agreement);
- Making recommendations as to the placing of contracts for the Phase 2/3 work (to either the Resources Committee or the full governing body as appropriate within the parameters set out within the school's Schedule of Financial Delegation (or its equivalent));
- The oversight and management of the Phase 2/3 contracts including reporting to the Contracting Officer for the relevant contract in accordance with the school's Schedule of Financial Delegation (or its equivalent);

- The monitoring of the budget for the FAB project including the VAT elements;
- The taking of such external professional advice as the FAB Group agrees is appropriate, provided that where the costs of that advice will exceed £10,000 the FAB Group shall make recommendations on such advice to the Resources Committee for its approval in accordance with the terms of the school's Schedule of Financial Delegation (or its equivalent).

Meetings of the FAB Group will be held on an "as and when needed" basis as determined by the FAB Group.

Decisions and recommendations made by the FAB group will be reported to the full governing body.

FAB Project – Client Project Team

Membership

- Mark Eustace – part of and representing the professional consultant team - Project Management Solutions (the "Project Manager")
- Elizabeth Hitch – Headteacher (Beaumont School) (the "Chair")
- Lyndsey McCutcheon– Facilities Manager (Beaumont School)
- Julie Wells – School Business Manager (Beaumont School)
- Martin Atkinson – Deputy Headteacher (Beaumont School)

Additional Attendees at meetings (as required) ("Additional Attendees")

- Heads of Departments, to be invited when appropriate
- Any Beaumont School Governor
- Any other member of the professional consultant team (in addition to the Project Manager), to be invited when appropriate

Quorum: Three members are required to be quorate, one of whom must be either the Headteacher or Deputy Headteacher and one of whom must be the Facilities Manager or School Business Manager. The Additional Attendees shall not count in the quorum.

Purpose

The Client Project Team will receive advice from the professional consultant team (including the Project Manager) and on the basis of that will provide operational direction and monitor the budgetary control for the consultant design team and building contractors who have been appointed by the Beaumont School Governors ("the Governors") to work on the FAB Project 2 and overall master plan (including work on the School's drainage funded by a grant from the Condition Improvement Fund) ("the Project").

The Client Project Team shall make operational decisions and give direction to the consultant design team based upon the advice received within the parameters set out in these terms of reference.

Responsibilities

The Client Project Team's responsibilities are:

- To receive advice from the consultant design team and Project Manager and based on that advice give appropriate direction to the consultant design team and building contractors to deliver the Project:
 - a) within the budget agreed by the Governors (the ‘Total Project Fund’); and
 - b) within the timescales agreed by the FAB Group whose authority derives from the School’s Committee Terms of Reference (as amended from time to time) (the ‘FAB Group’); and
 - c) to the overall operational requirements agreed by the School’s Leadership Team. (the ‘Objectives’).

- To monitor that the Project is on target to achieve the Objectives, with the consultant design team and Project Manager retaining overall responsibility for ensuring that the Project meets the Objectives.
- To consult with relevant School staff & key stakeholders, and based on advice from the consultant design team and Project Manager make key decisions regarding the Project (within the constraints set out in these terms of reference) which the Project Manager will communicate effectively to the consultant design team and building contractors. Such decisions will include the specification and requirements of the Project including the size, location and relationships of the accommodation and the equipment for the sports hall.
- To receive reports from the consultant design team and Project Manager on the operational activity of the Project and the distribution of resources.
- To disseminate the Client Project Team’s decisions and outcomes to other key stakeholders.
- To represent the School when necessary and possible at meetings with the consultant design team and building contractors.
- To consider any opportunities for value engineering during the Project put forward by the consultant design team and Project Manager which could potentially lead to cost reductions and based on advice from the consultant design team and Project Manager on the impact of those opportunities on the Objectives, to make the necessary decisions on those opportunities.
- To make the following decisions on the OJEU process to determine the appointment of the main contractor for the Project (the ‘Contractor’):
 - the approval of the recommendations within the PQQ Evaluation Report on which companies should proceed to the next stage of the tender process; and

 - the approval of the principles within the tender pack to be issued including the terms of the JCT contract to be included (which is subject to approval by Hertfordshire County Council (‘HCC’) under the terms of the agreement between HCC and the school) (it being acknowledged that the documents within the tender pack have been prepared by, and are based upon advice from, the members of the consultant design team and Project Manager).

Provided always that the final decision on the appointment of the Contractor shall be made by the Governors based on advice from the consultant design team and Project Manager.

It is the individual responsibility of Client Project Team members to participate in activities, work groups, or sub-meetings of the Project.

For the avoidance of doubt, no decision made or direction given by the Client Project Team shall affect the responsibility of the members of the professional consultant team and Project Manager for the accuracy and appropriateness of their advice and/or work on the Project.

Decision-making and budget control

Except in the case of Emergency Decisions as set out below, the Client Project Team will endeavour to reach consensus on decisions. For the avoidance of doubt, the Additional Attendees shall not be entitled to vote on any decision but may comment and advise on matters being discussed as appropriate.

In the event that a consensus is not possible then decisions may be made by a majority of the Client Project Team members provided that the Headteacher (or in her absence the Deputy Headteacher) has agreed with the decision and also School Business Manager (or in her absence the Facilities Manager) has agreed with the decision (the ‘Majority Decision’). Subject to these requirements of a Majority Decision, the Chair shall have a casting vote in the event of an equality of votes for and against a decision. In the event that the Headteacher is unable to attend a Client Project Team meeting the Deputy Headteacher shall act as Chair and shall have the casting vote in the event of an equality of votes for and against a decision.

Decisions of the Client Project Team may be made in face to face meetings provided that the quorum outlined above is present throughout the meeting or by email, telephone or by virtual meetings provided that:

- a) all members of the Client Project Team have had the opportunity to participate in the email exchange, telephone conversation or virtual meeting as appropriate; and
- b) enough members of the Client Project Team have participated in the email exchange, telephone conversation or virtual meeting as appropriate to satisfy the quorum requirements for a meeting; and
- c) the Majority Decision outlined above has been satisfied.

Where a decision of the Client Project Team (or any individual member of it) has an impact on the financial terms of the Project:

- a) the decision may not be made until the Client Project Team has received advice about the financial consequences of the decision (being at least the maximum amount that the decision will cost) are determined; and
- b) the Client Project Team has the authority to make that decision relating to the Project provided that advice has been received from the Project Manager that the decision will not take the costs of the Project, taken as a whole, over the Total Project Fund.

(the ‘Financial Decision Restrictions’).

For the avoidance of doubt:

- a) the contingency funds built into the Total Project Fund may be utilised by the Client Project Team to cover the costs of decisions made. Any draw down on the contingency

funds will be reflected in the Project Budget which will be made available to Governors as set out below. The utilisation of the contingency shall be explicitly reported to Governors so that there is clear awareness of how much has been utilised compared to the progress of the Project.

- b) the use of funds under headings within the Project Budget for purposes within the Project which fall under different headings of the Project Budget is within the discretion of the Client Project Team, provided always that the Objectives for the Project are fulfilled as a priority and the total expenditure on the Project does not exceed the Total Project Fund. The utilisation of funds in this way shall be explicitly reported to Governors.

Governors should be notified immediately in the event of any action taken or an event that takes place that forecasts an expenditure in excess of the Total Project Fund and any expenditure beyond the overall amount of the Total Project Fund will require the prior approval of the Governors.

The Project Manager shall have the ability to make decisions in the event of an emergency or a situation where an urgent decision has to be made within a timescale that is so short that the processes for decision making outlined above cannot be adhered to without causing a delay that would adversely impact on the timescale for the Project and/or would increase the cost of the Project and/or would have an adverse health and safety impact on the Project (the 'Emergency Decision').

In the event that the Project Manager is called upon to make an Emergency Decision, he may only make that decision provided that:

- a) The Project Manager has taken reasonable steps to seek the agreement of the other members of the Client Project Team prior to making the decision; and
- b) The Project Manager is reasonably satisfied that the decision will comply with the Financial Decision Restrictions set out above; and
- c) The financial impact of the Emergency Decision does not exceed £10,000 and the total cumulative costs of all Emergency Decisions made will not exceed the contingency funds built into the Total Project Fund.

The Project Manager will:

- i. immediately report to the Client Project Team by email any Emergency Decision made, the reason for the Emergency Decision and its financial impact; and
- ii. table a discussion of the Emergency Decision by the Client Project Team at the earliest opportunity; and
- iii. keep a log of all Emergency Decisions made.

Timing

The Client Project Team will operate for the duration of the Project planned to be from 01 April 2014 until 31 December 2016.

Meetings

The Client Project Team is initially scheduled to meet bi-weekly (subject to the School Calendar). To the best of their abilities, Client Project Team members will attend all meetings, and will participate in discussions and decisions in important matters that are dealt with between Client Project Team meetings.

Notes of all Client Project Team meetings will be kept by the Project Manager and circulated to the members of the Client Project Team for approval as soon as possible after each meeting. The Project Manager will also keep records of any decisions that are made outside meetings by email, telephone or by virtual meetings in accordance with these terms of reference and those records will form part of the notes of the following meeting.

Financial Reporting and Best Value

The Client Project Team will monitor that all expenditure for the Project demonstrates best value for Beaumont School. The most economically advantageous tender (MEAT) criterion will be applied and used to adjudicate all tenders/quotations over a value of £10k.

Contracts involving financial commitments will be approved in compliance with the School's Schedule of Financial Delegation, Committee terms of reference and articles of association ("the Governance Documents") and will be checked for conflicts of interest by the school in accordance with its usual procedures.

The Client Project Team will instruct the consultant design team and Project Manager that all contracts (including those to appoint consultants, contractors and suppliers for the Project) must be fully compliant with UK and EU regulations and all contracts and financial expenditure for the Project will be initially tabled and discussed by the Client Project Team based on advice from the Project Manager and also advice from other members of the professional consultant team, and then approved in accordance with the requirements of the Governance Documents.

Prior to the commencement of the construction phase of the Project, an expenditure plan will be drawn up by the Project Manager in line with the construction contract entered into which will form the start point for expenditure monitoring (the 'Rolling Account'). The Rolling Account will feed into a separate document also prepared by the Project Manager, which will detail the Total Project Fund including all consultancy costs with separately identifiable details of all contingency amounts and the spending thereof (the 'Project Budget').

During the construction phase the Rolling Account and the Project Budget will be maintained by the Project Manager which will re-project the final account position incorporating the impact of all agreed variations and detailing any use of any contingency amounts.

Subject to the proviso below, the Rolling Account and Project Budget will be updated by the Project Manager at least weekly and for monitoring purposes will be made available to the members of the Client Project Team and Governors as a live document or if that is not possible it will be distributed to the members of the Client Project Team and to the Clerk to the Governors (for distribution to the Governors as appropriate) for information purposes on a weekly basis, provided that the construction element of the Rolling Account will be updated on a monthly basis based on valuations issued by the appointed Contractor and agreed by the Project Manager and the appointed costs consultant. All other costs will be recorded on the Rolling Account as they occur. Any costs which have been agreed that are not recorded in the Rolling Account will be included in the Project Budget so that the Project Budget records an accurate and up to date overall financial position on the Project.

Reporting

The Client Project Team shall report to the FAB Group whose authority derives from the School's Committee Terms of Reference (as amended from time to time). Notes of all Client Project Team meetings will be made available to the FAB Group and members of the School Governing Body either for them to access by way of Dropbox or similar electronic means or sent to them on request.

The Client Project Team will make available the Project Budget to Governors at monthly intervals or more frequently on request.

Review

These Terms of Reference for the Client Project Team have been approved by the Governors.

These Terms of Reference for the Client Project Team shall be reviewed as needed but at least twice per year so that the consultant design team and building contractors can achieve their aims and objectives.

Any amendments to the Terms of Reference for the Client Project Team shall be proposed before, and be agreed at, the Client Project Team meetings and shall be effective when approved by Governors.