

## Portsmouth Education Partnership (PEP)

### Schools Capital Sufficiency Board

#### Terms of Reference (October 2020)

##### 1. Introduction

**The Schools Capital Sufficiency Board will support the implementation of the Portsmouth Education Strategy 2020-2023, contributing to the vision and overall themes of the strategy, and leading on Priority 9 of the strategy.**

Our vision as outlined in the Portsmouth Education Strategy is that through working together we can ensure that: *All children and young people make good progress through education which sets high expectations for them, is infused with restorative high support and high challenge and which is supported through leading edge use of digital technology, empowering them to drive their own learning anywhere.*

A central theme of the PEP strategy is inclusion - *creating an educational environment that is welcoming to all children and young people and not giving up on any child whatever their circumstances.*

The strategy will also have running through it a commitment to engage with schools and partners to develop and share anti-racism training and resources in response to Black Lives Matter.

##### 2. Key purpose

The key purpose of the Board is to take responsibility for the strategic oversight of the management of the overall Capital Sufficiency Programme and each individual scheme within the programme, and to provide reports to the Cabinet Member for Children and Education as appropriate.

Strategic responsibility for the sufficiency of school places in the City sits with the Director of Children, Families and Education, and is delegated to the Deputy Director of Education.

The schemes identified within the Capital Sufficiency Programme will address the statutory requirement to provide a sufficient number of school places in Portsmouth. Without these projects the Council will not be able to fulfil its duty to provide sufficient school places.

##### 3. Key responsibilities

The key responsibilities of the Board are to:

- Ensure that sufficient school places are made available across the city

- Ensure that the identified projects are feasible within the site, operational and budgetary constraints identified
- Monitor and control risks
- Resolve any issues / disputes as they arise
- Ensure that the projects remain on course to deliver what is needed and within the funding available
- Provide facilities capable of raising standards of education

#### 4. Membership

The membership of the Board is as follows:

Chair: James Hill	Director of Housing, Neighbourhood and Building Services
Vice-Chair: Alison Critchley	Head of Sufficiency, Participation and Resources
Chris Williams	School Place Planning and Capital Strategy Manager
Susan Whitehouse	Head of Design - Housing, Neighbourhood and Building Services
Andrew Malbon	Senior Architect - Housing, Neighbourhood and Building Services
Alison Egerton	Group Accountant
Tom Southall	Assistant Director, Planning and Regeneration

The membership of the Board will be continually reviewed and monitored.

There will be an open invitation to Suzy Horton, the Cabinet Member for Education, and to Mike Stoneman, Deputy Director of Education, to join any meeting. Other Council officers will be invited to attend meetings as and when appropriate.

In the spirit of openness and transparency, any headteacher within the city is at liberty to request to attend meetings of this group/board in the capacity of an observer.

#### 5. Chairing, frequency of meetings and administration

The Board will be chaired or vice-chaired by a local education leader from an education setting or Multi Academy Trust. The length of service will be for at least one year and will be reviewed at the end of each academic year.

The Board will meet once per academic term.

- The meetings will be chaired by the Director of Housing, Neighbourhood and Building Services.
- The meetings will be co-ordinated and administered by the Capital Strategy Support Officer, Education.

- All members are required to submit papers at least one week in advance of meetings.
- The agenda and papers will be circulated one week in advance of meetings.
- The notes of the meeting will be circulated within two weeks of the meeting taking place.

Minutes of the meetings will be circulated to all members as soon as available and shared on the PEP website. The agenda and supporting papers will be sent out in advance of each meeting.

## **6. Accountability and governance arrangements**

The Board will report and be accountable to the PEP Strategic Board.