



**Birchwood High School**  
**DPF Strategy Sub-committee Terms of Reference**  
**Academic Year 2021-2022**

The DPF Strategy Sub-committee is established as a sub-committee of the Finance and Estates Committee.

In accordance with legislation and the relevant education acts the DPF Strategy Sub-Committee will:

- act with integrity, objectivity and honesty in the best interests of the school;
- be open and transparent about their decisions and actions.

The DPF Strategy Sub-committee will act strategically by considering the aims and objectives for the school.

In all of the above, the DPF Strategy Sub-committee will act in accordance with all relevant law and will consider any advice given by the Principal and Senior Leadership Team (SLT).

The DPF Strategy Sub-committee will act as a 'critical friend' offering an external perspective to the Principal and the school asking challenging questions, offering constructive criticism when appropriate and ensuring that the highest professional and ethical standards are met.

### **Background and Purpose**

The detached playing field ("DPF") is an asset of the school that is considered to be underused. Trustees have been investigating potential options for development since the school became an Academy in 2011.

The Finance and Estates Committee have agreed to establish the DPF Strategy Sub-committee to identify and consider options available with respect to the asset. The sub-committee will arrange and oversee the production of a report to the Board of Trustees to enable them to consider the options in an informed way and vote on a way forward (which need not amount to a final decision to implement any project without further gating decisions).

Final decisions on the next steps with regard to the development of the site will be taken by all Trustees and the Full Governing Board will be updated regularly by this sub-committee.

Following the decision of the Board of Trustees the Sub-committee may be reconvened with appropriate terms of reference in order to oversee the progression of any development project.

### **Remit**

The remit of the DPF Strategy Sub-committee is to arrange for and oversee the production of a report to the Board of Trustees to enable them to make an informed decision with regard to next steps.. The Sub-committee may carry out this work as it agrees as appropriate, but this could include:

1. To consider the need for and identify and engage external professional advice as appropriate to support the matters below or other matters as required.
2. To identify the options available for the DPF for further consideration
3. To identify and set out the legal and regulatory parameters for any development option
4. To identify, challenge and establish the curriculum needs of the School and how these will be addressed by the development options
5. To consider the provision of leisure and recreation facilities for the benefit of the local community

- with regard to development options.
6. To consider ways to engage and to review input and feedback from all stakeholders, including potential users of the facilities, community groups, Councilors and local residents (to include a review of the responses to the consultation held in Summer 2021)
  7. For each alternative option identified to consider and set out the benefits, costs and risks associated with that option. Where possible costs, risks and benefits should be quantified and where that is not possible the steps and requirements to fully do so and the impact on the progression and risk of any project option set out. The Sub-committee should take a broad approach to identifying risks and benefits (with reference to the Schools risk register as appropriate) and should include economic, educational, social, reputational, community, health and safety, environmental and other matters as identified.
  8. For each alternative option consider the time-line and potential key decision points.
  9. Arrange for the production of a report detailing the above for consideration by the Board of Trustees

**Membership:** A minimum of three Trustees.

Additional non trustees can be members, but must not out-number the trustee members, and do not have voting rights.

Trustee members need not be members of the Finance and Estates Committee

No person with a pecuniary or other interest in the development or potential development of the detached playing field or with any potential conflict of interest should be a member of the Detached Playing Field Sub-Committee. For the avoidance of doubt this does not apply to employees of the school acting in the normal course of their employment.

**Quorum for the committee:** 3 Trustee members of Committee

**Frequency of meetings:** as and when required.

**Election of Chair:** The Sub- Committee Chair will be agreed by the Committee and appointed at the first available Finance and Estates Meeting.

**Voting rights:** all Trustee Committee members will have a right to vote on any proposal put to the Committee. Decisions are taken by majority vote.

**Minutes:** all meetings will be minuted and the minutes circulated to all Trustees.

**Chair's responsibility:**

- To chair meetings
- To set the agenda
- With admin support from the school, to arrange meetings and notify members
- Ensure decisions/options are minuted
- To arrange for the provision of written reports/minutes