

**The Northern School of Contemporary Dance**  
**The Board of Governors**  
**Terms of Reference**

**TASK AND FINISH GROUP – CAPITAL DEVELOPMENT (Oct 2017)**

<b>1.</b>	<b>Membership</b>	1.1	Between three and five members of the Board of Governors, plus the Principal.
<b>2.</b>	<b>Quorum</b>	2.1	Two, excluding any staff members.
<b>3.</b>	<b>Frequency of Meetings</b>	3.1	The frequency of meetings will be determined by the task and finish group and will be proportionate to meet its aims as established by the Board of Governors.
<b>4.</b>	<b>Attendance at meetings</b>	4.1	The Director of Finance and Resources and the Director of Studies shall normally attend meetings, and the group shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
		4.2	Other members of the Board of Governors shall have the right of attendance save that the group, when it is satisfied that it is appropriate and in line with the articles of government, may meet without staff or student members being in attendance.
<b>5.</b>	<b>Authority</b>	5.1	The group is authorised by the Board to investigate any activity within its aims as established by the Board of Governors. It is authorised to seek any information it requires from any board member, committee or employee of the School and all board members and employees of the School are directed to co-operate with any reasonable request made by the group.
		5.2	The group is authorised to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.
<b>6.</b>	<b>Duties</b>	6.1	Oversee the implementation of the options appraisal and feasibility study regarding the future growth and expansion options for the School as agreed by the Board of Governors at its meeting in July 2017.
		6.2	Oversee the implementation of a robust tender process(es), ensuring full transparency and compliance with the School's financial regulations and all other relevant procurement regulations.
		6.3	Monitor expenditure (as agreed by the Board of Governors at its meeting in July 2017) ensuring that value for money is achieved.
		6.4	Consider the interim reports from the consultants and make recommendations to the Board of Governors as appropriate.
		6.5	Consider the draft conclusions and recommendations of the consultants as outlined in their <i>Options Appraisal and Feasibility Report</i> and make any recommendations to the Board of Governors as appropriate.
		6.6	Adhere to any timescales established by the Board of Governors. (Where this is not possible changes to the timescale should be reported to the chair of the Board of Governors immediately, and subsequently to the next meeting of the Board of Governors.)

		6.7	Report progress to the Board of Governors at every meeting of the Board of Governors.
7.	<b>Performance Monitoring</b>	7.1	The Board of Governors will review the work of the group at least annually and will decide whether appropriate progress is being made and whether the group should be continued.
8.	<b>Chair</b>	8.1	The chair of the group will be appointed by the Board of Governors.
9.	<b>Committee Servicing</b>	9.1	The group shall be serviced by the Clerk to the Governors.
10.	<b>Reporting Procedures</b>	10.1	Notes of every meeting of the group will be presented to the next available board Meeting.
11.	<b>Appointing Authority</b>	11.1	Members shall be appointed by the Board of Governors.
12.	<b>Approval and Reviews</b>	12.1	These terms of reference will be reviewed and approved by the Board of Governors at least annually.  Date approved:17 October 2017 Review due: October 2018