

Brooklands College

CAPITAL STRATEGY COMMITTEE

TERMS OF REFERENCE 2018/19

Objectives

The purpose of the Capital Strategy Committee (CSC) is to oversee the property strategy for the College

Membership

1. The Membership shall comprise up to seven members including the Chair of Governing Body, the Chair of Resources, and the Principal. In addition up to two associate governors may also serve the Committee.
2. The Deputy Principal, Vice Principal and Director of Estates and Property Development may also attend meetings. Other staff will be asked to attend when required.
3. Governors who are not members of the Committee have the right to attend meetings.

Proceedings

1. The Chairman and Vice Chairman of the Committee shall be appointed biennially by the Members at the first full meeting of the Governing Body for the academic year and must be Governors of the College. On the expiry of their term of office, such Chairman or Vice-Chairman shall be eligible for re-appointment.
2. A quorum shall be any three members of the CSC who are Governing Body members.
3. The Committee shall meet as frequently as agreed by Committee.
4. The Committee may invite the Governing Body's advisers or other third parties to attend meetings of the Committee, as appropriate.

Duties

1. To consider, submit to FGB for approval, and progress the strategies in relation to both the Ashford and Weybridge sites, including refurbishment, redevelopment plans and disposal.
2. To liaise with, on behalf of the Governing Body, external organisations including, representatives of local Councils, regarding the refurbishment or redevelopment of the College sites.
3. To receive regular reports on capital receipts and expenditure and agree priorities for capital spending, based on future needs, condition surveys and management of risk.
4. To approve the appointment of advisors, consultants and contractors in pursuance of the above; to monitor their progress and make recommendations to FGB as requirements.
5. To approve payment, subject to FGB setting a financial limit, to any party in the pursuance of the above. The figure authorised by FGB for any single approval by

the CSC is up to £1,000,000 provided that any expenditure approved by the CSG over £150K will be notified to all Governors. A full report on all expenditure on the capital strategy project will be presented to every FGB.

6. Where an expenditure commitment exceeds the £1,000,000 limit, approval will be required by FGB, either at its next meeting or by written resolution to expedite authorisation by Governors.