

Chesterton Community College  
**Sports Committee**  
Terms of Reference  
**2017 – 2018**

**1. Purpose**

To oversee the effective management and development of Chesterton Sport's Centre so that it both provides a valuable resource to the local community and the School, and that it contributes positively to the School's finances.

**2. Membership and Quorum**

The committee shall consist of not fewer than **four** governors (drawn from the LGB or the Trust board) and up to **three** external representatives of the City Council/County Council/Community. Any member of the LGB or Trust board may ask to serve on the committee. The quorum shall comprise **three** governors / trustees.

The Director of Finance and Resources, will act as an Associate Member of the committee and will have voting rights.

**3. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the discretion of the chair.

The committee shall meet termly, or more frequently, as may be required from time to time. At the first meeting in the Autumn term, the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

Other members of the trust board or LGB may attend meetings of the Sports committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the LGB, shall however have the right to vote on any resolution placed before the committee.

**4. Declaration of Interests**

Where there is a conflict between the interests of any member and the interests of the trust, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the trust's regulations, the other members present at the meeting will decide on the matter.

**5. Chairmanship**

A chair shall be appointed annually at the first meeting of the committee in the school year. The chair may not be the CEO or an employee of the trust.

If the chair is absent from a meeting, a non-staff member may be elected to take the chair for the duration of that meeting.

**6. Partnership with the CEO**

In carrying out its functions the committee will receive information and advice from the CEO and other staff and will actively seek opportunities for wider consultation where appropriate.

**7. Minutes**

All committee meetings must be minuted and the minutes must be circulated with the agenda of the next committee meeting and to the trust board.

**8. Delegated responsibilities**

The Committee has delegated powers to carry out the following specific tasks:

Monitoring (Termly) and reporting progress and making recommendations formally to the Resources Committee regarding:

- Sports Centre Development Plan progress;
- Progress against the centre's financial budgets, targets and information about Centre usage and membership.

Annual Evaluation:

- Annual Evaluation of progress in relation to the Sports Centre Development Plan;
- Budget;
- Usage and Memberships.

Strategic Development

- Contributing to the strategic development of the Centre by drawing up the Sports Centre Development Plan in collaboration with the Sports Centre Coordinator and the Director of Finance and Resources.

The board agreed these terms of reference on .....