

SWANMORE COLLEGE OF TECHNOLOGY
COMMUNITY MANAGEMENT COMMITTEE

Terms of Reference

Purpose

The purpose of the committee shall be to:-

- Oversee all aspects of the management of the Facilities (Sports Hall, Gym, Multi-Use Games Area & Indoor Facilities) for use by members of the community on behalf of the Governing Body of Swanmore College of Technology and Winchester City Council as detailed in the Legal Agreement between the two parties.
- Advise the Governing Body on all matters pertaining to the issues concerned with the Facilities, in particular:
 - Preparing and publishing an Annual Service Plan which includes an annual budget, describes how usage of the Facilities is to be promoted and developed, and incorporates budget targets and performance indicators together with dates when the College wish to use the Existing Facilities;
 - Maintaining their upkeep throughout the period of the Agreement;
 - Programming their community use within the available hours set out in the Agreement;
 - Defining their usage policy, including conditions of use;
 - Proposing an annual budget to cover costs arising from the operation and maintenance of the Facilities and staffing (including hire charges, fees for community users, and employing a community manager and his or her staff);
 - Defining the management principles under which the Facilities will be operated;
 - Making arrangements for insurance, financial transactions, accounting, auditing and budgeting to ensure that they comply with the standards set down by the County Council;
- Develop, monitor and evaluate comprehensive plans for accessible sports development programmes for all users, community use of any business enterprise facilities and general usage by the community of agreed school assets;
- Develop, monitor and evaluate business plans for any associated catering or resource and leisure facilities.

Composition

The membership of the Community Management Committee shall be:

- ❑ A member of the Governing Body who will act as Chair and Convenor;
- ❑ A member nominated by a parish council, such nomination rights being rotated every two years between Swanmore Parish Council and Bishop's Waltham Parish Council;
- ❑ A member of the City Council nominated by the City Council;
- ❑ A representative of the Users of the Facilities elected annually for a period of one year from the first meeting in each school year, by ballot from users;
- ❑ Three other governors of the College nominated by the Governors
- ❑ The Headteacher (non-voting);
- ❑ The Community Manger (non-voting);
- ❑ The Clerk to the Governors (non-voting);
- ❑ Officers from the City Council (non-voting).
- ❑ A Vice-Chairman shall be elected annually by the Management Committee at its first meeting in the school year each year;

Meetings

The Committee shall normally meet quarterly in January, April, July and September of each year, and generally before a full Governing Body meeting. Minutes shall be issued and circulated to all members of the Committee, and the Chairman shall make brief verbal reports at Governors' Meetings.

The Committee shall be quorate provided that at least 4 voting members are present.

Reporting and Accountability

The Committee is accountable to the Full Governing Body and shall provide:

- ❑ Minutes to the Governing Body records;
- ❑ Brief verbal reports to the full Governing Body meetings termly.

Review Period

Terms of Reference shall be reviewed by the Community Management Committee at intervals of not less than every two years.