



# Steering Group

# Terms of Reference

**First Adopted: June 2021**

**Reviewed: June 2025**

**Next Review: June 2026**

**POLICY STATEMENT**

Written by: Anna Clooke, Partnership Leader

Approved by: Plymouth School Sports Partnership Steering Group

The Plymouth School Sports Partnership (“the Partnership”) carries out activities throughout the Plymouth area that benefit children and young people and the wider community through:

- the creation of a sustainable physical education, school sport and physical activity system to drive educational outcomes and enhance the life chances of children and young people
- the organisation of secondary and primary school competitions across Plymouth
- any other activity that could be regarded as analogous with the above aims

## **Membership**

The Steering Group Members (“the Group members”) include the following representatives:

- Head Teacher of the school that hold employment contracts for the Partnership
- Primary School Head Teachers (or Head of School)
  - From a minimum of 2 and a maximum of 5 subscribing primary schools
- Secondary School Head Teachers (or Principal)
  - Principal at Sir John Hunt CSC (School Games Organiser host school)
  - Head Teacher at Plymstock School (School Games Organiser host school)
- Special School Head Teacher (or Head of School)
- Business Manager at Sir John Hunt Community Sports College
- Active Devon
- Plymouth City Council
- University of Plymouth
- Plymouth Marjon University
- Plymouth Active

The Head Teacher (or Head of School or Principal) members of the Steering Group collectively make up the Steering Group Sub-Committee (“the Sub-Committee members”).

The Sub-Committee members are also the Directors of the Plymouth School Sports Partnership Community Interest Company and act in accordance with the Articles of Association as published on Companies House.

## **Steering Group & Sub-Committee Chair**

As primary schools make up the largest representation of subscribing Partnership schools, the Steering Group & Sub-Committee Chair (“the Chair”) must be a primary school head teacher (or Head of School).

In the absence of the Chair, the Group or Sub-Committee shall choose an acting chair for that meeting from among their number.

## **Election**

1. The outgoing Chair gathers nominations for their successor from Group member head teachers, in advance of their last ordinary meeting
2. At the Chair’s last ordinary meeting, the first agenda item is to propose the nominations for Chair to the Group
3. The nominated Group members are asked to leave the room and a vote is undertaken
4. In case of an equality of votes, the outgoing Chair shall have the casting vote
5. The new Chair is effective from the date immediately following the outgoing Chair’s last ordinary meeting

## **Term of Office**

The Group members may appoint the Chair for such term of office as they determine and may at any time, remove him or her from office.

## **Steering Group & Sub-Committee Clerk**

The Partnership Administrator will be the Steering Group & Sub-Committee Clerk (“the Clerk”). This forms part of their job role and responsibilities.

In the absence of the Clerk, the Chair shall choose a clerk for that meeting from among their members (but someone who is not the Chair).

## **Quorum**

**Steering Group**            A minimum of three Group members.

**Sub-Committee**         A minimum of three Sub-Committee members.

## **Meetings**

### **Steering Group**

The Partnership Leader for the Plymouth School Sports Partnership is expected to attend all meetings.

The Group members will hold a minimum of three meetings each academic year; one in the Autumn term, one in the spring term and one in the Summer term.

At each Summer term meeting, the dates of the meetings for the forthcoming academic year will be set.

All Group members are expected to attend at least two of the three meetings, every academic year.

In order to maintain the integrity of the Group, where a Group member is unable to attend a meeting they should not delegate their attendance to another person.

Notice of Group meetings must be given to each Group member.

Every notice calling a Group meeting must specify the place, day and time of the meeting.

Notice of Group meetings may be sent by electronic means to an address provided by the Group member for the purpose.

A minimum of a week prior to a meeting, the relevant meeting documents will be sent to Group members by electronic means to an address provided by the Group member for the purpose. Group members are expected to inspect these documents prior to the meeting.

### **Sub-Committee**

The Chair, or two members of the Sub-Committee, may (and the Clerk must, at the request of the Chair or two Sub-Committee members) call a Sub-Committee meeting.

Sub-Committee meetings must be called by at least seven clear days’ notice unless either

- all members of the Sub-Committee agree
- urgent circumstances require shorter notice

Notice of Sub-Committee meetings must be given to each Sub-Committee member.

Every notice calling a Sub-Committee meeting must specify the place, day and time of the meeting.

Notice of Sub-Committee meetings need not be in writing.

Notice of Sub-Committee meetings may be sent by electronic means to an address provided by the Sub-Committee member for the purpose.

## **Minute Recording**

### **Steering Group**

The Clerk will take accurate minutes of all meetings. The draft minutes of each meeting will be circulated to all Group members within two working days of the meeting.

The draft minutes of any Group meeting will be circulated along with the agenda for the next ordinary meeting of the Group and be presented at that meeting by the Chair, for formal agreement by the Group members as a full and accurate record.

The minutes will be made available to the public/non-members on request. Information relating to a named person or any other matter that the Group or Sub-Committee considers confidential, does not have to be made available for inspection. Minutes may be redacted where necessary.

The minutes must be kept for at least ten years from the date of the meeting.

### **Sub-Committee**

The Clerk will take accurate minutes of all meetings. The draft minutes of each meeting will be circulated to all Group members within two working days of the meeting. The Sub-Committee members will agree the minutes as a full and accurate record by return email to the Clerk.

The minutes of any Sub-Committee meeting will be kept on record and made available on request to the wider Steering Group members. Information relating to a named person or any other matter that the Sub-Committee considers confidential does not have to be made available for inspection by Group members. Minutes may be redacted where necessary.

The minutes must be kept for at least ten years from the date of the meeting.

## **Decision Making**

### **Steering Group**

Any decision of the Group members must be a majority decision at a meeting. In case of an equality of votes, the Chair shall have the casting vote.

### **Sub-Committee**

Any decision of the Sub-Committee members must be a majority decision at a meeting. In case of an equality of votes, the Chair shall have the casting vote.

## **Steering Group General Terms**

- To take a strategic role and act as a critical friend to the Partnership

- To set aims and objectives for the Partnership
- To review and agree the budget
- To review, adopt and monitor policies and procedures (to adopt at the Summer meeting in advance of new academic year)
  - Steering Group - Terms of Reference
  - Safeguarding Policy
  - Privacy Notice
  - Staff Travel Policy
- To incorporate new policies & procedures as required
- To review and monitor the staffing structure for the Partnership
- To receive and review termly reports from the Partnership Leader

### **Sub-Committee General Terms**

- To adopt the staffing structure for the Partnership
- To oversee any process leading to staff reductions
- To make recommendations on behalf of the Steering Group for purchases over the delegated authority of the Partnership Leader
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances
- To act as a 'first committee' for formal disciplinary or complaints hearings