

Meeting terms of reference for the
Governor and Trustee Committees:

DEVELOPMENT COMMITTEE

1. INTRODUCTION

This document outlines the Terms of Reference for the Development Committee . It is designed to ensure effective governance, help clear decision-making processes and define the roles and responsibilities of the committee members.

2. PURPOSE

The purpose of these Terms of Reference is to:

- * Define the scope and objectives of the committee meetings.
- * Establish the roles and responsibilities of committee members.
- * Ensure compliance with charity governance best practices.
- * Provide a framework for effective decision-making and oversight.

3. SCOPE

These Terms of Reference apply to all ordinary meetings of the Development Committee and are to be adhered to by all committee members: Governors, Trustees, CHF Executive Leadership Team members and their colleagues.

The scope of the committee is to provide assurance and oversight of new charity initiatives, capital developments, specialist services performance, fundraising and commercial income streams. As part of the 'Community connections' strategy workstream, the committee will:

- * Oversee the development of specialist services, site capacity and utilisation.
- * Examine capital development proposals.
- * Oversee ongoing capital development projects to their conclusion.
- * Approve and recommend the Fundraising programme and targets.
- * Monitor the implementation of the Fundraising programme and targets in line Charity Commission guidance.
- * Approve and recommend the commercial income programme and targets.
- * Monitor the implementation of the commercial income programme and performance.
- * Oversee marketing, brand and communications

4. FREQUENCY OF MEETINGS

The Development Committee shall meet 3 times a year. Additional meetings can be convened at the request of the Chair.

5. NOTICE OF MEETINGS

A schedule of regular meetings shall be agreed upon annually, and provided to committee members at the beginning of the academic year.

The agenda and relevant documents shall be distributed to all committee members at least 7 days prior to the meeting.

6. QUORUM

The quorum for the Development Committee meeting shall be 3 Governors/Trustees and the Director of Specialist Services & Income, or their deputy.

If a quorum is not present, the meeting may be adjourned to another date or it can continue with the agreement of the Chair, but any decisions must be agreed by absent committee members.

7. AGENDA

The agenda shall be prepared by the Chair of the Committee, the Director of Specialist Services & Income, and the Chief Executive, as required.

Committee members may request items to be added to the agenda by submitting them to the chair before the agenda for the meeting is finalised. Otherwise an item can be brought and discussed under Any Other Business.

The agenda shall include, but is not limited to:

- * Approval of minutes from the previous meeting
- * Review of action items
- * Development Dashboard and KPIs
- * Areas of development and financial performance updates
- * Risk review relevant to this committee
- * Ensure developments are scrutinised in terms of equality, safeguarding, and impact.
- * Scrutiny of Tier 1 policies relevant to this committee
- * Any other business

8. MINUTES

The Governance Manager or their deputy shall act as the clerk and record the minutes of each meeting.

Draft minutes shall be agreed by the Director of Specialist Services & Income, and Chair of the Development Committee and then uploaded to the current portal "The Trust Governor" within 14 days after the meeting.

The minutes shall be approved at the subsequent committee meeting and signed by the chair.

9. ROLES AND RESPONSIBILITIES

Development Committee Chair:

- * Support ELT lead in planning the agenda and papers required for each meeting.
- * Provide leadership to the committee and keep the meeting to time.
- * Ensure effective functioning of the committee facilitating decision making as required.
- * Facilitate constructive discussions, based on high challenge and high support.

Development Committee Members:

- * Attend meetings and participate actively.
- * Review meeting materials in advance.
- * Act in the best interests of the charity and its stakeholders.
- * Maintain confidentiality as required.

Clerk:

- * Ensure compliance with statutory and regulatory requirements.
- * Prepare and circulate meeting agendas and documents.
- * Record and distribute meeting minutes and follow up any actions.

10. DECISION-MAKING

Decisions will usually be made by verbal agreement; a vote can be recorded if required. Decisions may also be made by email being circulated to all members and will be recorded in the minutes of the next meeting.

11. REVIEW AND AMENDMENTS

These Terms of Reference shall be agreed in the first Development Committee meeting of the academic year, and reviewed annually thereafter. Any amendments must be approved by the Chair of the Development Committee and the committee members.

12. EFFECTIVE DATE

Academic year 2024 - 2025

13. MEMBERSHIP

Governors and Trustees:

4 Trustees
1 Trustee Appointed Governor

In Attendance:

Director of Specialist Services & Income
Other senior managers as required