



The  
**Balcarras**  
**Trust**

## **Development Committee Terms of Reference**

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**The Balcarras Trust**

**Reviewed by Trustees**

**Date approved by Trustees:** February 2026

**Review Date:** July 2026

## **Purpose and Delegated Powers.**

The purpose of this Committee is to research and discuss, in depth, issues which require greater time than would normally be available at a Full Trustees meeting.

Specifically for 2025/26 this includes the consideration of issues relating to Trust expansion, central services provision, value for money and top slice percentages. Should current circumstances change around Trust sixth form provision further proposals will be considered.

The committee does not have delegated decision-making authority. The full Board of Trustees directs the committee to address in detail a specific issue or issues and to report back to them, laying out viable options and recommendations, when the committee is ready to do so or by an agreed deadline.

## **Membership**

The Committee shall consist of 5 Trustees, including the Chair, plus the CEO and CFOO and any other relevant people the Committee chooses to co-opt on a temporary consultancy basis capacity. All members of the committee are recognised as eligible to vote on decisions on the basis these are for recommendation to full board of Trustees for final discussion and decision making.

- I. To maintain continuity and development of a measure of expertise, Trustees shall be expected to remain in membership of the Committee for a period of at least three years or until their membership of the Trust terminates if that should occur before the expiry of the three-year period.
- II. Representation of the Committee for the academic year 2025/2026 shall be:
  - Chair - Jo McGuire (member)
  - Vice Chair - Louise May (member)
  - Trustee (Chair) - Bernard Roberts (member)
  - Trustee – Adam White (member)
  - Trustee – tbc (member)
  - CEO - Helen Wood (member)
  - CFO – Louise Morgan (member)

In addition, the Governance Professional will be in attendance.

By invitation, any other MOS, trustee or governor whose experience and input are deemed to be valuable to the matter under consideration.

## **Quorum**

The quorum shall be 4 trustees which must include the Chair or Vice-Chair

- I. In the absence of a properly constituted quorum for a planned meeting, discussion shall continue but no decision to be made and the Committee shall reconvene at the earliest available opportunity
- II. Only Trustees who are properly constituted Members of the Committee shall have the right to vote on issues within the assigned terms of reference.
- III. Where there is equality in a vote, which cannot be resolved in committee, the Chair shall have the casting vote.

## **Meetings**

- i. The Committee shall meet as and when required; the regularity of the meetings will be determined by the Committee according to need.
- ii. An agenda will be prepared by the clerk and posted on GVO with accompanying papers, a week in advance of meetings.
- iii. Minutes will be taken by the clerk who will note action points and minutes will be agreed at subsequent meeting.

## **Review**

Terms of Reference shall be reviewed annually by the committee at the first meeting in the school year, with amendments to be approved by the full board of Trustees.