



## **BURNHAM NEW SECONDARY SCHOOL STEERING GROUP (BNSS)**

### **Terms of Reference**

These Terms of Reference should be reviewed regularly and presented to the Full Council for approval.

#### **INITIAL INTRODUCTION**

This Steering Group, formerly known as the Working Group, was formed in October 2020 with the primary purpose to establish support for non-selective secondary education at the Opendale Road site which meets the educational needs of the whole of Burnham and its neighbouring communities.

#### **OBJECTIVES**

- (1) To constantly engage with the local community to win its active support and especially parents of children at the eight most proximate potential feeder schools to the proposed new secondary school. This will entail a detailed understanding of both parental preference and actual pupil flows between the feeder schools and all accessible secondary schools from the 2019/20 academic year onwards until the school is both established and thriving.
- (2) To develop a compelling and relevant vision for the proposed new secondary school alongside the capacity for its delivery and inviting guidance from the governing bodies and management teams of local schools supporting this campaign.
- (3) To harness the support of local members of parliament, Buckinghamshire Council (BC) members and officers, and local businesses.
- (4) To access the necessary expertise to develop a purposeful, relevant and joyful adult education provision at the proposed new school.

#### **PROGRESS REPORTING PROCESS**

An update report will be presented regularly on the Burnham Parish Council website as the primary source of information along with brief updates at the Full Parish Council meetings and future editions of Round and About. It will also be important to work collaboratively with the Neighbourhood Plan Parish Council Working Group and all other Parish Council committees.

#### **STEERING GROUP STRUCTURE**

The steering group's structure and processes should be both dynamic and flexible allowing for key individual's to make contributions as and when required.

The information and research collated needs to be easily accessible and especially to avoid duplication of effort.

#### **Steering Group participation:**

##### **Steering Group Section:-**

- (A) Steering Group Administrators & Coordinators**

## MEMBERS

- 6 core members:-
- Minimum 2 Parish Cllrs
- Chairperson –This section will appoint a Chairperson.

## PURPOSE

- Management, coordination, communications, collation and presentation of all research work.
- Schedule and host meetings.
- Build database of supporters and key individuals.
- Review terms of reference.

### **Steering Group Section:-**

#### **(B) Briefing & Contributors**

## MEMBERS

- Regular attendee of stakeholders and skilled contributors.
- All members volunteer themselves and may be appointed with specific roles.
- Members include Headteachers of local schools willing to support this campaign.

## PURPOSE

- Contribute and attend meetings relevant to their expertise.
- Influence the proposals to be submitted to the higher authorities.

### **Working Group Section:-**

#### **(C) The Community and all Supporters**

## MEMBERS

- Parents and other members of the public who would like to support this project.

## PURPOSE

- Welcome to attend meetings as scheduled and published in the public domain.
- Participate in surveys and tasks for the community.
- Encouraged to submit ideas and volunteer for set tasks to progress the campaign.

ADOPTED DATE: 15/05/2023