

# THE SCHOOL SUPPORT SERVICES BOARD (SSSB)

## Terms of Reference

These should be read in conjunction with the [Terms of Reference for Groups Reporting to the Schools Forum](#).

### 1. Purpose of the SSSB

The SSSB provides a link between Devon schools and services provided by the Local Authority and external companies approved by the County Council

### 2. Objectives of the SSSB

The Board will:

- represent the needs of schools to service providers;
- hold service providers to account for their performance and responsiveness;
- monitor and advise on costs of services;
- work with the local authority to promote best value in Governors' purchasing decisions;
- work with the local authority to promote a market place of competitive service provision.

### 3. Membership

- 1 representative of Primary School governors;
- 1 representative of Secondary School governors;
- 2 representatives of Secondary School Bursars, one of whom should represent Foundation Schools, nominated by the Devon Association of Bursars;
- 2 representative of Primary School Administrative Officers, to be nominated/confirmed at the Administrators' Annual Conference;
- 2 representatives of Primary School headteachers, one of whom will be the DAPH Officer;
- 1 representative of Secondary School headteachers;
- 1 staff representative nominated by UNISON;
- 3 representatives of the local authority to reflect resource, operational and strategic interests.

### 4. Length of office of school representative members

Members of the group may serve for four years before stepping down or being re-elected. Existing members can remain on the group until the four year term expires and this will build in a staged turnover of representation.

### 5. Chair

A Chair and Vice-chair will be elected annually at the first meeting in the summer term. It is not envisaged that a local authority officer will hold these offices. In the Chair's absence the Vice-chair will manage the business. If both are absent the group will name a substitute for that meeting only.

6. **Conduct and frequency of meetings**

- The SSSB will during the summer term establish a programme of work for the next academic year;
- The SSSB will meet as appropriate to its programme of work, but not less than three times a year;
- The Board requires ?? school members to attend be a quorate. It may discuss agenda and make recommendations in the absence of a quorum but this must be made be made plain at the following Schools Forum so that the Forum may decide whether fuller discussion is needed before any formal decision is taken.

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