

# Resourcing the work

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The next step is to agree who is going to take the work forward and their terms of reference.

Even the most modest programme for community sport and arts will require many decisions, e.g.

- Who will be responsible for opening up when a community group arrives and locking up after they leave?
- Where will they change if they need to?
- Who will put out any equipment and put it away afterwards?
- What happens if there is damage to the premises or equipment?
- How will insurance, health and safety and child protection issues be resolved?
- What should the charges be, how will payment be made and cash handled?

Projects involving new or remodelled buildings or playing areas will require many more decisions.

### Project working group

For this reason, it is best to set up a working group to manage the process. In most cases, this working group will report and make recommendations to the governing body, the final arbiter on the project. Make sure the working group has clearly set out terms of reference.

### Project champion

The most successful projects have a committed person to 'champion' the project, setting the timetable, securing funding, undertaking and delegating tasks, advocating the project to others and generally spurring people on.

In the case of large BSF rebuilding and remodelling projects led by a team in the local authority or by a Local Education Partnership (LEP), the individual schools may appoint a member of the management team or a governor to act as the school's project champion to liaise with the BSF team or LEP and report back to the governing body.

## Key principles

- Make sure your project champion has sufficient responsibility and delegated authority to allow the project to succeed.
- The project champion must be given sufficient time to develop the project properly – consider secondment or cover arrangements if necessary.
- Include a parent governor, someone who can represent the community and, where appropriate, a member of your School Council on your working group (as well as local authority, LEP representatives and sport and arts professionals) to help ensure the priorities identified in the original consultation do not get lost along the way.

## Sources of guidance

### Best for...

Governors as they work with schools on developing their plans for extended services.

Project Champion and members of Working Group

### Who/What...

'Extended Schools – A Guide for Governors', Training and Development Agency for Schools, March 2006

'Setting up extended services: A step by step guide'

### How to find...

Available to order from the National Governors Association - email: [governorhq@nga.org.uk](mailto:governorhq@nga.org.uk)

<http://www.teachernet.gov.uk/wholeschool>

