

# **School Steering Team (SST)**

## **New HRCE Grade 6-9 School in Clayton Park-Fairview**

### **Terms of Reference**

The School Steering Team (SST) is a group that is representative of the key school partners for the community that advises on the design development for the new school.

#### **Role**

The role of the SST is to provide input on planning the general interior and exterior design of the new school within the approved funding envelope.

The SST works with the Sponsor Group, comprised of the Halifax Regional Centre for Education (HRCE), the Department of Education & Early Childhood Development (EECD) and the Department of Public Works (DPW), throughout the design phases of the project. The SST communicates with the communities they represent to connect the community with the process for planning and constructing the new school.

***The SST acts as an advisory group and does not have approval authority.***

***The Sponsor Group ensures the project aligns with the approved budget, scope and schedule.***

#### **Term**

This Terms of Reference is effective from the date of SST approval and will be ongoing through to project completion.

#### **SST Membership:**

- Sponsor Group: EECD, DPW, HRCE (Ops Director & Chair of SST)
- HRCE operations and administrative representatives
- HRM representative
- School Advisory Council (SAC) chair(s) or designate(s)
- Key community user-group representative(s)
- Student representative(s)

#### **Roles and Responsibilities**

The SST is a key advisory resource for the Sponsor Group during the project. It is most active during the design development phase of the project where prioritization of items is required. During design development, the SST discussion and decisions are documented for the purposes of communicating to design consultants and construction contractors. During the construction phase, the Sponsor Group will provide quarterly reports to the SST and community on the progress of the project's implementation.

Members of the SST will commit to:

- attending meetings regularly and reading correspondence
- agree to disclose any potential conflicts of interest and excuse themselves from discussions or decisions when appropriate
- championing the new school project and SST process within the school community

- fostering a safe space for discussion where every member feels welcome to participate and contribute their thoughts and ideas
- sharing general discussion with community individuals and groups outside the SST and protecting the privacy of members
- sharing information posted on HRCE's project website (e.g. meeting minutes, schematic drawings, development designs, etc.) and keeping draft meeting materials confidential

Members of the SST will expect:

- that each member will be provided with complete, accurate and meaningful information
- to be notified of potential risks and issues that could impact the project, as they arise
- open and honest discussions

Membership may leave and be added over the course of the project to accommodate availability or changes in community representation

### **Decision-making**

Decisions will be made by consensus in that all members are satisfied with the decision even though it may not be their first choice. If not possible, the chair will make the final decision on behalf of the advisory group.

The SST will aim for consensus in formulating recommendations to the Sponsor Group. If consensus is not possible, the Chair may summarize the range of perspectives to support the Sponsor Group in its decision-making

The SST will strive to ensure everyone's voice is heard in decision-making, and the group works collaboratively to find a solution that is acceptable to the majority, or at least, no one actively objects to.

### **Meetings**

Meetings will typically be held every 3-4 weeks on Thursdays at 3-5pm during the design development phase of the project. All meetings will be chaired by the Operations Director of the HRCE.

Meeting agendas and minutes will be provided by HRCE's SST facilitator, this includes:

- emailing meeting invitations, organizing on-site or online meeting formats, and distributing the meeting agenda and any accompanying materials
- drafting meeting minutes noting the general discussion and key decisions
- facilitating review and confirmation of meeting minutes with the Sponsor Group and SST for posting on HRCE's project website

### **Statement of Commitment**

Each member of the SST pledges to fulfill their duties and responsibilities and to uphold these terms of participation.

These Terms of Reference may be reviewed and updated by the Sponsor Group and SST as the project progresses and circumstances change.