



Governance Group

Terms of Reference

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Related statutes or regulations	
Related policies/procedures/guidance/forms	
Staff member responsible for update	Chair of Governance Group

Amendment History

Version	Revision Summary	Date Approved	Author



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Objectives

1. To work towards fulfilment of the College's Vision by ensuring that the Board observes best practice in governance and conducts its affairs in accordance with the College's charitable objects.

Responsibilities

2. The Governance Group is an Advisory Group of the Board of Governors and is charged with:
 - reviewing the College's Memorandum and Articles of Association and considering legislative changes;
 - scrutinising the way the Board works in the light of Charity Commission guidance and recommending appropriate changes;
 - updating Terms of Reference for all groups and recommending them for approval;
 - reviewing all policies and bringing changes to the Board for approval;
 - maintaining and updating a Handbook for Governors, including a role description, guidance on Board conduct and copies of all policies adopted by the Governors;
 - discussing other matters relating to governance as and when required.

Reporting

3. The Group will circulate Minutes of its meetings to the Governors.
4. The Group, represented by its Chair, will present a report to the Governors regularly and at least annually.

Membership

5. The Group will comprise:
 - A Governor with relevant expertise as Chair
 - Chair of Academic Board
 - The Chief Operating Officer
 - Not more than three other Governors or external members with relevant expertise.

6. The Chair of the Academic Board and the Chief Operating Officer are members of the Group by right of their appointments.
7. Others with relevant expertise can be appointed for a three-year period, renewable for further periods of three years, by the Governors.
8. The Group will be supported by the Quality Manager as Secretary.

Meetings

9. The Governance Group is a Standing Committee and will meet as and when necessary to discharge its responsibilities.
10. The Minutes of the Group will constitute a formal record of its meetings and decisions.
11. Three members will constitute a quorum, including a governor and where academic policies are under review the Chair of the Academic Board
12. There are no subcommittees of the Governance Group.