



Senior Management Team Terms of Reference

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Staff member responsible for update	Principal / Chair of SMT

Amendment History

Version	Revision Summary	Date Approved	Author
004/22	Point 2e amended to include all responsibilities under various procedures. Changed name of DO to COO	24/2/22	Gov Group



Senior Management Team

Terms of Reference

Objectives

1. The Senior Management Team supports the Principal in managing the academic and operational life of the College, discussing issues and making decisions to ensure the smooth functioning of all aspects of the College.

Responsibilities

2. In particular, the team:
 - a. Reviews and develops the College's strategic and operational plans.
 - b. Ensures that satisfactory progress is made to achieve the College's strategic priorities, and reports on such progress to the Governors.
 - c. Monitors the College's financial situation, developing a budget each year which will enable the College to achieve its objectives for review by the Finance Group and approval by the Governors, and reviewing the management accounts and variances between budget and actual income and expenditure, taking action to contain excessive expenditure and to increase income where possible.
 - d. Monitors the requirements of and relationships with any validating partners and external regulators, ensuring that resources are deployed appropriately to maintain the College's status as an HE institution.
 - e. Undertakes all relevant responsibilities as given to it within College policies and procedures.
 - f. Monitors recruitment to courses and their viability.
 - g. Oversees delivery of excellent student experience and facilitating student enhancement.
 - h. Initiates and manages projects as and when needed to deliver the College's objectives.
 - i. Determines the action to be taken by the College in response to external opportunities and initiatives.
 - j. Considers and advises on any other matters as may be referred to it.
 - k. Manages staff and oversees their development ensuring that their objectives are achieved and that the College services are delivered.

Reporting

3. The Senior Management Team provides a report to each Governors' meeting on recent developments in College life, including reference to the strategic and operational plans.
4. The Senior Management Team will report appropriately, and as necessary, the outcome of its meetings to the College's staff.

Membership

5. Membership of the team will be as follows:
 - Principal (Chair)
 - Vice Principal Academic Director
 - Dean of Ministerial Formation and Training
 - Chief Operating Officer
 - Any other member of College staff co-opted by the Senior Management Team.

Meetings

6. The Senior Management Team meets regularly with formal meetings not being less than once a calendar month.
7. The meeting will normally be chaired by the Principal.
8. The minutes of decisions and action points (showing allocated responsibility) will constitute a formal record of the meeting of the Senior Management Team. The Chair is responsible for ensuring agendas and minutes are drawn up and circulated.

Quorum

9. Three members will constitute a quorum of the Senior Management Team.

Subcommittees

10. There are no subcommittees of the Senior Management Team.