



SHOOTERS HILL SIXTH FORM COLLEGE

Shooters Hill Sixth Form College Governance Committee Terms of Reference

1. Three Governors, who are voting members, will constitute the Committee. A quorum shall consist of 3 voting members (minimum). The Governors will be nominated and approved to serve on the Committee by the Governing Body. The Committee may also consist of non-voting members as authorised by the Governing Body.
2. The specific terms of reference for each committee to be reviewed and authorised by the Full Governing Body annually. These terms to be provided to the Campus administration for publication on the website by 31st /8th Month of each year.
3. The Chair of the Committee will have a designated Vice Chair to act on her/his behalf when the Chair is unavailable
4. Committees to meet termly as a minimum. Meetings to be convened to start at 6pm (unless all members agree to an alternative time)
5. Committee Chairs to report the annual schedule of committee meetings to the Campus administration for publication on the website by 31st /8th Month of each year
6. Committee's to advise the Finance Committee and the Governing Body on budgetary implications of policies and decisions within the Committee's remit
7. Committee's to ensure that there is a timely review of policies that have been delegated to the Committee by the Governing Body. The Chair to hold a list of these policies and be responsible for tabling them at the relevant time
8. Committee's to report to the Governing Body at its termly meetings on successes and issues of concern, using the established Summary RAG rating pro forma.
9. Committee's to ensure that all policies and procedures within their remit reflect British Values, promote an understanding of the law of England and the role of democracy in our community
10. Committee's to invite teachers, middle managers and/or students to attend meetings as appropriate
11. Committee's to put strategies and processes in place for corrective action where results are below expectations in collaboration with the Senior Leadership Team
12. Committee's in all ventures, to act fairly and reasonably and to undertake the appropriate due-diligence in sourcing/ considering information pertinent to its remit
13. Committee's to understand and abide by the Company Articles of Association & other relevant statutory guidance and act within their delegated authority as determined by the Governing Body