

# **THE CORPORATION OF EAST SURREY COLLEGE**

## **STRATEGY COMMITTEE**

### **TERMS OF REFERENCE AND STANDING ORDERS: 2024/2025**

#### **1 INTRODUCTION**

- 1.1 The Terms of Reference and Standing Orders of the Strategy Committee may be varied at any time by the Corporation Board.
- 1.2 The Terms of Reference and Standing Orders of the Strategy Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse, partner, child or business associate) has a personal interest (be it financial or otherwise) in a matter before the Committee.

#### **2 TERMS OF REFERENCE OF THE STRATEGY COMMITTEE**

- 2.1 To consider and advise the Board on any proposals for the College that
  - Meets the education and training needs of the students, stakeholders, the community and employers
  - Secures the long term sustainability of the College
  - Contributes to ongoing investment in the College
- 2.2 The Committee will keep abreast of legislation and funding authorities' priorities, including regional and national developments, when considering any proposals for submission to the Board for consideration
- 2.3 To review and approve annually the College Strategic Plan and its strategic aims; to ensure that the College Strategic Plan provides appropriate direction in relation to the curriculum, students and learning and is responsive to identified learning needs for individuals, employers and the community;
- 2.4 To review and approve annually the Accountability Statement;
- 2.5 The Committee will undertake an annual review of its Terms of Reference and Standing Orders and of its Schedule of Business.

#### **3 MEMBERSHIP OF THE STRATEGY COMMITTEE**

- 3.1 The membership of the Committee will be reviewed and determined as and when appropriate by the Board.
- 3.2 All members of the Board will be eligible to serve on the Committee, with the exception of student members.
- 3.3 Unless otherwise agreed by the Board, Committee membership is open to all members of the Board with the exception of student members.

- 3.4 In addition to the members of the Board, the Chief Operating Officer, Vice Principal Curriculum and Standards and Executive Director Commercial & Partnerships shall be able to attend meetings of the Committee at the invitation of the Committee but will not be included in the total membership of the Committee and will not count towards the quorum of any meeting of the Committee.
- 3.4 The Board may appoint one External Co-opted Member, an individual who shall have relevant skills and experience, to be included in the membership.

#### **4 TERM OF OFFICE**

- 4.1 The term of office of members of the Strategy Committee will normally be for four years unless determined otherwise by the Board.
- 4.2 A member of the Strategy Committee may resign from membership of the Committee by giving notice in writing to the Director of Governance (DG).

#### **5 APPOINTMENT OF CHAIR OF THE COMMITTEE**

- 5.1 The Chair of the Committee shall be appointed by the Board.
- 5.2 The Chief Executive and any External Co-opted Member shall not be eligible to serve as Chair.
- 5.3 The Chair will hold office for the period of the Committee. Normally the period of office will commence at the first meeting of the academic session.
- 5.4 If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting having regard to the provisions of paragraph 5.2.
- 5.5 The Chair may at any time resign from office by giving notice in writing to the DG.
- 5.6 The retiring Chair shall normally be eligible for re-appointment.

#### **6 QUORUM**

- 6.1 Meetings of the Committee shall be quorate if at least six members are present.
- 6.2 If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable.

#### **7 FREQUENCY OF MEETINGS OF THE STRATEGY COMMITTEE**

- 7.1 Meetings of the Strategy Committee will normally be held at least once a year.
- 7.2 All meetings of the Strategy Committee will be summoned by the DG who shall send to the members written notice of the meeting and a copy of the agenda at least seven days in advance of the meeting.

- 7.3 A special meeting of the Strategy Committee may be called by the Chair and if necessary the arrangements detailed in paragraph 7.2 may be varied.

## **8 PROCEEDINGS OF MEETINGS OF THE STRATEGY COMMITTEE**

- 8.1 Every question to be decided at a meeting of the Strategy Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 8.2 No resolution of the Strategy Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 8.3 The proceedings of meetings of the Strategy Committee will be recorded in the minutes prepared by the DG. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Board.
- 8.4 Separate minutes will be taken of any issues which are regarded by the Chief Executive, and by the Strategy Committee, to be confidential, in accordance with the requirements of the Instrument and Articles of Government and the Freedom of Information Act 2000 and as such the subsequent publication will be restricted.
- 8.5 Members who have an interest in an item before the Strategy Committee may be required to withdraw from the meeting. The provisions of the Instrument and Articles of Government will be applied to determine the extent and the relevance of an interest.

## **9 CLERK TO THE STRATEGY COMMITTEE**

- 9.1 The Clerk to the Strategy Committee will be the DG.
- 9.2 The DG will be supported in her/ his work by her/ his designated representatives.

## **10 ACCESS TO MEETINGS OF THE STRATEGY COMMITTEE**

- 10.1 Access to meetings of the Strategy Committee will be limited to members of the Committee, the DG and any persons expressly invited to attend all or part of a meeting by the members of the Committee.

## **11 REVIEW OF TERMS OF REFERENCE AND STANDING ORDERS**

The Terms of Reference and Standing Orders of the Strategy Committee shall normally be subject to formal annual review.