

Governance Committee TERMS OF REFERENCE

MISSION STATEMENT:

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

1. PURPOSE AND SCOPE:

- 1.1. To support recruitment of governors and governance succession planning
- 1.2. To support good governance

2. MEMBERSHIP & ATTENDANCE:

- 2.1. The Committee shall comprise of no less than 3 and no more than 5 governors (including the Chair of Governors) plus the Principal. (*Inaugural membership being committee chairs*)
- 2.2. The Chair of the Committee shall be a governor member (excluding the Principal) and will be s/elected by the Committee to serve for a term of 2 years and shall be eligible for re-s/election
- 2.3. The Clerk to the Governors shall act as Clerk to the Committee.
- 2.4. The Committee shall meet twice per academic year and report to the full Governing Body.

The quorum for decision making at meetings of the Committee shall be any two governor members of the committee and the Principal.

3. TERMS OF REFERENCE:

- 3.1. To manage succession planning within the Governing Body generally and especially with regard to the Chair and Vice Chair. To consider the skills and expertise of candidates / applicants for (re)appointment as co-opted governors and make recommendations to the Governing Body¹.
- 3.2. Manage the mechanism and calendar of governance including the committee structure
- 3.3. Anticipate retirements in good time so that replacement foundation governors who have already been approved are immediately available to fill vacancies (reliant on Diocese for speed of processing)
- 3.4. Nominate the Chair and Vice Chair of the Governing Body to the Governing Body for approval. [Chairs of committees are elected by each committee under ToR]
- 3.5. Nominate members for committees.
- 3.6. Manage the Skills Audit² and Annual Declarations of Eligibility and Pecuniary Interest³.
- 3.7. Manage a Personal Governor Review, and a Chair's 360° Appraisal process, on a biennial basis.
- 3.8. Manage the Governors' Training Programme including induction and ongoing CPD. To monitor the training and development of governors and the Clerk to the Governors in conjunction with CSQ]
- 3.9. Handle any governance disciplinary matters that may arise.

¹ Currently with CSQ

² In conjunction with CSQ

³ Maintenance of the register of interests is assigned to the Clerk - Article 14 (7)