

**TERMS OF REFERENCE  
FOR THE  
BOARD OF TRUSTEES OF GODALMING COLLEGE**

## **INTRODUCTION**

The Terms of Reference of Godalming College appearing hereunder shall be based on ***Schedule 4 to the Further Education and Higher Education Act 1992, as substituted by the Education Act 2011.***

The Institution shall be conducted in accordance with the provision of the Education Acts (as defined in section 578 of the Education Act 1996), any subsequent Education Acts, any relevant regulations, orders or directions made by the Secretary of State and subject thereto, in accordance with the provisions of the Instrument of Government, these Articles, any rules or bye-laws, made under these Articles and any trust deed regulating the Institution.

1. The Board of Trustees shall, through its Governance and Human Resources Committee, in each year agree the eligibility of membership.
2. The Board of Trustees shall require a survey of pecuniary interest to be applied to all its members each year and in addition, shall require members of the college management whose work impacts with finance or trading to complete a similar declaration. These Register of Interest forms will be held in the College.
3. The Board of Trustees shall operate in accord with both the Articles of Association and its standing orders. Should any occasion arise in which standing orders are to be suspended then that may only occur after a firm resolution has been passed authorising such suspension. That decision shall be minuted together with the justification for the said suspension.
4. The Board of Trustees shall establish such committees as it deems necessary to discharge its responsibility. The committees at present established are:
  - i. Governance and Human Resources
  - ii. Curriculum and Quality
  - iii. Finance and Estates
  - iv. Audit
  - v. Chairs' Forum
5. The Board of Trustees may not delegate its responsibility for financial management but may delegate areas of detail to a committee in accordance with the Articles of Association, who shall report formally to each meeting of the Board of Trustees.
6. The Board of Trustees shall require each committee it establishes to produce minutes for each meeting to enable the full Board of Trustees to monitor the work of those committees established in the Board of Trustees' name.
7. The Board of Trustees shall require Terms of Reference to be drawn up for each of its committees and shall approve Terms of Reference at the Autumn meeting.
8. Policies produced in the Board of Trustees' name shall be reviewed according to an agreed cycle.
9. The Clerk to the Board of Trustees shall be formally appointed by the Board of Trustees.

10. The position of Clerk to the Board of Trustees is independent of the College Executive. The Clerk has guaranteed access to independent legal advice should he/she consider that the Board of Trustees is acting outside its authority.
11. The Clerk of the Board of Trustees shall produce a record of attendance at each meeting and shall maintain a record of each member's attendance.
12. The Board of Trustees may continue the memberships of a member who has been absent for more than six months provided:
  - i. It has adequate reason so to do
  - ii. It shall record its reasons for continuing such membership, and
  - iii. Shall record in the minutes the name of the member permitted to continue in office
13. The Board of Trustees shall have regard for the training needs of its members and shall ensure that both the whole Board of Trustees and its members are able to train to ensure their competence in governing the College.
14. The Clerk will inform the Board of Trustees of any member who has not attended meeting of the Board of Trustees for six months.