



**LLANDRILLO COLLEGE
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE
GOVERNANCE AND STANDARDS COMMITTEE**

**Reviewed by the Governance and Standards Committee: 15 March, 2006
Confirmed by Llandrillo College Further Education Corporation: 5 April, 2006**

LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION BOARD

TERMS OF REFERENCE – GOVERNANCE AND STANDARDS COMMITTEE

1 **Constitution**

The Corporation hereby resolves to adopt the following terms of reference for the Governance and Standards Committee.

2 **Duties**

2.1 **Executive responsibilities**

The Governance and Standards Committee shall have executive responsibilities only as specifically delegated by the Corporation.

2.2 **Monitoring responsibilities**

The Governance and Standards Committee shall have the following monitoring responsibilities:

- The Committee shall consider an annual report of evidence for the Governance Self-Assessment Framework, and recommend a self assessment grade for the consideration of the Board
- The Committee shall consider reports derived from the college's Quality system, as follows:
 - (a) An annual review of Student Satisfaction Survey, Customer Complaints, Quality Advisor Role, Teaching and Learning Observations, QASC minutes at its '**Autumn** Term' meeting
 - (b) Key Performance Indicators – report by Programme Area on enrolment, retention, attainment and quality scorecard grade; Staff Survey; outcome of curriculum reviews; QASC minutes at its '**Spring** Term' meeting
 - (c) Annual Quality Report - summary of performance by Programme Area and in relation the Key Performance Indicators, complaints, student satisfaction, observations and quality scorecard grades; summary of performance of key functional areas; QASC minutes, at its '**Summer** Term' meeting
 - (d) Update to Quality Handbook, external inspections, quality awards, as required

2.3 **Advisory responsibilities**

The Governance and Standards Committee shall consider and advise the Corporation Board on:

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- The Committee shall be responsible for advising on the appointment of members of the Corporation Board and such other matters relating to membership and appointments as the Corporation may remit to the Committee, for gathering, screening and short-listing nominations in respect of vacancies of the Corporation, and for determining the process whereby candidates are nominated.
- The Committee will from time to time consider and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees.
- The Committee shall develop and recommend procedures and best practice for the training, induction and development of Board members, to support and improve the performance of the Corporation Board.
- The Committee shall have the power to employ the services of such external advisers, as they deem necessary to fulfil their responsibilities.
- The Committee shall where necessary make recommendations to the Corporation relating to the organisation and planning of the annual general meeting of the Corporation Board.
- The Committee shall identify and set up procedures to advise board members on key quality frameworks and initiatives relevant to the operation of the Corporation Board such as the Business Excellence Model, Balanced Scorecard systems and Best Value models
- The Committee shall review a report on student complaints at each meeting and where relevant make recommendations to the Corporation Board.
- The Committee shall continuously review the operation of the Quality System within the Network and where relevant make recommendations to the Corporation Board.

2.4 Other responsibilities

The Governance and Standards Committee shall be responsible for any other matters referred to the Committee by the Corporation Board.

3 Modus Operandi of Search Process

- The Committee will develop and maintain a database of appropriate persons interested in making a voluntary contribution to the work of the Corporation, including those interested in Corporation Membership.

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- At least once each year the Committee will normally place an open advertisement in the regional/local media for persons wishing their name to be added to the database.
- The Committee will regularly initiate searches for additions to the database through consultation with interested bodies including local community/employer representatives and local authorities.
- When a vacancy occurs or is anticipated the Committee will research suitable candidates drawn from the database through a process of interview and confidential references,
- The Committee will put forward to the Corporation for their consideration suggestions for each vacancy. In making suggestions the Committee will present a resumé of the strengths and weaknesses of each candidate.
- The Corporation shall not appoint any member of the Corporation (other than the Principal) unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the instrument and articles of government.

Revision History:-