

**TERMS OF REFERENCE
GODALMING COLLEGE
CHAIRS' FORUM**

1. MEMBERSHIP

- 1.1 The Committee shall be appointed by the Board of Trustees and shall consist of the members holding the following positions:

Chair of the Board of Trustees
Vice Chair of the Board of Trustees
Chair of Audit Committee
Chair of Curriculum & Quality Committee
Chair of Finance & Estates Committee
Chair of Governance & HR Committee
Principal

- 1.2 The Quorum shall be the Chair or Vice Chair of the Board of Trustees, the Principal or their nominee and two other Trustees.
- 1.3 The Chair of the Chairs' Forum shall be the Chair of the Board of Trustees (or Vice Chair in the Chair's absence).
- 1.4 The Clerk to the Board of Trustees shall be Clerk to the Chairs' Forum.
- 1.5 Meetings shall be held once a term and as necessary.

2. TERMS OF REFERENCE

- 2.1 To consider items which do not fall within the remit of any committee upon which the Board of Trustees may need guidance.
- 2.2 To act as an advisory committee to the Principal and Chair of the Board of Trustees on strategic issues.
- 2.3 To deal with matters delegated by the Board of Trustees for consideration and report back.
- 2.4 To consider and recommend to the Board of Trustees the policy and procedures for the appointment, professional review and overall conditions of service of Senior Postholders and the Clerk to the Board of Trustees.
- 2.5 To take decisions on the remuneration of Senior Postholders and the Clerk to the Board of Trustees and to make such other recommendations in respect of their terms and conditions of employment to the Board of Trustees as are deemed appropriate.
- 2.6 To agree any additional responsibilities which the senior post holders may undertake for outside Agencies.
- 2.8 To review the training needs of the Board of Trustees.
- 2.9 To consider and recommend to the Board of Trustees the Terms of Reference and Standing Orders for the Board of Trustees.