

Governance and Effectiveness Committee - Terms of Reference

Introduction

- The role of the Governance and Effectiveness Committee is to consider improvements to the effectiveness of the Board of Governors of the Guildhall School.
- The Committee shall utilise guidance from appropriate sources, including **Office for Students and Advance HE** ~~HEFCE~~ and the Leadership Foundation in undertaking its work, **and the CUC Higher Education Code of Governance**.
- The Committee shall report its findings and recommendations to the Board of Governors.

Membership

- The Membership shall include the Chairman and Deputy Chairman of the Board of Governors, the Chairman of the Audit & Risk Management Committee, the Principal of the Guildhall School and two Members of the Board of Governors.
- ~~A Chairman shall be appointed from amongst the membership~~ **The Chair of the Committee shall be a co-opted governor who is not the Chair of the Board.**
- The quorum consists of three Members.

Attendance at meetings

- A representative of the Town Clerk shall attend meetings.

Frequency of meetings

- Full reviews shall be held every three years.
- When a full review is being undertaken, the committee shall determine the frequency of its meetings.
- In those years when a full review is not being undertaken, the committee shall meet at least once a year to consider progress on implementation.

Authority

- The Committee does not have power to act, it will report its findings and recommendations to the Board of Governors for approval.

Duties

- The duties of the Committee shall be:
 - a. To undertake a formal and rigorous evaluation of the effectiveness of the Board of Governors of the Guildhall School and its committees, in line with guidance from ***Office for Students and Advance HE***.
 - b. To report and make recommendations to the Board.
 - c. To consider the success of the Board of Governors in meeting long term strategic objectives and Key Performance Indicators.
 - d. To facilitate the benchmarking of the performance of the Guildhall School against other comparable Higher Education Institutions.
 - e. To monitor progress of the implementation of the recommendations of efficiency reviews.