

## **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 HEFCE and the Leadership Foundation in undertaking its work
- 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 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:
  - 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 HEFCE and the Leadership Foundation;
  - To report and make recommendations to the Board
  - To consider the success of the Board of Governors in meeting long term strategic objectives and Key Performance Indicators
  - To facilitate the benchmarking of the performance of the Guildhall School against other comparable Higher Education Institutions
  - To monitor progress of the implementation of the recommendations of efficiency reviews