



TRURO AND PENWITH COLLEGE CORPORATION



Chairs' Standing Committee

Terms of Reference

1. Membership

1.1 The Committee shall comprise the following members:

- the Chair of the Corporation
- the Vice-Chair of the Corporation
- the Chairs of the Standing Committees
- the Principal

1.2 The Chair of the Corporation shall be Chair of the Committee.

1.3 The Committee shall have the power to invite such other persons to attend meetings as appropriate. Such persons shall not have a vote but shall be entitled to speak at the meeting.

2. Quorum

Meetings of the Committee shall be quorate if three members are present.

3. Clerk

3.1 The Clerk to the Corporation shall be Clerk to the Committee.

3.2 The Clerk shall be responsible for calling meetings, for issuing agendas and agreeing the inclusion of items to the agenda following consultation with the Chair of the Committee and the Principal.

3.3 If the Clerk withdraws from a meeting or part of a meeting, the Committee shall appoint a person from among the members to act as Clerk during this absence.

4. Meetings

4.1 The Committee shall meet as and when required.

4.2 Where the Chair decides there are matters requiring urgent consideration, the written notice convening the meeting and a copy of the proposed agenda may be circulated less than seven calendar days prior to the meeting.

5. Responsibilities

- 5.1 To deal with matters of urgent business arising between meetings of the Corporation body itself or the relevant standing committee (or matters outside the normal remit of the other standing committees) and such other business as the Corporation may direct.
- 5.2 The Committee may authorise expenditure as a result of urgent business arising between meetings of the Corporation or relevant standing committee. In such circumstances, members of the relevant committee will be consulted whenever possible and any expenditure will be reported to the next meeting of the Corporation or relevant standing committee.

6. Reporting Responsibilities

- 6.1 The Clerk to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members.
- 6.2 Such minutes shall be included as part of the agenda papers for the following Corporation meeting.

7. Review

- 7.1 The membership and terms of reference of the Committee shall be reviewed by the Committee every four years.
- 7.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.