

REGIONAL BOARD REPORT

Subject: Standardised and Consolidated Committee Terms of Reference (ToR)	Purpose: For Approval <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: Ingrid Earp, Secretary to the Board	Date: 5 Feb 2020
Purpose: To provide one document that covers all the common ToR across the Committees for the purposes of clarity.	
Linked to Strategic Goal 5: Build Sustainability.	
Executive Summary: A review of Committee Terms of Reference was due and it was noted that there were some inconsistencies across each Committee ToR in terms of language used as well as layout and presentation. It is proposed that the paper attached forms the basis of all ToR that are common across the Committees. Once approved each Committee will also have a revised ToR which removes those common items and only lists the items that are specific to each Committee. It is intended that this will provide clarity and consistency across all the documents and across each Committee.	
Recommendation: Board discusses and approves if no amendments to be made.	
Previous Committee Approvals:	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>
Not for publication <input type="checkbox"/>	

BORDERS COLLEGE
BOARD COMMITTEES
COMMON TERMS OF REFERENCE

1 Constitution

- 1.1 Chair:** To be elected by the Regional Board. For Nominations and Chair's Committee the requirement is for the Chair of the Regional Board to chair these committees.
- 1.2 Members:** All appointments to the Committee will be made by the Board.
- 1.3 Quorum:** There should always be at least one independent member present.
- 1.4 College Leadership Team:** In addition to where the Principal is a member of the committee, members of the leadership team should be in attendance only as requested by the Chair.
- 1.5 Co-options:** The Committee may co-opt an individual with appropriate expertise and background. The Regional Board will be advised of the details of any proposed co-opted individual. The co-opted individual will not count towards the quorum.

2 Remit

- 2.1** For Curriculum and Quality, Finance and General Purposes, and Audit Committees. To consider risk management plans pertinent to the work of the committee and recommend any additions or changes to the strategic risk register;
- 2.2** To produce and submit an annual report to the Regional Board;
- 2.3** To note any updates of Register of Board Members' Interests;
- 2.4** To note any updates of Register of Gifts;
- 2.5** To agree papers for publication, in full or with redactions.

3 Authority

- 3.1** The Committee is authorised by the Regional Board to obtain independent professional advice if it considers it necessary.

4 Meetings

- 4.1** The Committee shall sit privately without any non-members present for all or part of a meeting if they so decide.

5 Reporting

All members of the Regional Board shall receive a copy of the minutes of each meeting at the following Board meeting (save in the event that the relevant meeting of the Committee has just recently taken place and the minutes have not yet been prepared). In each case the Chair of the Committee shall make an oral and/or written report to the following Board meeting. An Annual Report shall be submitted to the Regional Board.

Approved by the Board –

Date of next review – February 2023