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# AMP SCITT Governance Committee Terms of Reference

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<b>D. Moss</b>	<b>Board</b>	<b>1</b>		<b>Oct 2022</b>

# AMP SCITT Governance Committee

## Terms of Reference

### Meetings

The committee is a sub-committee of the Trust Board and as such, is accountable to the Trust Board for all decisions.

It will meet termly. Any additional meetings would be by exception and agreed by the Chair of the committee and the Senior Governance Professional (SGP).

The agenda and all paperwork relating to the meeting will be circulated 7 days prior to each meeting, usually via Governor Hub.

All committee meetings will be minuted by the Academy Governance Professional (AGP) or in their absence, someone appointed by the SGP or Chair. The minutes will be available to all Governors on Governor Hub.

The Chair of the Committee will lead the preparation of any requested reports on matters relating to the work of the Committee, for the Trust Board.

The 'SCITT GC - Terms of Office' document shows all members of the committee, referred to as Directors.

Directors term of office will be four years, consistent with other governance bodies in the Trust.

### Quorum

The Committee will be quorate when at least 50% of the members including the Head of AMP SCITT are present.

### Committee Chair

For the academic year 2022/23 the Chair will be **Jane Morris**.

The Chair is appointed/re-appointed each September, by the Trust Board. If the Chair is absent from a meeting, the Vice Chair, will lead the meeting.

The Vice-Chair is elected by the AGC and approved by the Trust Board.

### Overall Purpose

The committee will provide strategic leadership and overall quality assurance of the SCITT management and provision, as delegated by Lydiat Learning Trust (LLT) Board.

- The CEO will be the person responsible for signing the Financial Memorandum and the Accounting Officer with overall responsibility. This is also countersigned by the Chair of the Trust.

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# AMP SCITT Governance Committee

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- The CEO will report bi-monthly to the LLT Board on SCITT performance. Reports will be provided by the Head of AMP SCITT.
- The Head of AMP SCITT will report to the SCITT Governance Committee, termly.

### Key Responsibilities

The Governance Committee will:

- Strategically direct the SCITT Management Team and drive the development of the SCITT.
- Receive the delegated budget from LLT Board followed by summary reports from the Responsible Officer, monitoring and ensuring financial accountability.
- Oversee regular evaluation of the scope of provision and identification of new opportunities.
- Approve and monitor key priorities identified from the evaluation of data and any new developments in ITT.
- Approve and monitor the Self-Evaluation Document.
- Review trainee teacher progression, achievement, attainment and employability.
- Review external examiner summary reports and approve the response to external examiner reports.
- Report progress on a bi-monthly basis to the Lydiate Learning Trust Board.

### Standing Items

- Update against SCITT Strategic Plan
- Finance & Resources Report
- Trainee Teacher Progression Report
- Risk Review Report
- Summary of Complaints and Appeals

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