



ASSOCIATED
MERSEYSIDE
PARTNERSHIP
SCITT

AMP SCITT Governance Committee Terms of Reference

<i>Origination</i>	<i>Authorised by</i>	<i>Issue No.</i>	<i>Page 1 of 3</i>	<i>Date</i>
D. Moss	Board	1		Sept 2024

AMP SCITT Governance Committee

Terms of Reference

Meetings

The committee is a 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 AGP will co-ordinate provision of any requested reports on matters relating to the work of the Committee.
- 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 Directors, including the Head of AMP SCITT, are present.

Committee Chair

- 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 SCITT GC.

Overall Purpose

The committee will provide strategic direction and overall quality assurance of the SCITT management and provision, as delegated by Lydiate 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.
- 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.

<i>Origination</i>	<i>Authorised by</i>	<i>Issue No.</i>	<i>Page 2 of 3</i>	<i>Date</i>
<i>D. Moss</i>	<i>Board</i>	<i>1</i>		<i>Sept 2024</i>

AMP SCITT Governance Committee

Terms of Reference

Key Responsibilities

The Governance Committee will:

- Strategically direct the SCITT Management Team and drive the development of the SCITT.
- Monitor the delegated budget from LLT Board 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.
- Monitor trainee teacher progression, achievement, attainment and employability.
- Monitor 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

<i>Origination</i>	<i>Authorised by</i>	<i>Issue No.</i>	<i>Page 3 of 3</i>	<i>Date</i>
<i>D. Moss</i>	<i>Board</i>	<i>1</i>		<i>Sept 2024</i>