

## Exeter College Further Education Corporation

### Executive Committee Terms of Reference

#### 1. **Accountability and Purpose**

- 1.1 The Executive committee is responsible to the Corporation.
- 1.2 Its purpose is to make urgent decisions on behalf of the Board in the unlikely event that the Board cannot convene within the necessary timescales.

#### 2. **Membership**

- 2.1 The committee will comprise the Chair or Vice Chair of the Corporation, The Principal/CEO or the Deputy Principal/CEO, The Chair of Business Services committee and the Safeguarding lead governor.
- 2.2 Staff and student governors will not be permitted to serve on this committee.
- 2.5 The Chair of the Corporation, or if absent, the Vice Chair of the Corporation will chair the meeting.

#### 3. **Meetings and Quorum**

- 3.1 The committee will meet as required. The Head of Governance will convene a meeting of the committee as soon as practicable.
- 3.2 Meetings of the committee may be held in person or virtually using a video conferencing platform.
- 3.3 The quorum will be 75% and must include either the Chair or Vice Chair of the Corporation.
- 3.4 The Clerk to the committee will be the Head of Governance.
- 3.5 The committee may invite any governor, member of staff or adviser to attend a meeting to provide information.

#### 4. **Remit of the Committee**

- 4.1 To make urgent decisions on behalf of the Board in the unlikely event that the Board cannot convene within the necessary timescales or is unable to act during an emergency situation.
- 4.2 To make every effort to consult with the full Board prior to making or implementing a decision.

#### 5. **Assurance**

- 5.1 To monitor and review the remit of the committee as detailed above and to provide assurance to the Board that all decisions made are in the best interest of the College.

#### 6. **Reporting**

- 6.1 Decisions that are taken by the Executive committee will be reported to the Board at the earliest opportunity and at least by the next Board meeting.

7. **Amendment**

7.1 These terms of reference may only be amended by decision of the Corporation.

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