

Exeter and Northern Devon Colleges 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.

Author	Head of Governance
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