



**CORONAVIRUS GOVERNANCE & LEADERS GROUP**

**TERMS OF REFERENCE**

**1. Constitution**

- 1.1 The Hopwood Hall College Further Education Corporation hereby resolves to establish a Coronavirus Governance and Leaders Group (“the Group”) as a task and finish group.
- 1.2 The Group is established in line with Government guidance contained in the document “Maintaining education and skills training provision: further education providers” issued on 14 May 2020.

**2. Objective**

- 2.1 The Group will act as a “sounding board” to the College Principal & Chief Executive and Senior Leaders on issues of concern and proposals for re-opening the College to provide some face to face contact with students at Hopwood Hall College.
- 2.2 The Group will also act as a conduit for communications between the Corporation Board and College Management on matters relating to re-opening the College in the present circumstances.

**3. Membership**

- 3.1 The composition of the Group shall be approved by the Corporation Board and shall comprise a maximum of twelve Members; six of whom shall be Independent Members of the Corporation Board.
- 3.2 The Membership shall include the Chair of the Corporation, the two Vice Chairs, the Chair of the Employment & Finance Committee, the Chair of the Standards Committee and the Lead Governor for Safeguarding.
- 3.3 A quorum for meetings of the Group will be six Members at least three of whom shall be Independent Members of the Corporation Board.
- 3.4 The Corporation Chair shall act as Chair of the Group. In the event of the Chair’s absence, meetings will be Chaired by one of the two Corporation Vice Chairs.
- 3.5 As this is established as a task and finish group, membership will end when the Corporation Board determine that the role of the Group is no longer required.

**4. Attendance at Meetings**

- 4.1 The Group shall have the authority to invite such other persons to attend meetings as may be desirable and necessary.
- 4.2 The Clerk to the Corporation shall be the Clerk to the Group.
- 4.3 Other Corporation Members shall have a right of attendance as observers.

**5. Frequency of Meetings**

- 5.1 Meetings shall be held not less than once in each calendar month, or more frequently in the light of prevailing circumstances, including updates in guidance from Government.

- 5.2** In accordance with the provisions in the Instrument & Articles of Government of the College, “meeting” includes a virtual meeting at which the members attending are present in more than one room, provided that by the use of video or telephone conferencing facilities and/or electronic communication, it is possible for every person present at the meeting to communicate with each other.

## **6. Authority**

6.1 The Group are authorised by the Corporation Board to:

- 6.1.1 seek any information they require from any Corporation Member, Committee of the Corporation or employee of the College. All Corporation Members and employees of the College are directed to co- operate with any request made by the Group;
- 6.1.2 seek any specialist advise they deem necessary;
- 6.1.3 consider and action any required adjustments to the plan approved by the Corporation Board for increasing learner attendance at the College in the light of any circumstances that have arisen which require an immediate policy response.

## **7. Duties**

The Group has a remit to:

- 7.1 Monitor progress against the plan approved by the Corporation Board.
- 7.2 Consider financial implications of any of the measures to increase learner attendance at the College and ensure, as far as is reasonably practical, that the solvency of the Corporation and the College is not put at risk and direct as appropriate.
- 7.3 Ensure that the Principal & Chief Executive, and/or the SLT, undertakes appropriate and meaningful consultation with College stakeholders in developing and implementing the plan to increase learner attendance at the College.
- 7.4 Ensure that full account is taken of the Corporation Board’s duty of care to College students and staff in relation to the Board’s responsibilities for Safeguarding and Health, Safety & Welfare, including the completion of risk assessments where necessary.
- 7.5 Test the robustness of COVID-19 risk assessments in relation to increasing learner attendance at College.
- 7.6 Ensure that measures are put in place to check on the wellbeing of staff, including the Principal & Chief Executive and the SLT.
- 7.7 Advise on any COVID-19 specific amendments/updates to the College Health & Safety Policy and Fire & Evacuation procedures that may be necessary.

## **8. Reporting Procedures**

- 8.1 Minutes of meetings of the Group shall be circulated for information to all Corporation Members at the earliest opportunity and shall be reported formally to the next available meeting of the Corporation Board, which might include a Special Meeting where necessary.

**Approved by the Corporation Board 21.05.2020**