



Governance Committee Terms of Reference

Mission Statement

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

1 PURPOSE & SCOPE

- 1.1. To support recruitment of governors and governance succession planning
- 1.2. To support good governance

2. MEMBERSHIP & ATTENDANCE:

- 2.1. The Committee shall comprise of no less than 3 and no more than 5 governors (including the Chair of Governors and each Committee chair) plus the Principal.
- 2.2. The Chair of the Committee shall be the Chair of Governors.
- 2.3. The Clerk to the Governors shall act as Clerk to the Committee.
- 2.4. The Committee shall meet at least twice per academic year and report to the full Governing Body.
- 2.5 Associate Members shall have voting rights at Committee meetings.

The quorum for decision making at meetings of the Committee shall be any two governor members of the committee and the Principal.

3. TERMS OF REFERENCE:

- 3.1. To manage succession planning within the Governing Body generally and especially with regard to the Chair and Vice Chair. To consider the skills and expertise of candidates / applicants for (re)appointment as co-opted governors and make recommendations to the Governing Body.
- 3.2. To oversee the mechanism and calendar of governance including the committee structure
- 3.3. To oversee good governance reflected in the order of agendas and management of meetings
- 3.4. To oversee planning for upcoming retirements / ends of terms of office in good time so that replacement foundation governors who have already been approved are immediately available to fill vacancies (reliant on Diocese for speed of processing)
- 3.5. Nominate the Chair and Vice Chair of the Governing Body to the Governing Body for approval. [Chairs of committees are elected by each committee under ToR]
- 3.6. Nominate members for committees.
- 3.7. To recommend to the Governing Body the designation of senior posts and the composition of the selection panel for senior Catholic posts and the Clerk to the Governors, in accordance with the Instrument and Articles¹ of Government and the standing orders and by-laws of the Governing Body.
- 3.8. Manage the Skills Audit and Annual Declarations of Eligibility and Pecuniary Interest².
- 3.9. Manage a Personal Governor one to one Review process, and move towards the implementation of a Chair's 360° Appraisal or similar process, on a biennial basis.
- 3.10. Manage the Governors' Training Programme including induction and ongoing training and development. To monitor the training and development of governors and the Clerk to the

Governors.

3.11. Handle any governance disciplinary matters that may arise.

Approved by the FGB on 1st July 2025

Next review July 2027

¹ Article 19 (2015)

² Maintenance of the register of interests is assigned to the Clerk - Article 14 (7) (2015)