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Approved by:	Corporation	Date:	6 th March 2023
Review Frequency:	2 Yearly		
Review Date:	March 2025		
External Web Site appropriate:	YES		
Linked policies/College documents:	N/A		
Summary available:	NO		

**NEWBURY COLLEGE CORPORATION
STRATEGIC DEVELOPMENT COMMITTEE
TERMS OF REFERENCE**

1. Membership

The Committee shall be appointed by the Corporation and shall consist of at least three members, two of whom are External.

The Chair and Vice-Chair shall be appointed by the Committee for a two-year period (or a period consistent with their term of office as a governor). The Chair and Vice Chair must be external members.

Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee.

2. Quorum

Meetings of the Committee shall be quorate if three members are present.

3. Purpose

This Committee is formed to offer support to the strategic direction of the College, to review proposals and present considered opinion to the Full Governing Board. Its flexibility enables it to be called upon at short notice should immediate/devolved decisions be required.

4. Appointment of Chair and Vice Chair

The Committee shall elect a Chair and Vice Chair from among its members. The terms of office shall be for two years.

5. In Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

6. Frequency of meetings

The Committee shall meet at least termly on a cycle consistent with the activities and requirements of the College. Given the role of this Committee it is anticipated that ad-hoc meetings may be called at short notice in order to drive time sensitive decisions.

7. Responsibilities

To maintain oversight of the College's Strategic Plan and to advise if circumstances mean that the plan needs a revision due to major internal or external influences.

To maintain oversight of the Campus Development Plan, ensuring that the focus for the entire site is in line with evolving educational and commercial needs and satisfies the College's financial requirements.

To be aware of major external challenges and support the College in developing its response e.g. changes required due to pandemic.

To be updated on discussions regarding the PFI contract and assist in devising strategies to maximise the financial value and delivery standards of the PFI partner. This may include consideration of negotiation and revisions to or termination of the PFI contract.

To support the creation and implementation of a Strategic Plan to introduce a Climate Emergency response and ensure that the College adopts a sustainable energy/recycling approach in its activities.

To review the reputation and branding of the College and its activities and make recommendations to enhance the perception of the College.

To evaluate and review potential commercial partnerships between Newbury College, local businesses and other educational establishments in line with its Strategic Plan.

The Committee shall liaise with other Committees where necessary.

8. Reporting Responsibilities

The Clerk to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members.

Such minutes shall be included as part of the agenda papers for the following Finance and Resources meeting. An update on committee activities will be provided by the Chair at the following Corporation Meeting.

9. Review

The membership and terms of reference of the Committee shall be reviewed by the Committee every two years.

Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.