

Council of Governors' Chairs' Sub Group



Terms of Reference

Introduction and purpose

The Chairs' Sub Group is responsible for supporting the setting of Council of Governors' meeting agendas, as well as reviewing Board of Directors' meeting agendas and minutes and identifying issues for further consideration by Governors.

Aims/responsibilities

- To advise the Chair of the Trust on the work plan for the Council of Governors' meetings and the agendas for each Council of Governors' Meeting;
- To carry out any duties as delegated by the Council of Governors;
- To review Board of Directors' meeting agendas and minutes, and Governor pre-meet feedback, as required to shape the Council of Governors' meeting agendas.

Membership

The Sub Group membership comprises:

- All Governor Sub Groups Chairs
- All Sub Group Vice Chairs
- The Lead Governor
- Any Governor Task and Finish Group Chairs.

The quorum of the Sub Group is 3 Governors. If this is not achievable for a meeting, it should be rescheduled wherever possible. If this is not possible then the meeting should go ahead with less than 3 Governors, however the Sub Group reserves right to agree the Council of Governors' meeting agendas by phone or email.

The Chair of the Chairs' Sub Group is the Trust Chair.

Meeting frequency

The Chairs' Sub Group will meet bi-monthly, 2 to 3 weeks before Council of Governors' meetings, plus any other dates as necessary.

Date of approval:	20 th April 2018
Date of approval by sponsoring group:	3 rd May 2018
Date of next review:	April 2019
Executive Lead:	Trust Chair