

## **SCITT GOVERNANCE COMMITTEE TERMS OF REFERENCE 2017-18**

### Membership

David Godfrey (Chair), Tenax Trustee  
David Ralph, Tenax Trustee  
Ann Holt, Tenax Trustee  
Andrew Cunningham, Tenax Trustee

### In Attendance

Director Teaching Schools  
Director SCITT

The SCITT Governance Committee (the Committee) is a sub-Committee of the Trust Board, to whom it is accountable.

### Meeting frequency

The Committee shall meet at least each term and its proceedings shall be recorded and reported to the Board at the earliest convenient time; and in any case at the next meeting of the Board.

Where operationally necessary, the Committee may conduct business by email, provided that any decisions taken are minuted at the next meeting of the Committee.

### Quorum

The quorum for a meeting, and any vote on any matter there at, shall be three members

### Clerking and minute taking

Paulina Wookey – Clerk to the SCITT

### Purpose

To provide accountability for the SCITT against its strategic objectives

### Key governance responsibilities

1. To agree and monitor the SCITT's annual development plan
2. To hold the SCITT to account for meeting its trainee recruitment targets, for example through ensuring effective publicity and marketing and effective candidate selection
3. To ensure through the SCITT's leadership that the quality of mentoring and training in each school is of the highest standard, measured against national (Ofsted) criteria; feedback from trainees and evidence gathered throughout the year including from mentors and grades of trainees' work would provide information to assess this

4. To hold the SCITT to account for the retention and success rates of its trainees, focussing on the outcomes they achieve
5. To ensure that the leadership of the SCITT across its participating schools is fully fit for purpose in ensuring best quality training
6. To hold the SCITT to account for the recruitment and performance management of its core employed staff
7. To ensure the SCITT is compliant with the Secretary of State's ITT criteria and the GB will assess against these criteria

The Committee shall not act beyond the powers delegated to it by the Board and shall, in the case of any serious matter of concern relating to its remit, report to and seek advice from the Board.

To assist the committee in discharging its responsibilities it will have access to the following documentation:

SCITT Dashboard

Development plan

SCITT director reports

Quality surveys

External validation visit reports