

**LUMINATE EDUCATION GROUP
PUDSEY SIXTH FORM COLLEGE OVERSIGHT COMMITTEE**

**TERMS OF REFERENCE
2024/25**

1. Background and Objective

- 1.1 The Pudsey Sixth Form College Oversight Committee ('the committee') forms part of the Luminate Education Group Governance Structure. The committee will report to the Governing Body of Luminate Education Group ('Group Board') via the Leeds City College Board ('LCC Board').
- 1.2 The objective of the committee is to undertake the oversight of the operation of Pudsey Sixth Form College, including developmental, quality and financial aspects.
- 1.3 The committee will operate in accordance with these terms of reference until such date as determined by the LCC Board.

2. Membership

- 2.1 The committee shall consist of up to twelve members made up of:
 - At least one and up to two members of the LCC Board
 - Up to seven co-opted members with appropriate expertise, to include at least one member from each partner school or the Multi Academy Trust (MAT) it belongs to
 - One Pudsey Sixth Form College staff elected member
 - Pudsey Sixth Form College SU Officer or equivalent (ex-officio)
 - Deputy CEO & Executive Principal of Leeds City College (ex-officio)
- 2.2 The Principal and the Chief Financial Officer (or nominee) will be in attendance at all meetings. Other members of the executive/senior leadership team will attend meetings as and when required.
- 2.3 The Chair of the Group Board and Chair of the LCC Board shall be entitled to attend meetings of the committee but shall not have a vote or form part of the quorum.
- 2.4 Members will be appointed by the LCC Board and will hold office for a period of two years. The LCC Board may re-appoint members for further terms of office (up to a maximum of four two year terms¹) subject to an assessment against the following criteria:
 - Whether the skills and experience of the member are still required
 - Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the committee
 - The member's contribution and commitment to the committee's work and the wider group
 - The length of the member's previous service¹
 - Consideration of committee diversity in its broadest sense, including diversity of thought

A member's term of office will expire automatically unless the LCC Board agrees a further appointment.

- 2.5 The LCC Board will review the membership from time to time and may make changes as it sees fit.

3. Election of Chair

- 3.1 At the first meeting in each academic year, the committee will elect one of its members to serve as Chair. Once elected, the Chair of the committee will be appointed as a member of the LCC Board (if not already serving as a member).
- 3.2 In the absence of the Chair, the other committee members present shall choose someone from among themselves to act as Chair for that meeting.

4. Frequency of Meetings, Notice and Quorum

- 4.1 The committee shall usually meet on a termly basis, scheduled annually in advance. Additional meetings may be called as necessary in agreement with the Chair.
- 4.2 Written notice of each meeting, an agenda and supporting papers shall normally be circulated no later than five working days before the date of the meeting.
- 4.3 The quorum for meetings of the committee shall be three members, including the Chair or at least one other LCC Board member.

5. Responsibilities of the Pudsey Sixth Form College Oversight Committee

- 5.1 To develop targets/measures for Pudsey Sixth Form College for approval by the LCC Board and to monitor and report performance accordingly.
- 5.2 In relation to Pudsey Sixth Form College, to have oversight of:
- The delivery of the Pudsey Sixth Form College strategy and objectives and the college's contribution to Leeds City College and wider group strategic priorities
 - Ongoing development of Pudsey Sixth Form College
 - The quality of education (including teaching, learning and assessment)
 - Stakeholder satisfaction (community, parent, employer and learner voice)
 - Resources (human, financial, physical)
 - Risk management
 - Health & Safety, Safeguarding/Prevent, Equality, Diversity & Inclusion and SEND
- 5.3 To escalate any issues arising from 5.1 and 5.2 above for the attention of the LCC Board.
- 5.4 To approve any policies specific to Pudsey Sixth Form College.
- 5.5 To consider and approve any business case or investment plan relating to Pudsey Sixth Form College prior to its recommendation to the LCC and/or Group Board.
- 5.6 To review and assess any bids, tenders and business development opportunities relating to Pudsey Sixth Form College prior to submission to the LCC and/or Group Board for approval.
- 5.7 In undertaking the above, the committee shall undertake appropriate engagement with internal and external stakeholders.
- ### **6. Powers**
- 6.1 The committee's powers of determination shall be those delegated explicitly by the LCC and/or Group Board. In the absence of such delegation, the committee shall instead be required to recommend a course/courses of action for determination by the LCC and/or Group Board.
- 6.2 There shall be no casting vote. Any issue of dissent or failure to agree a majority for a recommendation shall be reported for determination by the LCC Board.

7. Clerking Arrangements

7.1 The Governance Manager (or nominee) shall act as Clerk.

8. Reporting to the Leeds City College Board

8.1 A report providing a summary of the key issues, risks and recommendations arising from each meeting of the committee shall be presented to the next ordinary meeting of the LCC Board.

9. Other Matters

9.1 The committee shall:

- Ensure that new and existing members receive appropriate training in all aspects of the committee's responsibilities
- Conduct an annual review of the committee's effectiveness against its Terms of Reference
- Maintain and operate to an annual reporting schedule which covers all key matters as per the committee's Terms of Reference

¹ *In accordance with the recommendations of the Nolan (Neill) Committee on Standards in Public Life, a member shall not serve for more than eight years in total. However, the LCC Board retains the discretion to vary this general rule if there are exceptional reasons for an individual being appointed for a further term of office.*