PROJECTS OVERSIGHT COMMITTEE TERMS OF REFERENCE

1.0 PURPOSE

1.1 To enhance the governance framework of South West College's suite of externally funded projects by providing Governing Body oversight of these projects.

2.0 MEMBERSHIP AND CHAIRSHIP

2.1 Membership of the Committee shall comprise at least three members of the Governing Body to include the Chief Executive.

2.2 The Chair of the Committee shall be appointed by the Committee from among its members and shall normally serve for a term of two years, and shall be eligible for re-election thereafter.

2.3 In the absence of the Committee Chair at a meeting, the Committee shall elect another member of the Committee to chair the meeting.

2.4 The Committee may, with the approval of the Governing Body, co-opt an individual with relevant skills or experience to support the work of the Committee.

3.0 QUORUM

3.1 The quorum for the Committee shall be two.

4.0 ATTENDANCE AT MEETINGS

4.1 Relevant members of the management team, as designated by the Chief Executive, will normally attend meetings of the Committee.

4.2 The Committee may invite other college personnel or third parties to attend any meeting of the Committee where their knowledge or experience could contribute to the business of a particular meeting.

4.3 The Secretary to the Governing Body will act as Secretary to the Committee.

4.4 Any person in attendance at a meeting shall not be entitled to vote on any matter under consideration by the Committee.

5.0 FREQUENCY OF MEETINGS

5.1 The Committee shall meet at least twice during the academic year with additional meetings held as required.

6.0 VOTING PROCEDURE

6.1 The voting procedure shall be in line with the Articles of Government and Standing Orders for South West College with the Committee Chair having a second or casting vote where there is an equal division of votes.

7.0 REPORTING PROCEDURE

7.1 Minutes of meetings of the Projects Oversight Committee shall be circulated to all members of the Governing Body subject to any confidentiality restrictions.

7.2 The Chair of the Committee shall give a verbal report to the Governing Body in support of the minutes. If the Chair of the Committee is absent from a Governing Body meeting, he / she shall nominate a member of the Committee to deliver the verbal report of the committee meeting to the Governing Body.

8.0 FUNCTION AND AUTHORITY

8.1 To support the development of applications for funded projects including consideration of local social and economic need as well as costs and benefits to the College and its students.

8.2 To receive reports on the performance of projects against targets.

8.3 To receive reports on the financial management of projects.

8.4 To receive reports on risk management within projects.

8.5 To receive reports on compliance with contract / Letter of Offer conditions.

8.6 To receive reports on staffing of projects.

8.7 To receive reports on related partnerships.

8.8 To receive reports on the impact of projects on its beneficiaries as well as the wider impact on the College, its students, the local community and the local economy.

8.9 To consider exit strategies for projects including potential auxiliary or follow-on projects.

8.10 To be kept abreast of funding opportunities and their relevance to South West College.

8.11 To receive post-completion evaluations of projects.

Adopted by the Governing Body on:

18 November 2026