

PROJECTS OVERSIGHT COMMITTEE TERMS OF REFERENCE

1. 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. 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 serve for a term of two years.
- 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.

3. QUORUM

- 3.1 The quorum for the Committee shall be two.

4. 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. FREQUENCY OF MEETINGS

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

6. 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. 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. 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 10 September 2025