

## TERMS OF REFERENCE

### ELTHAM COLLEGE STRATEGY AND PLANNING COMMITTEE

1. The Strategy and Planning Committee is a sub-committee of the Eltham College Governing Body and reports to that Board.

#### 2. **Standing Instructions**

2.1 The Chairman is elected by the Board amongst the elected and co-opted members of that Board. The Chair will automatically be deemed to have resigned if:

2.1.1 He/she ceases to be a member of the Board.

2.1.2. H/she resigns in writing to the Chairman of the Board.

2.2 Voting members of the Committee shall be nominated from amongst the elected and co-opted members of the Board and there will normally be between 3 and 6 serving on the Committee at any one time. A quorum shall be 3. The Head, Bursar and Development Director are in attendance at meetings but do not have a vote.

2.3 The Secretary of the Committee shall be the Clerk to the Governors.

#### 3. **Duties and Responsibilities of the Strategy and Planning Committee**

3.1 Standing items are:

3.1.1. Strategy and Planning - Academic  
Risk Assessments of Fundraising Actions  
Human resources  
Capital projects

3.1.2. Development Office reports on - Community Relations  
Friend recruiting  
Fund raising

3.1.3. Marketing Strategy - Reviewing current activity  
Planning initiatives and reacting to trends  
Communications within the Community  
Website

3.1.4. Recommend a list of priorities through Financial and General Purposes Committee to the full Governing Body.

3.1.5 Act as Nominations Committee for the recruitment of Trustees.