

The St Helena Community College Board

Terms of Reference

1. The Committee

- 1.1 The St Helena Community College Policy provides for the establishment of the St Helena Community College Board to support the operation of the Community College and to advise the Committee and the Directorate on any strategic or policy matters which may from time to time arise.
- 1.2 The membership reflects the varied communities the college serves. Community College Board members are selected by the Education Committee. The Community College Board is made up as follows:
 - A member of the Education Committee
 - The Director of Education and Employment
 - The Assistant Director—Lifelong Learning
 - A representative of Enterprise Saint Helena
 - A representative of the Chamber of Commerce
 - At least one representative of the community
 - A representative from SHG Corporate HR
 - A representative from SHG Corporate Finance
 - Such other representatives as the Education Committee may deem necessary
- 1.3 The Assistant Director—Lifelong Learning of the Education & Employment Directorate shall serve as Chair of the Community College Board.
- 1.4 The main business of the St Helena Community College Board is to advise the Education Committee and the Education & Employment Directorate on any strategic or policy matters.
- 1.5 The St Helena Community College Board meets on a quarterly basis or more frequently as required.

- 1.6 The Director of Education and Employment may designate an employee of the St Helena Community College to act as Secretary to the Board.
- 1.7 All meetings are recorded by the Secretary and Minutes are agreed by the St Helena Community College Board before being signed by the Chairperson.
- 1.8 The agenda and relevant papers are circulated to members at least one week before a meeting. Minutes of a meeting are completed within seven working days of the meeting and circulated to members of the Board. Agreed minutes are circulated to the Education Committee.

2. Terms of Appointment

- 2.1 Members that have been selected to serve on the St Helena Community College Board are those who represent key stakeholders or stakeholder groups. Those members who are designated by their position or by a stakeholder organisation have their membership determined by the post or role they hold and are therefore expected to provide the required level of information, advice and guidance for impartial and appropriate decision making. These individuals serve on the Board in their capacity holders of specific post or role and on a continual basis.
- 2.2 Other members are the designated representatives of specific stakeholder organisations and serve on the Board in that capacity. These members serve on the Board at the discretion of their sponsoring organisation, e.g. Enterprise Saint Helena, Corporate HR or Corporate Finance, or the Chamber of Commerce.
- 2.3 Members who are specifically designated at the request of the Education Committee serve for a period of one year, and these appointments may be renewed or not at the discretion of the Education Committee.

3. Quorum and Voting Procedures

- 3.1 All members of the board are eligible to vote.
- 3.2 The presence of a majority of the currently serving Board members shall constitute a quorum.

- 3.3 All decisions of the St Helena Community College will be reached by consensus. If a consensus cannot be reached, the matter under consideration shall be referred to the Education Committee for a final decision.

4. Role of the St Helena Community College Board

- 4.1 The role of the Board is to advise on strategic direction, propose and consider policies, ensure community oversight of the work of the Community College, and promote community engagement in lifelong learning.
- 4.2 The Board also works to promote the alignment of the work of the Community College with the strategic priorities of St Helena the St Helena Government.
- 4.3 The Board draws a clear line between contributing to governance and involvement in management. The Board operates at a strategic level. It does not involve itself in the day-to-day running of the Community College.
- 4.4 The Board may award local diplomas, local certificates and other academic distinctions; award and administer bursaries and scholarships whether tenable at the College or elsewhere; determine courses of study and admission standards; accept gifts and donations whether of property or otherwise and whether subject to any special trust or not for the purposes of the College.