

CHAIRS MEETINGS

Purpose and Terms of Reference

Chair's meetings will:

- i. discuss the draft plan of committee business for each term to ensure that:
 - Chairs are aware of the wider business being undertaken;
 - where one committee calls on information from another the nature of the reporting line, and key content is agreed;
 - planned informal meetings (e.g. advisory groups) are provided with a clear remit and steer together with a defined reporting route.
- ii. Consider emerging projects and priorities with the Vice- Chancellor and advising on the most appropriate way to handle the business through the Board and its Committees;
- iii. where necessary to constitute:
 - Emergency Committee
 - Special Meeting of the Board of Governors to consider any business:

a special meeting of the Board requires a minimum of three additional Governors to be present*. In accordance with the Articles, a special meeting may only consider a specific item of business which will be notified to all Governors (including staff and student members) at the same time as the notice of the Chairs' Meeting.

**Based on four independent members being Chairs of Board Committees. Standing orders set the quorum for a Board meeting as being seven members, four of whom must be independent.*

Composition

Chairs of the Board of Governors and its Committees,
Vice Chancellor

In Attendance

All Independent (including Co-opted) Governors

Clerk to the Board of Governors

Deputy Clerk to the Board of Governors

Those University Officers as are required to assist with the business of the meeting, by invitation.

Frequency of meetings:

Three per year