**TERMS OF REFERENCE**
**TASK AND FINISH GROUP – Information & Communication Technology (ICT)**

## CONSTITUTION

The Task and Finish Group reports to the Resources Committee, which in turn reports to the Corporation.

## MEMBERSHIP

**Sandra Prail (Chair), William Baldwin (Principal), Jo Davis, Gillian Hampden-Thompson, Chris Newson, Philip Anderson, Mick McLean**

The Chair, Principal, Chair or Member/s of Resources Committee and at least one other Governor/Co-opted Member preferably from the Quality and Curriculum Committee. It may also include other co-opted members with appropriate expertise. Members may allocate substitutes.

## QUORUM
The quorum is 3 members.

## ATTENDANCE
Clerk to the Corporation. Others may attend at the invitation of the Chair.

## PURPOSE

The Corporation has delegated to the Task and Finish Group, the task of providing critical and constructive challenge to the Principal in his costed outcome focused review of the College's ICT strategic direction including recommendations for short-term remediation solutions and longer term investment. Activities are likely to include the consideration of recommendations flowing from the commissioning of Civica and assistance in the process of recruitment of relevant staff.
Where possible recommendations will usually be made to Corporation via the Resources and Quality and Curriculum Committees.

## FREQUENCY

The Group will meet as required and may be held at short notice.

## AUTHORITY

The Group has specific authority as given in these terms of reference and delegated by the Corporation.

## REPORTING

Action notes will be produced after all meetings to be approved and signed at the next meeting of the Group and made available to Resources Committee/Quality and Curriculum Committee and Corporation.

Corporation Approval March 2019
Review: as necessary