

Terms of Reference for the Cliff College Committee

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Status of Paper	Final
Action Required	Decision
Draft Resolutions	68/1. The Council adopts the Terms of Reference for the Cliff College Committee.
Alternative Options to Consider, if Any	None

Summary of Content

Subject and Aims	The paper presents revised terms of reference for the Cliff College Committee following the Fruitful Field report to the 2011 Conference.
Main Points	The roles and responsibilities of the Committee as a delegated body of the Council, its membership, reporting lines and meeting pattern.
Background Context and Relevant Documents (with function)	Fruitful Field report 2011
Consultations	The Cliff College Committee, the Discipleship and Ministries Learning Network Directors, the Network Committee, the Officer for Legal and Constitutional Practice, The Principal of Cliff College.

Terms of Reference for the Cliff College Committee

Standing Order 341

The Methodist Council shall appoint the Cliff College Committee to serve as the governing body of the college. The council and the committee shall maintain, administer and develop the work of the college in all its aspects in accordance with their respective powers under the trusts applying to the college and its associated property and funds.

Cliff College and its associated property and funds, is held upon the trusts of two deeds dated the 30 December 1903 and 30 November 1930.

1. Roles and Responsibilities

- 1.1 The Methodist Council has delegated responsibility for maintaining, administering and developing the work of the college to the Cliff College Committee (the committee);
- 1.2 The committee shall exercise such managing trustee responsibilities and duties as delegated to it by the Methodist Council. The managing trustee duties shall include but are not limited to:
 - (i) Ensuring compliance with SO 930
 - (ii) Ensuring the fulfilment of all legal requirements;
 - (iii) Ensuring adequate insurance;
 - (iv) Ensuring the premises are used only in accordance with the relevant trust provisions;
 - (v) Ensuring any properties are maintained and kept in good repair;
- 1.3 The committee shall make recommendations to the Strategy and Resources Committee of the Methodist Council in respect of any disposal or mortgage of any property or part of any property for which the committee has been delegated managing trusteeship by the Council;
- 1.4 The committee shall report annually to the Methodist Council on their fulfilment of their managing trustee responsibilities;
- 1.5 The committee shall annually approve a budget for Cliff College;
- 1.6 The committee shall annually approve the accounts and annual return for Cliff College;
- 1.7 The committee shall be accountable to the Network Committee for the utilisation of the resources provided to the College from the Central Services Budget of the Methodist Church;
- 1.8 The committee shall regularly report to the Network Committee on work Cliff College has been instructed to undertake on behalf of the Discipleship and Ministries Learning Network;
- 1.9 The committee shall undertake such other tasks as the Council may delegate to the committee.

2. Meetings

- 2.1 The committee will meet not less than three times per year;
- 2.2 Observers
 - (i) The committee may invite such observers or consultants as it considers necessary
 - (ii) The senior members of staff from Cliff College with responsibility for academic programmes and finance, along with the Student President or their representative, and a Connexional Team member from the Discipleship and Ministries Learning Network shall all be participant observers at open meetings of the committee;
- 2.3 The Chair shall appoint a convenor of the committee;
- 2.4 The convenor of the committee shall be responsible, following consultation with the Chair, for circulating an agenda prior to each meeting;
- 2.5 The convenor shall be responsible for ensuring minutes are taken at each meeting and those minutes circulated to all members of the committee, the Chair of the Network Committee and the Chair of the Methodist Council.

3. Membership

- 3.1 The Methodist Council shall annually appoint the committee;
- 3.2 The committee shall take nominations with reasoned statements to the Methodist Council each year;
- 3.3 The committee will comprise:
 - (i) A Chair of the Committee
 - (ii) A Vice-Chair of the Committee
 - (iii) A person nominated by the Network Committee
 - (iv) The Principal of Cliff College
 - (v) Up to five other persons who have skills and experiences that would benefit the Committee.
- 3.4 It is envisaged that the Vice-Chair shall be assisted by one other person, appointed under sub-para 3(c)(v), in fulfilling their responsibilities between meetings of the committee;
- 3.5 The committee shall ensure as far as possible the diversity of the Methodist Church is reflected when considering nominations;
- 3.6 The committee shall consider the skills and experience required for the business of the committee when making nominations;
- 3.7 The committee shall ensure, as far as possible, that the nominated members include one person with legal expertise, one person with surveyor or property management expertise one person with financial expertise, one person with academic expertise and one person with ecumenical experience;

- 3.8 All appointments to the committee shall be for a period of three years with an extension of up to three years;
- 3.9 A person can be appointed for a further one year term, when a person has been a member of the committee for six continuous years or more, where 75% of the committee members present at a meeting vote to support the nomination for an additional term.

4. Amendments

The terms of reference shall be amended only with the consent of the Methodist Council.

*****RESOLUTION**

68/1. The Council adopts the Terms of Reference for the Cliff College Committee.