1. **PURPOSE**

1.1 To consider, review and advise the Board on the College’s transformation and innovation portfolio’s objectives, goals and priorities.

1. **COMPOSITION**

2.1 The members will be appointed by the Board from its members and will consist of the CEO (or designate), and up to six members of the Board, but not the staff or student governors.

2.2 In addition, the Committee may co-opt up to two persons who are not Board members. Co-opted Governors will be appointed for a two-year renewable term of office.

2.3 The Committee will elect a Chair and Vice-Chair from its membership and seek approval from the Governance Development Committee. The Co-opted member may not be elected as Chair.

2.4 The Committee will be supported by the relevant College officers.

2.5 Additionally, attendees from external stakeholders will be invited to join the Committee as non-voting members.

1. **MEETINGS**

3.1 The Committee will meet before the Board meeting and as required to meet key milestones and decision making.

1. **QUORUM**

4.1 The quorum will be 40% with at least three members of the Board present. Co-opted Governors have full voting rights and are counted as part of the quorum.

1. **TERMS OF REFERENCE**

5.1 To oversee the effective strategic management and use of the College estate and assets.

5.2 To oversee the College’s Education Case, ensuring integration with Finance, Curriculum and Organisational Development strategies and to oversee its implementation.

5.3 To oversee high-level interdependencies and risks associated with all Transformation Programmes and the broader portfolio of change and ensuring appropriate mitigation is in place.

5.4 To advise the Board on external innovation, new ways of developing, designing and utilising space and alternative capital funding options through market intelligence.

1. **REPORTING ARRANGEMENTS**

6.1 The minutes of meetings of the Transformation Committee will be circulated to all members of the Board, and any recommendations for approval will be tabled for Board consideration at its earliest convenience.

1. **POLICIES /STRATEGIES ALLOCATED FOR DISCUSSION AND APPROVAL**
2. Digital Strategy (Jointly with Finance Committee)
3. Estates Strategy (Jointing with Finance Committee)
4. Curriculum Plan (Jointly with Curriculum and Standards)
5. People Strategy (Jointly with HR)

**TOR approved by**

Transformation Committee: 24 April 2020 & ESCG Board: **DATE** 8 July 2020