

Doncaster College

<p>TERMS OF REFERENCE FOR THE SELF ASSESSMENT WORKING GROUP 2010/11</p>
--

1. Membership	1.1 The membership of the Self Assessment WG shall be 5 members.
	1.2 The Chief Executive and Chair of the Corporation shall not be a members of the Self Assessment Working Group.
	1.3 Members shall serve for a period of one college year and be eligible for re-appointment.
	1.4 Membership of the Self Assessment Working Group shall be determined at the final meeting of the Governing Body in the college year.
2. Quorum	2.1 The quorum for the meeting shall be 3 members.
3. Frequency of meetings	3.1 The Self Assessment Working Group shall meet as necessary to oversee the process of self –assessment and the production of the Corporate Self Assessment Report.
4. Responsibilities of the Self Assessment Working Group	4.1 The Self Assessment Working Group is responsible for <ul style="list-style-type: none"> (i) overseeing the process of corporate self assessment (ii) engagement with and participation in the validation of self assessment judgements (iii) overseeing the production of the annual Self Assessment Report (iv) recommending the Self Assessment Report to the Board for approval.
5. Election of Chair and Vice Chair of the Self Assessment Working Group	5.1 The Chair will be elected at the first meeting of the Self Assessment Working Group in each College year 5.2 The Vice Chair will be elected at the first meeting of the Self Assessment Working Group in each College year.
6. Clerking the Working Group	6.1 The Clerk to the Corporation will provide the clerking for the Self Assessment Working Group
7. Reporting to the Governing Body	7.1 The minutes of the Self Assessment Working Group will be presented to the next meeting of the Governing Body.