

**THE CORPORATION OF HARINGEY, ENFIELD AND NORTH EAST
LONDON**

TERMS OF REFERENCE STAFF FORUM

1. Each of the two main college centres, Tottenham, and Enfield (Ponders End) will operate a Staff Forum
2. The Forum provides opportunities for staff to meet with governors in order to promote greater awareness and understanding of college matters and to discuss issues of interest or concern.
3. The Forum will not replace or supplement any other form of representation by staff and will not involve itself in disciplinary or grievance issues.
4. The Forum will meet twice a year.
5. Meetings will be informal and un-minuted however the Secretary (*Clerk*) will prepare a brief report of the meeting for the Corporation.
6. Meetings will be chaired by a Governor of the College.

Membership

7. Three Governors.
8. Up to 10 members of staff drawn from a cross section of the College Centre.

In Attendance

9. Secretary to the Corporation (*or designated other*)