



## **Senior Management Team**

November 2023



## Senior Management Team

1. The Senior Management Team (SMT) will comprise of the Principal, Vice Principal, Senior Tutor, Director of Estates and Bursar.
2. The SMT will meet informally at least once per week in Full Term, and typically continue to do this year round.
3. These meetings of the SMT are informal, there are no papers or minutes and no quorum applies and any member of staff, Trustee or Fellow may be invited to join all or part of these meetings at the discretion of the SMT where their contribution is relevant and useful – for example the IT Manager or Head of Alumni Relations and Development might be invited to join for discussion of IT or Development matters.
4. The SMT shall hold a formal meeting before each Trustee Board meeting for the purposes of reviewing the business of the Trustee Board and preparing any materials to be submitted to the Board. The Chair of Trustees will have a standing invitation to these meetings and will receive papers for these meetings.
5. The SMT may hold formal or informal meetings at any other time with notice to members proportionate to the urgency of the matters to be discussed as required