

## GOVERNOR COMMITTEES

### TERMS OF REFERENCE

Committee	Terms of Reference
Audit Committee	<ol style="list-style-type: none"><li data-bbox="469 387 1332 568">1. to advise the Board on the adequacy and effectiveness of the FE College's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value of for money)</li><li data-bbox="469 607 1332 712">2. to advise the Board on the appointment, reappointment, dismissal and remuneration of the Financial Statements Auditor and the Internal Audit Services (IAS)</li><li data-bbox="469 750 1332 898">3. to advise the Board on the scope and objectives of the work of the Internal Audit Services (IAS), the Financial Statements auditor and the Funding Auditor (where appointed)</li><li data-bbox="469 936 1332 1117">4. to ensure effective co-ordination between the Internal Audit Services (IAS) , the Funding Auditor and the Financial Statements Auditors, including whether the work of the Funding Auditor should be relied upon for internal audit purposes</li><li data-bbox="469 1155 1332 1261">5. to consider and advise the Board on the Audit Strategy and Annual Internal Audit Plans for the Internal Audit Services (IAS)</li><li data-bbox="469 1299 1332 1447">6. to advise the Board on Internal Audit Visit reports and annual reports and on control issues included in the management letters of the Financial Statement Auditor and management responses to these</li><li data-bbox="469 1485 1332 1704">7. to monitor, within an agreed timescale, the implementation of agreed recommendations relating to Internal Audit Visit reports, Internal Audit annual reports, the Funding Auditor's management letter and follow-up visit reports (where appropriate) and the Financial Statements Auditors management letter</li><li data-bbox="469 1742 1332 1890">8. to consider and advise the BOARD on relevant reports by the National Audit Office (NAO), the Skills Funding Agency (SFA) and other funding bodies, and where appropriate managements response to these.</li><li data-bbox="469 1928 1332 2031">9. To establish, in conjunction with FE college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the</li></ol>

	<p>Internal Audit Services (IAS) and Financial Statements Auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit services is appropriate</p> <p>10. To produce and an annual report to the Board and the Principal as Chief Accounting Officer, which should include the committee's advice on the effectiveness of the FE college's risk management, control and governance processes, and any significant matters arising from the work of the Internal Audit Services (IAS), the Funding Auditors and the Financial Statements Auditor.</p> <p>11. To ensure that all allegations of fraud and irregularity are properly investigate</p> <p>12. To be informed of all additional services undertaken by the Internal Audit Services (IAS), the Financial Statements Auditors and the Funding Auditors</p> <p>13. To review the annual Financial Statements</p>
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**COMMITTEE DETAILS**

DESCRIPTION	NAME OF GOVERNOR
Chair of Committee	External Governor (Finance expertise where possible)
Governors	X 3 External X 1 Staff
SMT Representation	Director of Finance Director of Estates
External	Internal Audit Services (MacIntyre Hudson) Financial Statements Services (Buzzacott)
Clerk to the Corporation	Y Hughes
Quorum	3

**AUDIT COMMITTEE ANNUAL BUSINESS PLAN**

<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>Internal Audit Report</b>	Internal Audit Report	Internal Audit Report
<b>Internal Audit Services Annual Report</b>	Outstanding Internal Audit Recommendations	Outstanding Internal Audit Recommendations
<b>Financial Statements Audits Annual Report</b>	Risk Management – update	Internal Audit Services Strategic Plan for the next year
<b>Regularity Audit Report</b>	POLICIES for review	Financial Statement Audit Strategy
<b>Annual Audit Committee Report to the Board &amp; Principal</b>	PIDA Whistle Blowing Anti Fraud Policy Anti Bribery Policy Gifts & Hospitality Policy Financial Regulations	Risk Management – update
<b>Annual Performance review of audit providers</b>	Monitoring of College performance – Audit	Monitoring of College performance – Audit
<b>Risk Management Policy &amp; Procedures</b>		
<b>Risk Register</b>		
<b>Outstanding Internal Audit Recommendations</b>		
<b>Monitoring of College performance – Audit</b>		

Committee	Terms of Reference
Corporate Services	<p>To make recommendations to the Board on:</p> <ol style="list-style-type: none"> <li>1) The annual estimates of income and expenditure</li> <li>2) Major variations of expenditure</li> <li>3) Capital Expenditure requirements including loans</li> <li>4) Budgetary Pay Awards</li> <li>5) Financial Strategy</li> </ol> <p>Reviewing arrangement for securing value for money, solvency and safeguarding assets</p> <p>Determine and make amendments to the College's :</p> <ol style="list-style-type: none"> <li>1) Financial Regulations</li> <li>2) Fees Policy</li> </ol> <p>Monitoring the financial health of the College</p> <p>Review contracts awarded above £100k</p> <p>To determine policy in relation to the general development of the College sites.</p> <p>To keep an overview of the use and quality of the College premises</p> <p>To approve programmes of:</p> <ol style="list-style-type: none"> <li>1) Capital equipment and</li> <li>2) Minor works</li> </ol> <p>To set a framework for the pay and conditions of service for all staff other than Senior Postholders</p> <p>To receive reports from the Principal/Chief Executive on a scheme for the appointment, grading, appraisal, pay and conditions of service of staff and for procedures relating thereto.</p> <p>To authorise pay awards within budget levels</p> <p>To keep under review Estates matters, including Estates strategy, maintenance programmes, capital projects</p> <p>To keep under review marketing, communication (IT), Registry and Admissions matters</p> <p>To keep under review and monitor enrolment numbers for FE and HE</p> <p>Establish working parties to oversee large contracts</p>

<b>COMMITTEE DETAILS</b>	
DESCRIPTION	NAME OF GOVERNOR
Chair of Committee	External Governor
Governors	X 5 External X 2 Staff X Principal
SMT Representation	Vice Principal/ Finance & Resources Deputy Principal
Clerk to the Corporation	Y Hughes
Quorum	5

**CORPORATE SERVICES ANNUAL BUSINESS PLAN**

<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<b>Monthly Management Accounts</b>	Monthly Management Accounts	Monthly Management Accounts
<b>November Financial forecast</b>	Capital Projects review	Income & Expenditure Budget for next year and 3 year financial forecast
<b>Capital Projects review</b>	Tenders/Contracts	Capital projects review
<b>End of Year Financial Statements &amp; FSA Management Reports</b>	Fees Policy for next year	Budgetary Pay Awards
<b>Students Union Accounts</b>	HR – Termly update	Tenders/Contracts
<b>Learner Numbers &amp; Funding</b>	Termly H&S and Safeguarding Report	HR Termly update
<b>Tenders/Contracts (as required)</b>	Report on Employer Engagement (including apprenticeships, WBL, full cost recovery & surveys of employer satisfaction)	Termly H&S and Safeguarding Report
<b>Annual Estates Report</b>	IT Strategy – update	
<b>Annual HR Report</b>	Safeguarding Policy & Procedures	
<b>Termly Safeguarding Report?</b>		
<b>Annual H&amp;S Report Health &amp; Safety Policy Review</b>		

Committee	Terms of Reference
Standards Committee	<p>To act as a Standards Committee by monitoring key College performance indicators and discussing and recommending for approval, targets for the College</p> <p>To receive SMT Performance Reports on a termly basis in relation to recruitment, retention, achievement, progression, teaching and learning, attendance, new course provision and success rates</p> <p>To consider reports in to ensure that the College is responsive to the needs of the industry and the community – Curriculum Strategy, Destination Reports</p> <p>To receive reports on Student Services including Staff and Student Surveys</p> <p>To receive and scrutinize the annual SAR and QIP for Board approval</p>
<b>COMMITTEE DETAILS</b>	
DESCRIPTION	NAME OF GOVERNOR
<p>Chair of Committee</p> <p>Governors</p> <p>SMT Representation</p> <p>Clerk to the Corporation</p> <p>Quorum</p>	<p>External Governor</p> <p>X 7 External X 2 Staff X 2 students Principal</p> <p>Vice Principal/Finance &amp; Resources Deputy Principal</p> <p>Y Hughes</p> <p>5</p>

**STANDARDS COMMITTEE ANNUAL BUSINESS PLAN**

<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM</b>
<p align="center"><b>College SAR Progress against College QIP</b></p> <p align="center"><b>Student Survey Feedback</b></p> <p align="center"><b>Annual Complaints &amp; Compliments Report</b></p> <p align="center"><b>Single Equality Report and Single Equality Plan</b></p>	<p align="center">Learner Destination Report (incl progression)</p> <p align="center">Learner Voice Report</p> <p align="center">Report on Progress of College QIP</p> <p align="center">Teaching &amp; Learning report (to include teaching observations, learner support, learning support, tutorial support, valued added)</p> <p align="center">Report on partnership provision</p> <p align="center">Curriculum Review 2013/2014</p> <p align="center">Learner Charter, Disciplinary Policy, Learner Code of Conduct and associated student rules and procedures</p>	<p align="center">Success Rate Targets for 2013/2014 and 2015/2016</p> <p align="center">Progress against College QIP</p>

Committee	Terms of Reference
Search & Governance	<p>To determine the process whereby candidates for membership of the Board are nominated</p> <p>To nominate candidates for the approval of the Board to fill vacancies in its composition (other than staff or student governors). In making their recommendations for appointment or reappointment to the Board, the Committee shall have regard to the aims and values of the Board and take into account the changing needs of the Board when planning appointments.</p> <p>To make recommendations on the composition and membership of the Board and Committee Structure and to include the development of procedures for appointments</p> <p>To recommend policies and procedures for the induction, appraisal and on-going training of governors</p> <p>Keep under review the governance framework and make recommendations to the Board for improvement</p> <p>Receive annual attendance data and set targets for attendance</p> <p>Review and report to the Board changes in legislation and policy around governance</p> <p>Review the Board Standing orders on a biannual basis</p> <p>Review the Boards Code of Conduct, Register of Interests, Use of Corporation Seal</p>

<b>COMMITTEE DETAILS</b>	
DESCRIPTION	NAME OF GOVERNOR
Chair of Committee	External Governor
Governors	X 3 External X Principal
Clerk to the Corporation	Y Hughes
Quorum	3

Committee	Terms of Reference
Remuneration Committee	<p>To make recommendations to the Board regarding the grading, remuneration, and Conditions of Service of Senior Post Holders and the Clerk to the Corporation</p> <p>To make recommendations on the Performance Review of SPH's</p> <p>To make recommendations on the Performance Targets set for the Principal, SPH's and Clerk to the Corporation</p>
<b>COMMITTEE DETAILS</b>	
DESCRIPTION	NAME OF GOVERNOR
Chair of Committee	External Governor but not the Chair of Corporation
Governors	X 4 External
SMT Representation	Principal
Clerk to the Corporation	Y Hughes
Quorum	3

**CORPORATION BOARD ANNUAL BUSINESS PLAN**

AUTUMN TERM	SPRING TERM	SUMMER TERM
<p><b>STRATEGY/DEVELOPMENT/POLICY BOARD MEETING 1</b></p> <p>Governor Training/Development</p> <p>Review of KPI against Strategic Plan</p> <p>Estates Strategy</p> <p>Freedom of Information Act report</p> <p>Report on external policy issues</p>	<p><b>STRATEGY/DEVELOPMENT/POLICY BOARD MEETING 1</b></p> <p>Governor Training/Development</p> <p>Review of KPI against Strategic Plan</p> <p>Quality Strategy Review</p> <p>Report on external policy issues</p>	<p><b>STRATEGY/DEVELOPMENT/POLICY BOARD MEETING 1</b></p> <p>Governor Training/Development</p> <p>Review Strategic Plan including Mission Statement and agree for 2013/2014</p> <p>Approval of Strategies in support of the strategic plan</p> <p>Financial Strategy</p> <p>Corporation Business Plan</p> <p>Corporation SAR</p> <p>Review of current governance arrangements post 12 months of restructure</p> <p>Report on external policy issues</p>
<p><b>BUSINESS BOARD MEETING 2</b></p> <p>Principals Report</p> <p>Student Governors Report</p> <p>Standards Committee Business</p> <p>Corporate Services Business</p> <p>Audit Committee Business</p> <p>Remuneration Committee Business</p> <p>Search &amp; Governance Business</p> <p>Policy for approval</p>	<p><b>BUSINESS BOARD MEETING 2</b></p> <p>Principals Report</p> <p>Student Governors Report</p> <p>Standards Committee Business</p> <p>Corporate Services Business</p> <p>Audit Committee Business</p> <p>Search &amp; Governance Business</p> <p>Policy for approval</p>	<p><b>BUSINESS BOARD MEETING 2</b></p> <p>Principals Report</p> <p>Student Governors Report</p> <p>Standards Committee Business</p> <p>Corporate Services Business</p> <p>Audit Committee Business</p> <p>Remuneration Committee Business</p> <p>Search &amp; Governance Business</p> <p>Policy approval</p>

## COMMITTEE MEMBERSHIP

<p style="text-align: center;"><b>SEARCH &amp; GOVERNANCE COMMITTEE</b></p> <p>Susan Adams (Chair)  David Gleed (Principal)  Rajvinder Singh Gill  Julian Parkes  Arron Bardoe</p> <p>Clerk to Corporation *</p>	<p style="text-align: center;"><b>CORPORATE SERVICES COMMITTEE</b></p> <p>Julian Parkes (Chair)  Elizabeth Birchenough (Vice Chair)  Brian Newell  Alex Lewsley  David Gleed (Principal)  Susan Adams  Kay Gingell  Mark Richardson</p> <p>Clerk to the Corporation*  Vice Principal/ Finance &amp; Resources*  Deputy Principal</p>
<p style="text-align: center;"><b>AUDIT COMMITTEE</b></p> <p>Arron Bardoe (Chair)  Andrew Lawson  Wendy Davies</p> <p>+ 2</p> <p>Clerk to Corporation*  Director of Finance*  Director of Estates*</p> <p>Internal Auditors – MacIntyre Hudson*  External Auditors – Buzzacott*</p>	<p style="text-align: center;"><b>STANDARDS COMMITTEE</b></p> <p>Rajvinder Singh Gill (Chair)  Pamela Jones  Brian Newell (Vice Chair)  Kay Gingell  Wendy Davies  David Gleed (Principal)  Alex Lewsley  Andrew Lawson  Adam Johnson  +2</p> <p>Clerk to Corporation*  Deputy Principal*  Vice Principal/Finance &amp; Resources*</p>
<p style="text-align: center;"><b>REMUNERATION COMMITTEE</b></p> <p>Julian Parkes (Chair)  Susan Adams  Pamela Jones  Arron Bardoe</p> <p>Clerk to the Corporation*  Principal*</p>	<p style="text-align: center;"><b>SPECIAL PURPOSES COMMITTEE</b></p> <p>Pamela Jones  Rajvinder Singh Gill  Brian Newell  Alex Lewsley</p> <p>Clerk to the Corporation*</p>