

## LONGLEY PARK SIXTH FORM COLLEGE

### AUDIT COMMITTEE: TERMS OF REFERENCE

#### Responsibilities

- 1 To advise the Corporation on the adequacy and effectiveness of the College's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money).
- 2 To advise the Corporation on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service (IAS).
- 3 To advise the Corporation on the scope and objectives of the work of the IAS, the financial statements auditor and the funding auditor (where appointed).
- 4 To ensure effective co-ordination between the IAS, the funding auditor (where appointed) and the financial statements auditor, including whether the work of the funding auditor should be relied upon for internal audit purposes.
- 5 To consider and advise the Corporation on the audit strategy and annual internal audit plans for the IAS.
- 6 To advise the Corporation on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor (including their work on regularity) and the funding auditor (where appointed), and management's responses to these.
- 7 To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, the funding auditor's management letter and spot-check reports (where appropriate) and the financial statements auditor's management letter.
- 8 To consider and advise the Corporation on relevant reports from the National Audit Office (NAO), the Young People's Learning Agency (YPLA) and other funding bodies, and where appropriate, the management's response to these.
- 9 To establish, in conjunction with college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS and financial statements auditor through these measures and indicators and to decide, based on this review, whether a competition for price and quality of the audit service is appropriate.
- 10 To produce an annual report for the Corporation and accounting officer, which should include the Committee's advice on the effectiveness of the College's risk management, control and governance processes, and any significant matters arising from the work of the IAS, the funding auditors (where appointed) and the financial statements auditor.
- 11 To ensure that all allegations of fraud and irregularity are properly followed up.
- 12 To be informed of all additional services undertaken by the IAS, the financial statements auditor and the funding auditors (where appointed).
- 13 To recommend the annual financial statements to the Corporation for approval.

- 14 To audit the College's quality policies and procedures; and
- 15 To consider other topics, as determined from time to time by the Corporation.

### **Membership and Committee Arrangements**

- 1 The Committee will be appointed by the Corporation and consist of:  
  
Three to six members, of whom at least three are Corporation Members (excluding members of the Corporation's Finance & Property Committee, the Chair of the Corporation, the Principal and any co-opted Members who are members of the College's senior management).
- 2 The Committee will have power to co-opt non-governors with relevant finance/auditing experience. The Committee must clearly be seen to be independent of the College management.
- 3 A quorum shall be two members and for a meeting to be quorate there must always be a majority of Corporation Members present.
- 4 The Chair of the Committee shall be appointed by the Corporation on an annual basis. The Committee shall appoint its own Vice-Chair on an annual basis.
- 5 The Principal or some other senior manager who is responsible for the College's internal control and a representative of the internal auditors shall normally attend meetings at the invitation of the Committee, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 6 Other Corporation members shall have a right of attendance, save that the Committee may, when they are satisfied that is appropriate, meet with representatives of the internal and/or external auditors without the Principal or staff or student members being in attendance.
- 7 Voting will be by show of hands unless a ballot is called for. If immediately after a vote is taken any governor so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting. In the event of there being a tied vote, the Chair of the meeting shall have a second or casting vote regardless of whether he/she has voted when the motion or amendment was put to the meeting.
- 8 The Clerk to the Corporation shall be Clerk to the Committee.
- 9 Meetings shall be held not less than three times a year. The internal or financial services auditors may request a meeting if they consider that one is necessary.
- 10 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any Corporation member, any Committee of the Corporation, any employee of the College, the external auditor, from subcontractors and other third parties. All parties are directed to co-operate with any request made by the Committee.
- 11 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 12 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation Members.

- 13 The Committee shall provide a report of its work to the Corporation annually, which will include a review of its terms of reference, or more frequently if necessary.

## LONGLEY PARK SIXTH FORM COLLEGE

### CURRICULUM AND QUALITY COMMITTEE: TERMS OF REFERENCE

#### Responsibilities

- 1 To support and advise the Corporation in the exercise of its responsibilities for:
  - the oversight of the College's activities in respect of Quality systems, Student Retention and Student Achievement;
  - the broad nature and direction of the curriculum;
  - safeguarding;
  - the effective and efficient use of resources supporting Teaching and Students' Learning;
- 2 To assist the Corporation in monitoring the performance of the College in implementing those parts of the College's Strategic Plan that relate to the areas of Quality and Standards.
- 3 To review and consider the strategic direction of the College and its educational character and, where appropriate, make recommendations to the Corporation.
- 4 To receive and consider proposals from the Principal on issues connected with the curriculum and other aspects of the core business.
- 5 To receive and consider reports on the levels of retention and achievement of students and showing proposals for the annual setting of targets.
- 6 To receive and consider reports on the effectiveness of arrangements in place to monitor and improve the retention and achievement of students.
- 7 To receive proposals arising from the periodic review of the College's Quality Policy and any other relevant policies and procedures relating to the Curriculum and to students' learning.
- 8 To monitor the production of the annual Self Assessment Report of the College; to consider its final draft and recommend its adoption to the Corporation.
- 9 In collaboration with Students and Members of the Corporation annually review the College's Student Charter and, where appropriate, recommend any amendments to the Corporation.
- 10 To monitor the attainment of external quality awards.
- 11 To receive reports on the College's Complaints procedure which will include an analysis of complaints received and actions taken.

#### Membership and Committee arrangements

- 1 The Committee will be appointed by the Corporation and will consist of three to eight Governors and ex-officio the Principal. The Committee will have power to co-opt non-governors with relevant experience and an appropriate Vice-Principal/Deputy Principal with full voting rights.
- 2 Any three Governors shall constitute a quorum.
- 3 The Committee shall appoint its own Chair and Vice-Chair on an annual basis.

- 4 Voting will be by show of hands unless a ballot is called for. If immediately after a vote is taken any governor so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting. In the event of there being a tied vote, the Chair of the meeting shall have a second or casting vote regardless of whether he/she has voted when the motion or amendment was put to the meeting.
- 5 The Clerk to the Corporation shall be clerk to the Committee.
- 6 The Committee shall meet at least once per term.
- 7 The Report of the Committee will be made to the Governing Body meeting directly following the Committee meeting.
- 8 The Committee will review its terms of reference on an annual basis and recommend any amendments to the Corporation for approval.

## LONGLEY PARK SIXTH FORM COLLEGE

### RESOURCES COMMITTEE: TERMS OF REFERENCE

#### Responsibilities

- 1 To report and make recommendations to the Corporation on policies and planning concerning the financial resources and estate of the College in accordance with the Further and Higher Education Act 1992, The Teaching and Higher Education Act 1998 and the financial regulations. This includes:
  - Considering the development plan;
  - Considering the Principal's annual estimates of income and expenditure;
  - Considering the arrangements for authorising expenditure;
  - Taking measures to ensure the solvency of the College and for the safeguard of its assets;
  - Considering the College's financial regulations.
- 2 To advise the Corporation on personnel issues including recruitment and retention, staff development, welfare and performance management.
- 3 To monitor developments and the financial position of the College with regard to the development plan.
- 4 To monitor and seek to ensure the effective and efficient use of all resources, including personnel, within the Corporation's policies.
- 5 To approve, review, update and monitor College personnel policies and procedures.
- 6 To approve the College's Financial Regulations.
- 7 To approve financial, capitalisation, depreciation and treasury management procedures.
- 8 To consider and advise the Corporation as appropriate on the framework of pay and conditions for staff, other than senior post holders.
- 9 To ensure the adequate provision of insurance for all aspects of the College.
- 10 To implement action on matters of operational procedure in accordance with the Financial Regulations, where there is unanimous agreement of the Committee as follows:
  - Approving virement between the main cost centre headings in excess of £5,000;
  - Authorising the write-off of bad debts in excess of £1,500;
  - Authorising the opening and closing of bank accounts and approve authorised signatories to the bank mandate;
  - Authorising the disposal of capital items valued between £5,000 and £10,000;
  - Considering the draw down of short-term borrowings to meet urgent liabilities and advising the Corporation accordingly.
- 11 To determine tuition and other fees payable to the College as delegated by the Corporation.
- 12 To recommend policy on trade union recognition and to liaise with staff representatives.
- 13 To approve the College's investment and borrowing policies.

- 14 To monitor and make recommendations concerning the College's accommodation strategy.
- 15 To monitor and make recommendations concerning capital applications and capital projects.
- 16 To monitor College policies and procedures regarding equality and diversity, and Health & Safety, and report on these to the Corporation.
- 17 To consider such other financial, employment and general matters as may from time to time arise.

### **Membership and Committee Arrangements**

- 1 The Committee will be appointed by the Corporation and will consist of three to eight governors and ex-officio the Principal. The Committee will have power to co-opt non-governors with relevant experience and an appropriate Vice-Principal/Deputy Principal with full voting rights. The Finance Manager will attend all meetings of the Committee.
- 2 No individual member should serve on the Committee where they are directly involved in tendering for work to be provided by the College.
- 3 The Committee shall meet at least once per term.
- 4 A quorum shall be three members.
- 5 The Committee shall appoint its own Chair and Vice-Chair on an annual basis.
- 6 Voting will be by show of hands unless a ballot is called for. If immediately after a vote is taken any governor so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting. In the event of there being a tied vote, the Chair of the meeting shall have a second or casting vote regardless of whether he/she has voted when the motion or amendment was put to the meeting.
- 7 The Clerk to the Corporation shall be clerk to the Committee.
- 8 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 9 The Committee will report to the Governing Body meeting directly following the Committee meeting.
- 10 The Committee will review its terms of reference on an annual basis and recommend any amendments to the Corporation for approval.

## LONGLEY PARK SIXTH FORM COLLEGE

### SEARCH, GOVERNANCE & REMUNERATION COMMITTEE: TERMS OF REFERENCE

#### Responsibilities

1. To make recommendations to the Corporation on the recruitment of new Governors, including terms of appointment.
2. To advise on the co-option of the co-opted members of the Corporation.
3. To make recommendations to the Corporation on the overall structure of the Corporation committees and the filing of vacancies on committees in consultation with the Chair of those committees, so as:
  - To ensure compliance with the relevant statutory and LSC requirements;
  - To ensure compliance with good governance;
  - To ensure that new members are sought to renew and refresh the committees while maintaining continuity and experience;
  - To maintain an appropriate balance of skills, expertise and representation;
  - To ensure that suitable candidates for Governor positions are drawn from the local business and professional community.
4. To make recommendations concerning the Standing Orders and Code of Conduct for Governors.
5. To review periodically the committee structure, terms of reference and membership.
6. To consider self-assessment arrangements and make recommendations to the Corporation on Governor Training.
7. To make recommendations to the Corporation on arrangements for the recruitment and appointment of senior post-holders as required.
8. To consider and advise the Corporation on the remuneration and other terms and conditions of senior post holders including the Clerk to the Corporation.
9. To consider and advise the Corporation in determining severance packages for senior post holders.

#### Membership and Committee Arrangements

1. The Committee will be appointed by the Corporation and will consist of all Independent Members of the Corporation, with the Principal in attendance.
2. The Committee shall meet at least once per term prior to the full Corporation meeting.
3. A quorum shall be three members.
4. Voting will be by show of hands unless a ballot is called for. If immediately after a vote is taken any governor so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting. In the event of there being a tied vote, the Chair of the meeting shall have a second or casting vote regardless of whether he/she has voted when the motion or amendment was put to the meeting.
5. The Clerk to the Corporation shall be clerk to the Committee.

6. The Report of the Committee will be made to the Governing Body meeting directly following the Committee meeting.
7. The Committee will review its terms of reference on an annual basis and recommend any amendments to the Corporation for approval.

## LONGLEY PARK SIXTH FORM COLLEGE

### SPECIAL COMMITTEE: TERMS OF REFERENCE

#### Responsibilities

1. To receive referrals from the Chair of the Corporation or, if the Chair is absent, from the Vice-Chair or a majority of members of the governing body, about the possible dismissal of a senior post holder.
2. To examine the case for the dismissal of a senior post holder.
3. To give the person whose dismissal is to be considered the right to make representations. The representations, which may be made in writing, may also be made orally, for which purpose the person whose dismissal is to be considered may be accompanied and represented by a friend.
4. After hearing or reading any such representations, to prepare a written report for consideration by the Corporation, a copy of which shall be sent to the person to whom it relates. Such written report shall be prepared within two months of the mandate on which the Special Committee was convened. Where it is impracticable for the committee to prepare its report during that period it shall, during that period, prepare an interim report a copy of which shall be sent to the person to whom it relates and which shall contain a timetable for the preparation of the full report.

#### Membership and Committee Arrangements

1. The Committee will be appointed by the Corporation and will consist of at least three Governors with the exception of the Chair, the Vice-Chair, the Principal, Staff and Student Governors.
2. The Committee shall meet as and when required.
3. A quorum shall be three members.
4. The Committee shall appoint its own Chair on an annual basis.
5. Voting will be by show of hands unless a ballot is called for. If immediately after a vote is taken any governor so requires, the way in which he/she voted (or abstained) will be recorded in the minutes of that meeting. In the event of there being a tied vote, the Chair of the meeting shall have a second or casting vote regardless of whether he/she has voted when the motion or amendment was put to the meeting.
6. The Clerk to the Corporation shall be clerk to the Committee.
7. The Report of the Committee will be made to the Governing Body meeting directly following the Committee meeting.
8. The Corporation will review the Committee's terms of reference on an annual basis and approve any amendments.

#### Points to note

- In order to comply with article 17(2), the Special Committee must comprise at least three members.
- A failure by the Corporation or the Special Committee to take any action within a time limit specified in the articles shall not relieve the Corporation or the Committee of the duty to take such action.

- When examining the case for dismissal, the Special Committee should consider whether the dismissal
- would be fair and reasonable in the circumstances, which may include (but may not be limited to) reviewing the following:
  - any relevant documents and representations;
  - the terms and conditions of the senior post holder's employment;
  - any applicable disciplinary procedures or any applicable redundancy procedures;
  - any relevant ACAS Code of Practice or guidance;
  - any relevant legislation including statutory minimum procedures; unfair dismissal legislation; sex, race and disability discrimination legislation and the Human Rights Act.
- If it is proposed to consider the dismissal of the Clerk to the Corporation, the Chair (not the Clerk) shall send out the relevant papers to the members of the Special Committee.