

TERMS OF REFERENCE: FINANCE & CORPORATE SERVICES COMMITTEE

1. Introduction

The Code of Good Governance for English Colleges adopted by the College in 2015 outlines the need for corporations to:

- Adopt a financial strategy and funding plans, which are compatible with the duty to ensure the sustainability and solvency of the college.
- Ensure that effective control and due diligence takes place in relation to all matters including acquisitions, subcontracting and partnership activity

The Committee will report directly to the Corporation. The Corporation will receive all minutes of the Committee.

2. Remit

To ensure that the Corporation meets all financial responsibilities, the Finance and Corporate Services Committee will review and scrutinise the College's finances and corporate services and advise the Corporation accordingly.

To fulfil this objective, the Committee will:

- Make recommendations to the Corporation on the annual estimates of income and expenditure, three-year financial forecasts and on capital expenditure requirements including loans.
- Review the financial regulations and make recommendations to the Corporation.
- Recommend to the Corporation, in association with the Audit Committee the annual Financial Statements for approval.
- Make recommendations to the Corporation on the framework for pay and conditions of service of all staff (except senior post holders). *NB: Responsibility for the contracts of full-time academic staff remains with the full Corporation.*
- Monitor management accounts, treasury management, partnership activity and the performance for all aspects of the college group including subsidiary companies.
- Consider and review all proposed acquisitions, diverse income strategies and growth development opportunities.
- Assess risk and opportunities as part of the financial planning process and carry out appropriate stress testing in relation to financial targets.
- Consider and review financial health.
- Consider and monitor the property strategy, planned maintenance programme and capital projects.
- Determine the tuition and other fees payable.
- Evaluate how the College is discharging its duty for health and safety.
- Consider and review human resources.

Corporation Board

- Consider and approve relevant policies and procedures.
- Establish working groups comprising members of the Committee and, if appropriate, other persons who are not members of the Corporation, to advise the Committee on particular, ad hoc issues.
- Consider any other matters that the Corporation deems appropriate to delegate (subject to the limitation in the Instruments and Articles of Government).
- Review its terms of reference biennially.
- Produce an annual report for the Corporation, summarising the committee's activities relating to the financial year under review including:
 - A summary of the work undertaken by the committee during the year
 - Any significant issues arising up to the date of preparation of the report
 - The committee's view of its own effectiveness and how it has fulfilled its terms of reference

NB: *The Committee is a committee of the Chesterfield College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation Board. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees.*

The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

3. Membership

The Committee will comprise six members as follows:

- Chair of the Committee (appointed by the Corporation)
- The Principal
- 4 other members, of which at least one person (whether a member of the Corporation or not) with relevant and recent accountancy and financial experience.

The Committee may include co-opted governors who are not members of the Corporation.

The AP for Finance IT and Estates must attend the meeting and other relevant members of the Senior Management Team will be invited to attend the meeting. The Chair may invite other individuals to attend any meeting if deemed appropriate to the business (such persons shall be entitled to speak at the meeting, but not to vote).

Members of the Audit Committee are ineligible for membership.

In the absence of the Chair, the Committee will appoint another member to act as Chair for that meeting.

The Head of Governance will act as Clerk to the Committee and minute all meetings of the Committee.

4. Term of Office

Appointments of members of the Committee will cease at the end of their term of office as a Governor, although they will be eligible for re-appointment if their membership of the Corporation is renewed.

Corporation Board

Co-opted members will be appointed for a term of up to 4 years and will be eligible for re-appointment if their membership is approved by the Committee as recommended by the Governance & Search Committee.

Members may terminate their membership by notice of resignation to the Head of Governance.

5. Quorum

A quorum for the meeting shall be three members.

6. Frequency of Meetings

The Committee shall meet at least four times per year.