



# SEEVIC College Further Education Corporation

## Governing Body and Committee Structure

The current constitution of the Corporation (Governing Body) of SEEVIC College is 16 Members:

- 10 Ordinary Members
- 1 Parent Member
- 2 Student Members
- 2 Staff Members
- 1 Principal

The Governing Body carries out its work chiefly through a number of committees.

Each committee has terms of reference set by the Board, although those of the Audit Committee and Search Committee follow close prescription from the Funding Bodies.

Most of the committees meet once each term, except that the Finance and Estates Committee meets at least twice each term, and the Remuneration Committee only twice each year.

<b>Committee</b>	<b>Principal Concerns</b>
Finance & Estates	Financial & Property Issues
Human Resources	Pay & Conditions of Staff Health & Safety
Client Services	Cross-College Student Support College QA Procedures
Audit	Internal & External Audit
Search and Governance	Recruitment & Development of Governors Oversight of Governance Procedures
Remuneration	Pay & Conditions of Senior Post Holders (The Executive Management Team of Principal and two Vice Principals).

In addition ad hoc groups are established for particular purposes.

Committee chairs meet informally from time to time to ensure co-ordination of committee activities.

The Governing Body has formally adopted a book of Procedures and Policies (Standing Orders).

The Clerks (David Chaplin and Mike Clough of Chaplin Frobisher Welling, Chartered Secretaries) are always available to assist any member who wishes to raise an issue for debate, or who requires additional information about an agenda item.

### Contact

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## Governing Body and Committee Structure

Agendas and papers for all Governing Body meetings should arrive with you seven clear days ahead of meetings – this, of course, means that the clerk requires notice of agenda items at least fourteen days ahead of meetings in order that the necessary research can be undertaken and papers prepared.

At least twice each year members of the Governing Body, usually accompanied by members of the Senior Leadership Team (SLT), have a weekend (Friday evening/Saturday morning) conference to consider major issues of strategy and direction.

## Delegation

### General Operating Principles

The Governing Body determines policy in respect of its own operations, and of the administrative, financial and personnel policies of the College, or of any subsidiary company.

Policy and procedure in respect of its own operations is set out as “Rules for the Conduct of Corporation Business” colloquially known as “Standing Orders”.

## Finance & Estates Committee

The Governing Body has delegated its responsibility for the Conduct of SEEVIC College to the Finance and Estates Committee as follows:

1. The Finance and Estates Committee shall be responsible for providing guidance to the SLT on the budget setting process, and for considering the annual estimates of income and expenditure prepared by the SLT before their approval by the Governing Body.
2. The Finance and Estates Committee shall be responsible for monitoring the efficient and effective use of resources, including revenue income and expenditure, cash flow and balance sheet reports, and for bringing to the urgent attention of the Governing Body any concerns about the solvency of SEEVIC College or the safety of significant assets.
3. The Finance and Estates Committee shall be responsible for approving and revising three year rolling programmes of expected capital expenditure to be included in financial forecasts, all items of capital expenditure not contained in the annual capital estimates approved by the Governing Body and for monitoring progress of capital projects.
4. The Finance and Estates Committee shall be responsible for determination of the accommodation strategy and maintenance investment plan for approval by the Governing Body.
5. The Finance and Estates Committee shall be responsible for maintaining under review the strategic and operating plans of the College, and for making recommendations to the Governing Body about these plans.

## Human Resources Committee

The Governing Body has delegated its responsibilities for the conduct of SEEVIC College to the Human Resources Committee as follows:

1. The Human Resources Committee shall be responsible for preparation of a framework for pay and conditions of service for all staff (except for holders of senior posts) for approval by the Governing Body, in accordance with the articles of Government of SEEVIC College.
2. The Human Resources Committee shall be responsible for monitoring arrangements for the appointment, grading, suspension, and dismissal of staff (except for holders of senior posts) in accordance with the articles of Government of SEEVIC College.

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3. The Human Resources Committee shall be responsible for preparation of a policy framework covering other employment issues (such as staff development, equal opportunities, staff welfare) and for monitoring the compliance of SEEVIC College with legislation concerning employment and health and safety.
4. Members of the Human Resources Committee shall discharge any responsibility of the Governing Body for consideration of appeals from staff under disciplinary or grievance procedures.

The Governing Body has delegated its responsibilities for monitoring the performance of the College to the Human Resources Committee in respect of the following matters (by consideration of a termly report from the EMT).

1. Staff recruited, retained, leaving (previous term).
2. Staff expenditure (FT teaching, fee paid teaching, support staff, other expenditure) against target (previous term).
3. Usage of disciplinary and grievance procedures (including industrial tribunals) (previous term).
4. Industrial relations problems with solutions.
5. College involvement with Sixth Form College pay and conditions forum.
6. Pay and conditions of service negotiations with recognised trade unions.
7. Health and safety report.

## **Client Services Committee**

The Client Services Committee shall be responsible for keeping under review:

1. Quality Assurance
  - a. College quality assurance framework and policy
  - b. Quality standard targets for all services and their attainment
  - c. Progress to achieving/retaining Investors in people status
  - d. College response to inspection reports
  - e. Arrangements and developments leading to self-accreditation status
2. Student Services
  - a. Progression of students from partner schools
  - b. Student welfare services
  - c. Recreational facilities and activities
  - d. Refectories
  - e. Careers information and advice
  - f. Learning support
  - g. Tutorial support
  - h. Curriculum support
  - i. College council
3. Student Conduct and Discipline

The Client Services Committee shall be responsible for discharge of the responsibilities of the Corporation with respect to student conduct and discipline.

4. Students with Learning Disabilities and Disadvantages

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The Client Services Committee shall be responsible for oversight of arrangements made to satisfy statutory requirements and Corporation policy (Diversity Policy) in providing for the needs of students with learning difficulties and disadvantages.

### 5. Admissions, Liaison with Secondary Schools, Higher Education and Parents

The Client Services Committee shall be responsible for keeping under review the policies of the College in respect of admissions, liaison with secondary schools and higher education, and with parents, and making recommendations to the Corporation on these issues.

## **Audit Committee**

### **Terms of Reference**

#### **Effectiveness**

1. To advise the Board of Governors on the effectiveness of the institution's internal control system including control for securing economy, efficiency and effectiveness.
2. To monitor, annually or more frequently if necessary, the implementation of approved recommendations relating to both internal audit reports and external audit reports and management letters.
3. To monitor the effectiveness of the internal and external audit services.

#### **Internal Audit**

4. To advise the Board of Governors on the appointment of the internal audit services (and head of internal audit, if applicable).
5. To consider and advise the Board of Governors on the audit needs assessment, and strategic and short-term audit plans for the internal audit service.
6. To consider and advise the Board of Governors on internal audit reports.

#### **External Audit**

7. To advise the Board of Governors on the appointment and remuneration of external auditors and the scope of their work.
8. To consider and advise the Board of Governors on external audit reports and management letters.

## **Remuneration Committee**

The Governing Body has delegated its responsibilities for the Conduct of SEEVIC College to the Remuneration Committee as follows:

1. The Remuneration Committee shall be responsible for preparation of a framework for pay and conditions of service of holders of senior posts for approval by the Governing Body in accordance with the articles of Government of SEEVIC College.
2. The Remuneration Committee shall be responsible for monitoring arrangements for the appointment grading, suspension and dismissal of holders of senior posts in accordance with the articles of Government of SEEVIC College and for appraisal of SLT and clerks.
3. The Remuneration Committee shall be responsible for preparation of a policy framework covering other employment issues affecting holders of senior posts.

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4. The Remuneration Committee shall discharge any responsibility of the Governing Body for appointment of holders of senior posts or consideration of hearings or appeals concerning holders of senior posts under disciplinary or grievance procedures.

## Search and Governance Committee

### Terms of Reference

1. The Search and Governance Committee shall be responsible for keeping under review requirements for appointment or reappointment of Governors, including changes in the number, composition or balance of interest represented on the Governing Body, and making recommendations to the Governing Body.
2. The Search and Governance Committee shall be responsible for the oversight of arrangements made to recruit, inform and interview potential Governors, and to make recommendations to the Governing Body for appointment.
3. The Search and Governance Committee shall be responsible for the oversight of arrangements made for Governor development and training.
4. The Search and Governance Committee shall be responsible for keeping under review the general governance procedures of the Corporation.

## Financial Regulations

Policy, Procedure and Guidance for Finance and Administration is set out as “Financial Regulations”, which has sections covering:

1. Budget setting, monitoring and virement
2. Accounting policy, statistical returns, audit and records
3. Purchasing and competitive tendering
4. Credit policy
5. Banking and cash management
6. Inventory and asset management – equipment
7. Inventory and asset management – land and buildings
8. Risk management
9. Course provision, student numbers and registration
10. Reimbursement of expenses
11. Fee structure
12. Procedures for monitoring income
13. Computer access and security
14. Fraud and irregularity

In each section the delegation of responsibility for executive action, and the authority for it is set out.

## Human Resource Policies

Policy and procedures for Human Resources issues are set out in “Human Resource Policies and Procedures”, (and more usefully together with other information in the staff handbook). The Human Resource Policies and Procedure Document has sections on:

1. Recruitment and appointment procedures
2. Employment conditions
3. Appraisal
4. Grievance and discipline
5. Redeployment and redundancy
6. Child protection
7. Health and safety

## **General Rules on Delegation**

In each section the delegation of responsibility for executive action, and the authority for it, is set out.

The Governing Body determines the strategic plan, including the three-year financial forecast and accommodation strategy on the advice of the SLT.

The Governing Body sets policy, and financial limits for expenditure (separately for revenue and capital budgets) on the advice of the SLT.

The Governing Body authorises applications to the Essex Learning and Skills Council for England (LSC) or other Statutory Bodies, Department for Universities, Innovation Education and Skills (DIUS), Department of Trade and Industry (DTI) and the European Union Social Fund for funds for revenue or capital projects, or for permission to carry out major capital projects, asset disposals or borrowing, on the advice of the SLT.

The Governing Body sets policy for the educational character of the institution, and in relation to health and safety and diversity.

Within this framework of agreed policy the Principal has delegated powers of operation, subject to the financial regulations and human resources policy and procedures, and to the requirement that the Governing Body is (a) kept informed (through its appropriate committee) about progress in implementing policy, and (b) consulted about any major decisions concerning staff, physical assets, and expenditure or contracts for the supply of goods and services.