



Annex C to SEEVIC College
Corporation Standing Orders

Made 05.11.11

SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE APPRAISAL AND REMUNERATION COMMITTEE

1. Introduction. The authority for these TORs is contained in the
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Corporation Standing Orders;

The Corporation have authorised the Appraisal and Remuneration Committee to determine and/or advise the Corporation SPH salary and other matters; these are detailed at para 5. Delegated powers do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. General Access to Meetings. The nature of business conducted by the Committee is sensitive and confidential

3. Meetings

- a. Frequency. The Committee shall meet as required but not less than once a year unless the Chair in consultation with the Clerk agrees that there is insufficient business; the Clerk will record such action.
- b. Special Meetings. The Clerk when instructed only by the Chair, or in his absence, by the Vice or acting Chair, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.

4. Chair, Membership and Quorum

- a. Chair and Vice Chair. The Chair and Vice-Chair (if required) of the Appraisal Committee shall be elected by the Committee at the first meeting of each academic year. If the Chair, or Vice-Chair, is absent then the meeting shall nominate a Chair for that meeting.
- b. Membership. The Committee shall comprise:
 - (i) 3 Corporation Members.
 - (ii) the Chair of the Corporation (Chair ex-officio)

In attendance:

(iii) the Clerk to the Corporation.

The following shall be excluded from membership:

(iv) staff and student members;

(v) any members with declared interests in the College;

- c. Quorum. The Committee shall be quorate with 3 members. (but see SO 15)
4. Agendas for Meetings. The Agenda shall be agreed between the Chair of the Committee and the Clerk.
5. Delegation of Authority. The Corporation, has delegated the Appraisal and Remuneration Committee to comment on performance of SPH, to determine appropriate salary levels and to advise/inform the Corporation accordingly.

D Palmer
Chair
Date



Annex D to SEEVIC College
Corporation Standing Orders
Made 05.11.11

SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE (TOR) FOR THE AUDIT AND RISK COMMITTEE

1. Introduction. The authority for these TORs is contained in the
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Articles of Government 6;
 - c. Corporation Standing Orders;
 - d. Audit Code of Practice

Note. Details of the specific Terms of Reference for the Audit Committee are as detailed in Annex B to the Audit Code of Practice. The information listed in this Corporation document is largely environmental and does not dilute or otherwise interfere with the contents and requirements of that external document. Corporations are required by statute to establish an Audit Committee. Notwithstanding the requirements of the ACOP the Audit Committee is additionally tasked with oversight of the RM processes and to consider whether to recommend any changes to previously approved procedures.

2. Relationship with the Corporation. The Corporation expect that the Audit Committee will complete and/or advise on certain audit and other matters; these are as stated in Supplement A of the Audit Code of Practice. The Committee is designed as the “Independent Arm” of the Corporation and, as such, is designed to reassure the Corporation that information presented is accurate and the systems that generate it are robust. The Committee is capable of independent, authoritative, and objective consideration of complex and potentially serious issues.
3. Relationship with the Principal (Accounting Officer) It remains the Principal’s responsibility to ensure the satisfactory operation of day-to-day control framework however the internal and external auditors, together with the Audit Committee, contribute to this by provision of advice and assurance.
4. Meetings

- a. Frequency. The Committee shall meet as required but normally not less than once a term unless the Chairman in consultation with the Clerk agrees that there is insufficient business; the Clerk will record such action.
- b. Special Meetings. The Clerk when instructed only by the Chairman, or in his absence, by the Vice or acting Chairman, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.

5. Chairman, Membership and Quorum

- a. Chairman and Vice Chairman. The Chairman and Vice-Chairman (if required) of the Audit Committee shall be elected by the Committee at the first meeting of each academic year. If the Chairman, or Vice-Chairman, is absent then the meeting shall nominate a Chairman for that meeting.
- b. Membership. The Committee shall comprise:
 - (i) at least 3 Corporation Members nominated by the Corporation and confirmed every year at the first meeting of the academic year.
 - (ii) at least 1 External Member (if possible).

In attendance:

- (iii) representatives of the appointed Internal and External Auditors and nominated by the firms concerned;
- (iv) the DP (F&R);
- (v) the Clerk to the Corporation.

The following shall be excluded from Membership:

- (vi) corporation members with interests in the College;
- (vii) senior postholders;
- (viii) the Chairman of the Corporation;
- (ix) members of the Finance Committee.

- c. The Committee shall be quorate with 3 members, providing that the DP (F&R) or his deputy is present.

6. Agendas for Meetings. The Agenda shall be agreed between the DP (F&R), the Chairman of the Committee and the Clerk.



Annex E to SEEVIC College
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Made 05.11.11

SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE (TOR) FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE

1. Introduction. The authority for these TORs is contained in the Corporation Standing Orders and any caveats or restrictions applied within those orders shall apply. Corporations have specific responsibilities for financial matters - these include, but are not limited to:
 - a. the solvency of the College;
 - b. approval of the annual budget;
 - c. securing value for money;
 - d. ensuring financial influences are considered in decision-making;
 - e. establishing an Audit and a Search Committee;
 - f. safeguarding College's assets;
 - g. providing an annual report of financial stewardship;
 - h. ensuring adequate and appropriate financial management controls are in place.

The Corporation have authorised the Finance and General Purposes Committee to complete and/or advise on certain financial and other matters; these are detailed at para 5. Delegated powers do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. Proceedings of Meetings
 - a. Frequency. The Finance and General Purposes Committee shall normally meet five times a year and at least once each term.
 - b. Special Meetings. The Clerk when instructed only by the Chair, or in his absence, by the Vice or acting Chair, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.
3. Chair, Membership and Quorum

a. Chair and Vice Chair. The Chair and Vice-Chair (if required) of the Finance and General Purposes Committee shall be elected by the Committee at the first meeting of each academic year. If the Chair, or Vice-Chair, is absent then the meeting shall nominate a Chair for that meeting.

b. Membership. The Committee shall comprise:

(i) at least 3 Corporation members nominated by the Corporation and confirmed every year at the first meeting of the academic year; members are eligible for re-election. One member should have relevant accounting expertise.

(ii) the Principal - ex officio; and

(iii) the Chair of the Corporation – ex officio.

In attendance:

(iv) the DP (F&R); and

(v) the Clerk to the Corporation.

The following shall be excluded from membership:

(vi) student members;

(vii) any members with declared interests in the College; and

(viii) members of the Audit Committee.

c. Quorum. The Committee shall be quorate with 3 members, providing that the Principal is present. By prior agreement with the Chair, the Committee may be considered quorate without the Principal providing that the DP (F&R) is present. (but see SO 15)

4. Agendas for Meetings. The Agenda shall be agreed between the Principal, the DP (F&R), the Clerk and the Chair of the Committee.

5. Delegation of Authority. The Corporation, has delegated the Finance and General Purposes Committee (on Finance):

a. to review detailed information relating to the budget and financial resources;

b. to provide comprehensive independent financial advice to the Corporation;

c. to receive from the Principal details of the:

(i) income and expenditure account including virements and other adjustments;

(ii) balance sheet;

(iii) cash-flow statement;

(iv) cash-flow forecast;

- (v) performance indicators;
 - (vi) capital budget;
 - (vii) aged debt summary; and
 - (viii) creditor summary.
- d. to review the regulations governing management of finances and capital assets.
 - e. to take action in line with normal policy when the urgency of the situation, in the opinion of the Committee, prompts immediate action; this includes Chair's emergency action.
 - f. to appoint bankers and payroll services to the College.
 - g. to approve cheque/BACS signatories.
 - h. to advise the corporation generally on investments and borrowings, and to seek advice from external sources as necessary.
6. To advise the Corporation on (General Purposes):
- a. the legal requirements of existing and proposed Health & Safety legislation;
 - b. the, acquisition and disposal of land and property, major adaptations to and construction of buildings; and
 - c. to keep under review the colleges monitoring of Risk Management and exposure to new risks.
7. Delegation of Authority. The Corporation, has delegated the Finance and General Purposes Committee (General purpose):
- a. to ensure appropriate personnel policies are developed and implemented;
 - b. to receive the annual Staffing Report;
 - c. to establish and maintain a framework for pay and conditions of service;
 - d. to ensure that adequate arrangements for statutory and other insurance cover have been made; and
 - e. to keep under review and revise as appropriate other College Policies not specifically dealt with in other Committees.



Annex F to Seevic College
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Made 05.11.11

SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE SEARCH COMMITTEE

1. Introduction The authority for these TORs is contained in the
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Articles of Government 5. (3);
 - c. Corporation Standing Orders and any caveats or restrictions applied within those orders shall apply.

Corporations are required by statute to establish a Search Committee. Corporations also have specific responsibilities for appointment of all (General) members save for elected staff and student members. Advice of the Search Committee before appointment of such (General) members is a statutory requirement.

2. Further responsibilities, with regard to members of the Corporation include (but are not limited to):
 - a. considering the recommendations of the Nolan Committee before appointment;
 - b. compilation and maintenance of an up-to-date information pack for potential new members;
 - c. determining good practice for interviewing and appointment;
 - d. governance self- assessment and monitoring of the subsequent action plan.

The Corporation have authorised the Search Committee to complete and/or advise on governance and other matters. These delegated powers (Para 5) do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

3. General Access to Meetings The nature of business conducted by the Committee is sensitive and confidential. Written applications to attend meetings are to be submitted to the Chairman of the Committee to be received at least 14 days in advance of the planned meeting date. The application must explain the reason for the request; only in exceptional cases will permission be given.
4. Meetings

- a. Frequency The Committee shall meet as required but normally not less than once a term unless the Chairman in consultation with the Clerk agrees that there is insufficient business.
- b. Special Meetings The Clerk when instructed only by the Chairman, or in his absence, by the Vice or acting Chairman, shall call Special meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of a single or related items. Standing items shall not be included in the Agenda.

5. Chairman, Membership and Quorum

- a. Chairman and Vice Chairman The Chairman and Vice-Chairman (if required) of the Search Committee shall be elected by the Committee at the first meeting of each academic year. If the Chairman, or Vice-Chairman, is absent then the meeting shall nominate a Chairman for that meeting.
- b. Membership The Committee shall comprise:
 - (i) up to 3 Corporation Members nominated by the Corporation and confirmed every year at the first meeting of the academic year. Members are eligible for re-election. One member should have relevant HR expertise.
 - (ii) Up to 2 lay members recommended and approved by the Corporation.

In attendance:

- (iii) The Clerk to the Corporation.
- c. Quorum The Committee shall be quorate with 3 members. (but see Corporation SO 15)

6. Agendas for Meetings The Agenda shall be agreed between the Vice Principal, the Chairman of the Committee and the Clerk.

7. Delegation of Authority The Corporation, has delegated the Search Committee to (Recommendations of the Nolan Committee, see Standing Orders Para 2 are to be strictly applied):

- a. advise the Corporation on the appointment of Members of the Corporation.
- b. maintenance of an up-to-date rolling assessment of skills portfolio within the Corporation.
- c. determination of appropriate role descriptions and person specifications as a result of 5b.
- d. maintaining a policy for identification and encouragement of potential new members.
- e. matching of potential members to vacancies and making recommendations accordingly.
- f. produce an annual report for the Corporation detailing:

- (i) gender, ethnic and age spread of the membership;
- (ii) effectiveness of the composition:
- (iii) advice on procedures for appointment and induction of new members.

D Palmer, Chairman,
Chairman
Date



Annex G to SEEVIC College
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Made 05.11.11

SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE STANDARDS COMMITTEE

1. Introduction. The authority for these TORs is contained in the:
 - a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
 - b. Corporation Standing Orders.

The Corporation have authorised the Standards Committee to complete and/or advise on general standards and other matters. These delegated powers (Para 5) do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. Meetings
 - a. Frequency. The Committee shall meet as required but normally not less than once a term unless the Chairman in consultation with the Clerk agrees that there is insufficient business; the Clerk will record such action.
 - b. Extraordinary Meetings. The Clerk when instructed only by the Chairman, or in his absence, by the Vice or acting Chairman, shall call extraordinary meetings of the Committee. At such meetings the Agenda shall normally be limited to consideration of single or related items. Standing items shall not be included in the Agenda.
3. Chairman, Membership and Quorum
 - a. Chairman and Vice Chairman. The Chairman and Vice-Chairman (if required) of the Standards Committee shall be elected by the Committee at the first meeting of each academic year. If the Chairman, or Vice-Chairman, is absent then the meeting shall nominate a Chairman for that meeting.
 - b. Membership. The Committee shall comprise:
 - (i) up to 7 corporation members, including at least 1 staff and the student members, nominated by the Corporation and confirmed every year at the first meeting of the academic year; members are eligible for re-

election. One member should have relevant education, training and quality assurance expertise.

In attendance:

- (ii) the DP (Curr & Qual);
 - (iii) the VP(Emp & Skills);
 - (iv) the AP (IS); and
 - (iii) the Clerk to the Corporation.
- c. Quorum. The Committee shall be quorate with 3 members. (but see Corporation SO 15)
4. Agendas for Meetings. The Agenda shall be agreed between the DP (Curr & Qual) , the Chairman of the Committee and the Clerk.
5. Delegation of Authority. The Corporation has delegated the Standards Committee to:
- a. monitor Standards of educational provision;
 - b. consider effectiveness of the quality assurance systems; and
 - c. receive and monitor reports and action plans regarding:
 - (i) student achievement;
 - (ii) retention and achievement targets;
 - (iii) student destinations;
 - (iv) staff development;
 - (v) safeguarding procedures; and
 - (vi) individual student achievements (including out of college).
 - d. to review annually and recommend necessary changes to:
 - (i) corporation Policies;
 - (ii) the Charter;
 - (iii) the Disability Statement;
 - e. monitor self-assessment reports, including the curriculum element of the annual college SAR report.

It was also agreed to recommend that the committee should be empowered to request independent specialist advice if necessary and this would appropriately be covered in the Corporation Standing Orders.

