



## Seevic College Further Education Corporation

The current constitution of the Corporation (Governing Body) of Seevic College is 12 members comprising:

- 7 ordinary members
- 2 student members
- 2 staff members
- 1 Principal

The Corporation carries out its work mainly through a number of committees.

Each committee has Terms of Reference set by the Board although those of the Risk & Audit and Search & Governance committees follow close prescription from the Funding Bodies.

Most of the committees normally meet at least once each term, except for the Finance & General Purposes committee that meets at least twice each term, and the Remuneration committee that only meets once each year.

<b>Committee</b>	<b>Principal Concerns</b>
Finance & General Purposes	Financial & property issues Health & Safety
Standards	Cross-college student support College QA procedures
Risk & Audit	Internal & External audit
Search & Governance	Recruitment & development of Governors Oversight of Governance procedures
Remuneration	Pay & conditions of Senior Post Holders (The Executive Management Team: Principal, 2 Deputy Principals, 1 Vice Principal & 2 Assistant 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 Corporation has formally adopted a book of Procedures and Policies (Standing Orders).

The Clerk is always available to assist any member who wishes to raise an issue for debate or who requires additional information about an agenda item.

**Contact:**

**clerk@seevic-college.ac.uk**

Agendas and papers for all Corporation meetings are despatched to Members at least seven clear days ahead of meeting dates. At least twice each year, members of the Corporation, usually accompanied by members of the Senior Leadership Team (SLT), hold a weekend conference to consider major issues of strategy and direction.

## **Delegation**

### **General Operating Principles**

The Corporation 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 & General Purposes Committee**

The Corporation has delegated its responsibility for the Conduct of Seevic College to the Finance & General Purposes Committee as follows:

1. The Finance & General Purposes Committee shall be responsible for providing guidance to the Principal on the annual budget targets and for considering the annual estimates of income and expenditure prepared by the SLT before their approval by the Corporation.
2. The Finance & General Purposes 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 Corporation any concerns about the solvency of Seevic College or the safety of significant assets

3. The Finance and General Purposes Committee shall be responsible for approving and revising two 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 Corporation and for monitoring progress of capital projects
4. The Finance and General Purposes Committee shall be responsible for the determination of the accommodation strategy and the maintenance investment plan for approval by the Corporation
5. The Finance and General Purposes Committee shall be responsible for maintaining under review the strategic and operating plans of the College and for making recommendations to the Corporation about these plans

### **Standards Committee**

The Standards 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 in 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 Standards Committee shall be responsible for the discharge of the responsibilities of the Corporation with respect to student conduct and discipline

4. Students with Learning Disabilities & Disadvantages

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

5. Admissions, Liaisons with Secondary Schools, Higher Education & Parents

The Standards 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.

## **Risk & Audit Committee**

### **Effectiveness**

1. To assess and advise the Corporation on the effectiveness of the institution's audit arrangements, framework of governance, risk management & internal control systems for securing economy, efficiency and effectiveness
2. To monitor, within agreed timescales, 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 and establish that all such assurance providers adhere to relevant professional standards
4. To monitor the colleges policies on fraud and irregularity and whistle-blowing and ensure proper, proportionate and independent investigation of all allegations and instances of fraud and irregularity.

### **Internal Audit**

5. To advise the Corporation on the appointment of the internal audit services (and Head of Internal Audit, if applicable)
6. To consider and advise the Corporation on the audit needs assessment, and strategic and short-term audit plans for the internal audit service

7. To consider and advise the Corporation on matters of internal control and other issues included in the audit reports

### **External Audit**

8. To advise the Corporation on the appointment and remuneration of financial statements and regularity auditors and the scope of their work
9. To consider and advise the Corporation on external audit reports and management letters

### **Search & Governance Committee**

#### **Terms of Reference**

1. The Search & 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 Corporation, and making recommendations to the Corporation.
2. The Search & Governance Committee shall be responsible for the oversight of arrangements made to recruit, inform & interview potential Governors, and to make recommendations to the Corporation for appointment
3. The Search & Governance Committee shall be responsible for the oversight of arrangements made for Governor training & development
4. The Search & Governance Committee shall be responsible for keeping under review the general governance procedures of the Corporation

### **Remuneration Committee**

The Corporation has delegated its responsibilities for the conduct of Seevic College to the Remuneration Committee as follows:

1. The Remuneration Committee shall be responsible for the preparation of a framework for pay & conditions of service of senior post holders for approval by the Corporation in accordance with the articles of Government of Seevic College

2. The Remuneration Committee shall be responsible for monitoring arrangements for the appointment of grading, suspension and dismissal of senior post holders in accordance with the articles of Government of Seevic College and for the appraisal of the Principal & Chief Executive and the Clerk to the Corporation.
3. The Remuneration Committee shall be responsible for the preparation of a policy framework covering other employment issues affecting senior post holders
4. The Remuneration Committee shall discharge any responsibility of the Corporation for appointment of senior post holders or consideration of hearings or appeals concerning senior post holders under disciplinary or grievance procedures

### **Financial Regulations**

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

1. Budget setting, monitoring and virement
2. Accounting policy, 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. Student fees
12. Procedures for recording income
13. Fraud & irregularity

### **General rules on delegation**

The Corporation determines the strategic plan including the two-year financial forecast and accommodation strategy.

The Corporation sets policy and financial limits for expenditure (separately for revenue and capital budgets)

The Corporation authorises applications to the Skills Funding Agency (SFA) 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 form permission to carry out major capital projects, asset disposals or borrowing.

The Corporation sets policy for the educational character of the institution and in relation to health & safety and equality & 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 Corporation 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.