



The Further Education Corporation of Middlesbrough College

Governor Committees

Terms of Reference

Terms of Reference agreed by the Governing Body on the 4 April 2011

Committee	Terms of Reference
<p>Appeals Committee (Senior Postholders)</p>	<p>The Appeals Committee (Senior Postholders) shall consider an appeal by a Senior Postholder and / or the Clerk to the Corporation against any oral warning, written warning or final written warning made under the formal procedure of the Governing Body's Disciplinary Procedure for Senior Postholders and shall decide upon the outcome.</p> <p>It shall also hear an appeal following a grievance, which has not been resolved to the satisfaction of the Senior Postholder and / or the Clerk to the Corporation.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Appeals Committee (Senior Postholders)

Description	Name of Governor
Chairman of the Committee	To be elected at the next meeting.
Clerk to the Committee	Mr Richard Atkinson
Governors (3)	Mr John Autherson Mr Morgan McClintock Mr David Whitaker
Quorum	2



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Committee	Terms of Reference
<p>Audit Committee</p>	<p>To advise the Governing Body on the adequacy and effectiveness of the FE college's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (<i>value for money</i>).</p> <p>To advise the Governing Body on the appointment, reappointment, dismissal and remuneration of the Financial Statements Auditor and the Internal Audit Service (<i>IAS</i>).</p> <p>To advise the Governing Body on the scope and objectives of the work of the Internal Audit Service (<i>IAS</i>), the Financial Statements Auditor and the Funding Auditor (<i>where appointed</i>).</p> <p>To ensure effective coordination between the Internal Audit Service (<i>IAS</i>), the Funding Auditor (<i>where appointed</i>) and the Financial Statements Auditor, including whether the work of the Funding Auditor should be relied upon for internal audit purposes.</p> <p>To consider and advise the Governing Body on the Audit Strategy and Annual Internal Audit Plans for the Internal Audit Service (<i>IAS</i>).</p> <p>To advise the Governing Body on Internal Audit assignment reports and annual reports and on control issues included in the management letters of the Financial Statements Auditor (<i>including their work on regularity</i>) and the Funding Auditor (<i>where appointed</i>), and management's responses to these.</p>

Committee	Terms of Reference
<p>Audit Committee (Contd)</p>	<p>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 (<i>where appropriate</i>) and the Financial Statements Auditor's management letter.</p> <p>To consider and advise the Governing Body on relevant reports by the National Audit Office (<i>NAO</i>), the Learning & Skills Council (<i>LSC</i>) and other funding bodies, and where appropriate management's response to these.</p> <p>To establish, in conjunction with FE college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the Internal Audit Service (<i>IAS</i>) and Financial Statements Auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate.</p> <p>To produce an annual report for the Governing Body and accounting officer, which should include the committee's advice on the effectiveness of the FE college's risk management, control and governance processes, and any significant matters arising from the work of the Internal Audit Service (<i>IAS</i>), the Funding Auditors (<i>where appointed</i>) and the Financial Statements Auditor.</p> <p>To ensure that all allegations of fraud and irregularity are properly followed up.</p> <p>To be informed of all additional services undertaken by the Internal Audit Service (<i>IAS</i>), the Financial Statements Auditors and the Funding Auditors (<i>where appointed</i>).</p> <p>To review the annual Financial Statements.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Audit Committee

Description	Name of Governor
Chairman of the Committee	Miss Sarah Shepherd <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (6)	Mr John Autherson Mrs Sheila Bates Mr Paul Fiddaman Mr Ray Johns Mr Morgan McClintock Miss Sarah Shepherd
External Members (1)	Mr Francis Hayes
Quorum	3



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Committee	Terms of Reference
Employment Policy Committee	<p>To set a framework for the pay and Conditions of Service of all staff other than Senior Postholders.</p> <p>To receive reports from the Principal / Chief Executive on a scheme for the appointment, grading, appraisal, pay and Conditions of Service of staff and for procedures relating thereto.</p> <p>To authorise pay awards only within budget levels or provisions as recommended by the Finance, Assets & General Purposes Committee and determined by the Governing Body.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Employment Policy Committee

Description	Name of Governor
Chairman of the Committee	Mrs Zandra Haskins. <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (7)	Mr Trevor Arnold Mrs Sheila Bates Mr Robert Brady Mrs Zandra Haskins Mr Mike Hopkins Mrs Ann Wheatley Mr Brian Whitfield
Quorum	3



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Committee	Terms of Reference
<p>Finance, Assets & General Purposes Committee</p>	<p>To make recommendations to the Governing Body on</p> <ol style="list-style-type: none"> 1) The annual estimates of income and expenditure. 2) Major variations of expenditure. 3) Capital expenditure requirement including loans. 4) Budgetary Pay Awards. 5) Financial Strategy. <p>Determine and make amendments to the College's Financial Regulations.</p> <p>Reviewing arrangements for securing value for money, solvency and safeguarding of assets.</p> <p>Determining Fees Policy and other charges.</p> <p>Determining the College's Investment Policy.</p> <p>Monitoring the financial health of the Corporation.</p> <p>Awarding contracts above £250,000.</p> <p>To determine policy in relation to the general development of the College sites.</p> <p>To keep an overview of the use and quality of the College's premises.</p>

Committee	Terms of Reference
Finance, Assets & General Purposes Committee (Contd)	<p>To approve programmes of</p> <ul style="list-style-type: none"> a) Capital equipment and b) Minor works. <p>To keep under review Health & Safety matters.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Finance, Assets & General Purposes Committee

Description	Name of Governor
Chairman of the Committee	Mr Brian Whitfield <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (9)	Mr Robert Brady Mrs Moira Britton Mr Aslam Hanif Mrs Zandra Haskins Mr Mike Hopkins Miss Anna McLaren Mr Gary Rogers Mr David Whitaker Mr Brian Whitfield
Quorum	4



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Committee	Terms of Reference
Remuneration Committee	<p>To make recommendations to the Governing Body regarding the grading, remuneration, and Conditions of Service of Senior Postholders and the Clerk to the Corporation.</p> <p>To make recommendations on the performance review of Senior Postholders.</p> <p>The Clerk to the Corporation should act as Clerk to this Committee but the Committee should retain the ability to call on an External Clerk should this become necessary from time to time.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Remuneration Committee

Description	Name of Governor
Chairman of the Committee	Mrs Ann Wheatley. <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (5)	Mrs Sheila Bates Mr Robert Brady Mrs Zandra Haskins Mrs Ann Wheatley Mr Brian Whitfield
Quorum	2



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Committee	Terms of Reference
Search Committee	<p>To determine the process whereby candidates for membership of the Governing Body are nominated.</p> <p>To nominate candidates for the approval of Governing Body to fill vacancies in its composition.</p> <p>To make recommendations on the composition and balance of the Governing Body and procedures for appointments.</p> <p>To recommend policies and procedures for the induction, appraisal and ongoing training of Governors.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Search Committee

Description	Name of Governor
Chairman of the Committee	Mr Robert Brady <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (4)	Mr Robert Brady Mr Mike Hopkins Ms Sarah Shepherd Mr Brian Whitfield
External Member (1)	Mr Francis Hayes
Quorum	2



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Committee	Terms of Reference
Selection Committee (Senior Posts)	To establish a standing Selection Committee to meet as required with the following remit 1) Determine the arrangements for the selection of applicants for interview. 2) Interview those applications and 3) Where they consider it appropriate to do so, recommend to the Governing Body for appointment one of the applicants interviewed by them.

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Selection (Senior Posts) Committee

Description	Name of Governor
Chairman of the Committee	To be elected at the next meeting.
Clerk to the Committee	Mr Richard Atkinson
Governors (6)	Mr Robert Brady Mrs Zandra Haskins Mr Mike Hopkins Ms Sarah Shepherd Mrs Ann Wheatley Mr Brian Whitfield
Quorum	3



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Committee	Terms of Reference
Settlement Committee	For negotiation of settlements on the termination of contracts by agreement with Senior Postholders within the parameters set by the Governing Body.

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Settlement Committee

Description	Name of Governor
Chairman of the Committee	To be elected at next meeting.
Clerk to the Committee	Mr Richard Atkinson
Governors (3)	Mr Robert Brady Mrs Ann Wheatley Mr Brian Whitfield
Quorum	2



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Committee	Terms of Reference
Special Committee	<p>To determine any case for dismissal of a Senior Postholder.</p> <p>To undertake consultations within the framework of stage 2 of the Collective Disputes Procedure, referring the matter back to JCNC with relevant comment appropriate to the parties concerned.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Special Committee

Description	Name of Governor
Chairman of the Committee	To be elected at next meeting.
Clerk to the Committee	Mr Richard Atkinson
Governors (3)	Mr John Autherson Mrs Zandra Haskins Ms Sarah Shepherd Mrs Ann Wheatley <i>(the membership is three from any four Governors and the Clerk to the Corporation is charged with ensuring that there is sufficient availability from among the four members.)</i>
Quorum	2



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Committee	Terms of Reference
Standards' Committee	<p>To act as a Standards' Committee by monitoring key College performance indicators and discussing and recommending for approval, targets for the College.</p> <p>To receive Directorate and Assistant Principals' Performance Reports on a termly basis in relation to recruitment, retention, achievement, progression, teaching and learning, attendance, new course provision and success rates.</p> <p>To consider reports from the Employer Liaison Boards in order to ensure that the College programme is responsive to the needs of industry and the community.</p>

**Governor Committees
Terms of Reference
(Continued)**

Committee Details

Standards Committee

Description	Name of Governor
Chairman of the Committee	Mr Robert Brady <i>(2010 / 2011 & 2011 / 2012 Academic Years)</i>
Clerk to the Committee	Mr Richard Atkinson
Governors (11)	Mr John Autherson Mr Robert Brady Mrs Zandra Haskins Mr Mike Hopkins Mr Ray Johns Mr Morgan McClintock Miss Anna McLaren Ms Sarah Shepherd Mr David Whitaker Mr Brian Whitfield
External Member (1)	Mrs Viv McFarquhar
Quorum	5