

SOUTH DOWNS COLLEGE
Finance and Estates Committee
Terms of Reference
(APPROVED DECEMBER 2015)

1. Membership

The membership will comprise:

- The Principal
- 5 other members

No member of the Audit Committee may serve on the Finance & Estates Committee.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience.

2. Quorum

The quorum shall comprise 3 Members of the Committee, two of whom must be College Governors, if the Committee has co-opted members at the time.

3. Purpose

The Finance and Estates Committee is required to lead the Corporation on all strategic and policy matters related to the finance, IT and estates management of the College, including the various requirements for professional services, in accordance with the Articles of Government.

4. Appointment of Chair

The Committee will elect a Chair and Vice-Chair.

5. Officers in Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall have no voting rights.

6. Meetings

- i) The Committee shall meet as and when necessary for the proper discharge of its responsibilities, but at least three times per year.
- ii) The Clerk to the Corporation shall act as Clerk to the Committee who will also maintain the official record of the meetings, minutes and attendance at the Committee.
- iii) All responsibilities of the Committee will be subject to the Corporation's approved Scheme of Delegation. Consequently, all decisions of the Committee shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation.
- iv) There will be an annual schedule of business to enable Governors to identify when they will receive key items of business – see **Appendix 1**. This schedule is intended to be flexible to meet business needs.

7. Terms of Reference

ACTIVITY	HOW
i) To consider and advise the Corporation on all aspects of College finance including financial policies, financial targets and funding arrangements.	<ul style="list-style-type: none"> • Receipt of regular reports on the College's financial position. • Receipt of regular information about sector funding and related risks and implications. • Regular review of College financial policies.
ii) To consider and advise the Corporation on the annual estimates and budgets of revenue and capital income and expenditure and other budgets.	<ul style="list-style-type: none"> • Receipt of reports on annual estimates, including commentary, key budget targets and key risks. • Receipt of regular reports on performance against budgets.
iii) To consider and advise the Corporation on financial forecasts and other financial returns required by the Funding Bodies.	<ul style="list-style-type: none"> • Receipt of reports on Forecasts, including commentary, key budget targets and key risks.
iv) To review, consider and report on the monthly management accounts of the Corporation.	<ul style="list-style-type: none"> • Regular review of the monthly Management Accounts and projected out-turn against budget.
v) To consider, review and to recommend the Annual Financial Statements to the Corporation for approval.	<ul style="list-style-type: none"> • Receipt of the College's Annual Financial Statements and related financial report.
vi) To monitor developments and the financial position of the College with regard to the Strategic Plan.	<ul style="list-style-type: none"> • Receipt of relevant reports in respect of strategic developments which include relevant financial information and risk analysis.
vii) To consider any proposed capital projects and to advise the Corporation on their financial implications	<ul style="list-style-type: none"> • Receipt of appropriate reports when projects are proposed which include relevant financial information and risk analysis.
viii) To consider and advise the Corporation on the solvency of the Corporation and the safeguarding of its assets (including insurances).	<ul style="list-style-type: none"> • Receipt of regular reports on the College's financial position. • Regular review of the College's arrangements for insurance.
ix) To consider and advise the Corporation on taxation issues.	<ul style="list-style-type: none"> • Receipt of <i>ad-hoc</i> reports, as required, in relation to taxation.
x) To review and monitor the College's Value for Money/Best Value Policy and advise the Corporation on it.	<ul style="list-style-type: none"> • Regular review of the College's arrangements for securing best value.
xi) To advise the Corporation generally on investments and borrowings and to seek appropriate advice from external sources.	<ul style="list-style-type: none"> • Regular review of the College's investment management policy.
xii) To review periodically, as may be required, the banking, insurance,	<ul style="list-style-type: none"> • Periodic review of all relevant financial and legal services.

ACTIVITY	HOW
payroll and other financial and legal services to the Corporation.	
xiii) To monitor the effectiveness of the College's procurement policy.	<ul style="list-style-type: none"> Periodic review of the College's Procurement Policy and outcomes.
xiv) To advise on any necessary fee charging mechanisms.	<ul style="list-style-type: none"> Periodic review of the College's Fees Policy and outcomes.
xv) To have oversight of the assets management plan including maintenance of buildings, grounds and equipment in accordance with statutory requirements.	<ul style="list-style-type: none"> Receipt of regular reports on the College's Property Strategy and progress towards property targets.
xvi) To review proposals and plans for expenditure on minor works programmes and major capital items.	<ul style="list-style-type: none"> Consideration of appropriate reports providing relevant financial information and risk assessment.
xvii) To oversee and monitor the College's IT Strategy and related issues, including Data Protection.	<ul style="list-style-type: none"> Receipt of regular reports on IT plans and developments. Relevant reports on compliance with data protection regulations.
xviii) To oversee and monitor the College's arrangements for Health & Safety to ensure that they are robust and effective.	<ul style="list-style-type: none"> Receipt of regular reports on Health & Safety including relevant data and information on risk assessments.
xix) To advise the Corporation on the approval of contracts as required by the Financial Regulations.	<ul style="list-style-type: none"> Consideration of all contracts which fall to the approval of the Corporation, in accordance with approved financial limits.
xx) To receive reports on incidents affecting College property.	<ul style="list-style-type: none"> Receipt of appropriate reports as required.
xxi) To consider any proposed major capital projects and to advise the Corporation on their financial implications.	<ul style="list-style-type: none"> Acting as a Steering Group for the major capital redevelopment arising from the College's Property Strategy. Monitoring progress on the College redevelopment through receipt of regular reports. Considering risk assessments associated with redevelopment. Receipt of reports from the project managers and other external consultants.
xxii) To advise the Corporation on its performance on aspects of the Code of Good Governance which are the responsibility of the Committee.	<ul style="list-style-type: none"> Receipt of regular reports on College performance against agreed targets and required actions to make improvements.
xxiii) To monitor key risk associated with the Committee's areas of responsibility and advise the Corporation accordingly.	<ul style="list-style-type: none"> Receipt of regular reports on key financial and estates risks and to recommend appropriate action to the Board.

8. Review of Terms of Reference

These Terms of Reference shall be subject to a formal **annual** review.

FINANCE & ESTATES COMMITTEE – ANNUAL SCHEDULE OF BUSINESS

AUTUMN TERM
Election of Chair & Vice-Chair
Enrolments Report
Update on the College's Financial Recovery Plan
Development of the College's Estates Strategy & Accommodation and Capital Report
Draft Report & Financial Statements for previous year ended 31st July
Updated Enrolments Report
Discretionary Learner Support Report
Latest Management Accounts and current year's budget position
Update on the College's Financial Recovery Plan
Annual Health & Safety Report
Student Union Accounts
Review of Financial & Estates Risks
Review of Terms of Reference and schedule of business
Policies for Review/Approval
Legislative issues for consideration
SPRING TERM
Latest Management Accounts and mid-year financial review
Updated Enrolments Report
Draft Budget Issues for the coming year
Update on the College's Financial Recovery Plan
Accommodation and Capital Report
Tuition Fees policy for the coming year
Update on Health & Safety
Review of Financial & Estates Risks
Policies for Review/Approval
Legislative issues for consideration
SUMMER TERM
Annual update of business schedule
Review of Terms of Reference
Latest Management Accounts and current year's budget position
Updated Enrolments Report
Budget for the 2016/17

Financial Forecasts 2016/18
Accommodation and Capital Report
IS & IT Report
Review of the Committee's performance in respect of the Code of Good Governance in respect of financial strategy.
Update on Health & Safety
Review of Financial & Estates Risks
Policies for Review/Approval
Legislative issues for consideration