

**STANMORE COLLEGE**

**TERMS OF REFERENCE OF THE COMMITTEES OF THE BOARD OF GOVERNORS**

**SEARCH COMMITTEE**

- i) To advise the Board of Governors on the appointment of members.
- ii) To advise on such other matters relating to membership and appointments as the Board may ask it to.
- iii) To identify areas of expertise which would best serve the needs of the College and keep the composition of the Board under review.
- iv) To make recommendations to the Board on the suitability of candidates for appointment in those categories not specified above.
- v) To keep the training needs of the Board under review.
- vi) To consider and advise the Board on all aspects of governance.

October 2008

**RESOURCES COMMITTEE**

- i) To have oversight of the financial management of the College on behalf of the Board of Governors and to make recommendations to the Board on matters of finance and employment.
- ii) To monitor that, in matters of finance and employment, the College is operating in accordance with appropriate legal requirements and good practice within the education sector.
- iii) To receive annual estimates of income and expenditure and cash flow prior to consideration by the Board of Governors.
- iv) To receive regular financial monitoring information and be assured of the solvency of the College.
- v) To exercise specific delegated authority on behalf of the Board of Governors to make decisions on urgent matters of employment and finance and to advise the Board of those decisions at the earliest possible opportunity.
- vi) To make recommendations on financial regulations to the Board of Governors.
- vii) To make recommendations on a staffing policy to the Board of Governors.

October 2008

**CAPITAL DEVELOPMENT COMMITTEE**

- i) To oversee all stages of the redevelopment of the Elm Park site and, in so doing, take decisions on behalf of the Board of Governors between meetings of the Board aimed at ensuring that works are carried out on time and within budget.
- ii) To make regular reports to the Board of Governors on progress achieved in the redevelopment of the site, with recommendations as appropriate.
- iii) To meet on an ad hoc basis as needed to fulfil its role.

February 2008

**AUDIT COMMITTEE**

- i) to advise the Board of Governors on the adequacy and effectiveness of the Corporation's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money);
- ii) to advise the Board of Governors on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the IAS;
- iii) to advise the Board of Governors on the scope and objectives of the work of the IAS, the financial statements auditor and the funding auditor;
- iv) to ensure effective coordination between the IAS, the funding auditor and the financial statements auditor including whether the work of the funding auditor should be relied upon for internal audit purposes;
- v) to consider and advise the Board of Governors on the audit strategy and annual internal audit plans for the IAS;
- vi) to advise the Board of Governors on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor and the funding auditor, and management's responses to these;
- vii) to monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignments reports, internal audit annual reports, the funding auditor's management letter and spot-check and the financial statements auditor's management letter;
- viii) to consider and advise the Board of Governors on relevant reports by the NAO, the LSC and other funding bodies, and where appropriate management's response to these;
- ix) to establish, in conjunction with the college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS 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;

- x) to produce an annual report for the Board of Governors and accounting officer, which should include the Committee's advice on the effectiveness of the Corporation's risk management, control and governance processes, and any significant matters arising from the work of the IAS, the funding auditors and the financial statements auditor;
- xi) to ensure that all allegations of fraud and irregularity are properly followed up;
- xii) to be informed of all additional services undertaken by the IAS, the financial statements auditors and the funding auditors.

October 2008

### **QUALITY AND PLANNING COMMITTEE**

- i) To ensure that sound quality assurance arrangements are in place and are operating effectively.
- ii) To monitor performance, against a range of indicators across all the College's activities.
- iii) To identify, monitor and review [core issues relating to the strategy and development of the College](#).
- iv) To have oversight of the College's Strategic Plan on behalf of the Board of Governors.
- v) To determine, monitor and keep under review a marketing strategy for the College.
- vi) To review the College's self-assessment report and agree the actions for improvement before making recommendations to the Board.
- vii) To make recommendations on major curriculum changes to the Board.

November 2008

### **REMUNERATION COMMITTEE**

- i) To agree the job descriptions, salary and bonus levels and conditions of service of the Senior Postholders and the Clerk to the Corporation.
- ii) To report summary information to the next ordinary meeting of the Board of Governors.

November 2008