

QUEEN ELIZABETH SIXTH FORM COLLEGE

AUDIT COMMITTEE

Terms of Reference

1. 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 in an Annual Report covering the College's financial strategy and value for money procedures.
2. To advise the governing body on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service (IAS).
3. To advise the governing body on the scope and objectives of the work of the IAS, the financial statements auditor and the funding auditor (where appointed).
4. To ensure co-ordination between the IAS, the funding auditor (where appointed) and the financial statements auditor, including whether the work of the funding auditor should be relied upon for internal audit purposes.
5. To consider and advise the governing body on the audit strategy and annual internal audit plans for the IAS.
6. 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 (including their work on regularity) and the funding auditor (where appointed), and management's responses to these.
7. 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, (where appropriate) and the financial statements auditor's management letter.
8. To consider and advise the governing body on relevant reports by the Education Funding Agency (EFA), the Skills Funding Agency (SFA) and other funding bodies, and where appropriate management's response to these.
9. To establish, in conjunction with FE 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 competitive tendering process for the audit service is appropriate.

10. To produce a written 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 IAS, the funding auditors (where appointed) and the financial statements auditor.
11. To ensure that all allegations of fraud and irregularity are properly followed up; and reported to the Board.
12. To be informed of all additional services undertaken by the IAS, the financial statements auditors and the funding auditors (where appointed).
13. To recommend the annual financial statements to the governing body for approval.

Good Practice and Performance Indicators

- To meet two times per year.
- Agenda and papers to be distributed at least one week prior to the meeting.
- Reduce to a minimum papers issued after the agenda (including those tabled at meetings) and keep a record of such papers.
- Principal, Vice Principal (Curriculum) and Assistant Principal (Finance & Information) to be present at each meeting unless it is deemed inappropriate by the Committee.
- Internal Auditors to be present at each meeting.
- External Auditors to be present when their reports are being considered.
- A calendar of meetings to be circulated prior to the start of each academic year.
- Quorum to be achieved at all planned meetings (40%).
- Attendance target of 80% for each academic year.
- Internal audit reports (which have been issued since the previous meeting) to be considered at each meeting.
- External audit reports (which have been issued since the previous meeting) to be considered at each meeting where applicable.
- Internal Audit Annual Report to be considered by the Committee prior to the approval by the Board of the Annual financial statements and accounts.
- External Audit Management letter to be considered by the Committee prior to the approval by the Board of the Annual financial statements and accounts.
- At least part of one meeting per year to be held without management present.
- To submit an 'Annual Report on the Work of the Audit Committee' to the Board for approval.

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CURRICULUM AND STANDARDS COMMITTEE

Terms of Reference

1. To be kept informed of, and to advise on, the development of the College curriculum and standards.
2. To consider and make recommendations on any issues referred to the committee by the Board of the Corporation.

Good Practice and Performance Indicators

- To meet three times each year.
- Agenda and papers to be distributed at least one week prior to the meeting.
- Attendance target of 80% for each academic year.
- Vice Principal (Curriculum), Assistant Principal (Quality & Assessment) and Assistant Principal (Community & Students) to be present at each meeting by invitation.
- Quorum to be achieved at all planned meetings (40%).
- To receive a report each summer on planned curriculum developments for the following academic year.
- To receive an annual report on study and skills support.
- To receive an annual report on provision for students.
- To receive an annual report on the update of courses at the beginning of each academic year.
- The incoming President and Vice-President of the Student Association be invited to attend the summer meeting of the Committee.

QUEEN ELIZABETH SIXTH FORM COLLEGE

FINANCE & RESOURCES COMMITTEE

Terms of Reference

1. Finance

- 1.1 To advise the Board of the Corporation on the following:
 - 1.1.1 the annual estimates of income and expenditure;
 - 1.1.2 matters which may involve major variations of expenditure to meet changed requirements or circumstances;
 - 1.1.3 the capital expenditure requirements of the Corporation including the procuring of loans;
 - 1.1.4 the policy, procedures, rates and conditions in respect of travelling, subsistence or other allowances payable to members of the Corporation and members of staff;
 - 1.1.5 the virement of monies between budget heads.
- 1.2 To keep under review arrangements for securing economy, efficiency and effectiveness in the use of resources in order to ensure the solvency of the College and the safeguarding of its assets.
- 1.3 To undertake any matters referred by the Corporation arising from the work of the Audit Committee and reporting thereon to the Corporation with findings, conclusions and recommendations as appropriate.
- 1.4 To approve expenditure on capital schemes coming within the approved capital programme of the College.
- 1.5 To keep under review expenditure on approved capital schemes.
- 1.6 To determine tuition and other fees payable to the Corporation.
- 1.7 To determine a management policy for the funds and investments of the College and its borrowing transactions.

2. Premises

- 2.1 To advise the Board of the Corporation on the following:
 - 2.1.1 the utilisation of the Corporation land and building resources;

- 2.1.2 the building and accommodation needs of the College;
 - 2.1.3 the maintenance requirements of the College;
 - 2.1.4 the capital programme for the Corporation including the acquisition and disposal of land and buildings.
- 2.2 To approve all plans and contracts for acquisition or disposal of land or buildings or construction of new buildings for the College provided that such decisions are within the overall capital programme approved by the Corporation.
- 2.3 To safeguard the physical assets of the College.
- 2.4 To ensure compliance with requirements of statutes and statutory bodies relating to premises and buildings.

3. Personnel

- 3.1 To advise the Board of the Corporation on the following:
- 3.1.1 the identification of staff posts within the College to which the definition Senior Posts will apply;
 - 3.1.2 policies and a framework for the pay and conditions of service of all staff of the College other than holders of Senior Posts;
 - 3.1.3 procedures and policies relating to the staff of the College including in relation to recruitment, training, promotion, grading and health and safety at work;
 - 3.1.4 procedures for the suspension of staff;
 - 3.1.5 procedures for the conduct of the Special Committee and related matters as set out in Article 10;
 - 3.1.6 procedures for the dismissal of staff by the Principal and for the consideration of appeals against dismissal and notices of dismissal;
 - 3.1.7 procedures according to which staff may seek redress of any grievance relating to their employment;
 - 3.1.8 the overall staffing requirements of the College.
- 3.2 To take all necessary action required upon the occurrence of a vacancy or expected vacancy in a Senior Post including the appointment of a selection panel in accordance with Article 12.

- 3.3 To establish and determine the terms of reference of any sub-committee considered necessary in connection with discipline, grievance or the grading of staff.

4. General Purposes

- 4.1 To consider and make recommendations on any issues referred to the committee by the Board of the Corporation.

Good Practice and Performance Indicators

- To meet once each term.
- Agenda and papers to be distributed at least one week prior to the meeting.
- Vice Principals and Assistant Principal (Finance & Information) to be present at each meeting by invitation - unless it is deemed inappropriate by the Committee.
- A calendar of meetings to be circulated prior to the start of each academic year.
- Quorum to be achieved at all planned meetings (40%).
- Attendance target of 80% overall for each academic year
- Reports to be received at each meeting on
 - Finance
 - Personnel
 - Premises
- In any month for which there is not a meeting of the Committee, Finance Report will be posted to members.
- Annual budget and three year financial forecasts to be considered by the Committee prior to approval by the Board.
- Annual financial statements and accounts to be considered by the Committee prior to approval by the Board.
- To set separate financial targets each year.
- To review travelling and subsistence allowances each year.
- Once approved financial papers and reports are to be posted on the QE portal.

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SEARCH & REVIEW COMMITTEE

Terms of Reference

1. The Committee shall advise the Corporation on the procedures for appointment to the Board.
2. The Committee shall, from time to time, consider and make recommendations to the Corporation on the Board's composition and balance.
3. The Committee shall be responsible for nominating candidates for the approval of the Corporation to fill vacancies on the Board.
4. The Committee shall advise the Corporation on the procedures for induction, training, support and performance of Board members and shall be responsible for overseeing arrangements for the training, appraisal and continuing professional development of governors.
5. The Committee shall be responsible for keeping under review the Corporation's Code of Conduct and related procedures.
6. The Committee shall develop and maintain a database for potential Members.
7. The Committee shall advise the Corporation on the procedures for the appointment of Senior Postholders in accordance with the Instrument and Articles of Government.

Good Practice and Performance Indicators

- To meet when necessary but at least twice per year.
- Agenda and papers to be distributed at least one week prior to the meeting.
- Attendance target of 80% for each academic year.
- Quorum to be achieved at all planned meetings (40%).
- To take appropriate steps to enable the Board to fill any vacancy at the earliest opportunity.
- To consider the composition and balance of the Board annually and when appropriate make recommendations to the Board.
- To consider annually the Corporation's Code of Conduct and Related Policies and Procedures.

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REMUNERATION COMMITTEE

Terms of Reference

1. To determine the remuneration and conditions of service of the holders of senior posts.
2. To secure the appraisal and professional development of the holders of senior posts.

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SPECIAL REDUNDANCY COMMITTEE

Terms of Reference

1. To consider the appeal of a member of the College staff against a notification of redundancy.
2. To decide on the action to be taken and to inform the appellant in writing of the decision reached by the Committee. The decision of the Committee will be final.
3. To report the case and the decision to the Governing Body.

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SPECIAL COMMITTEE

Terms of Reference

4. To consider the dismissal of a senior post-holder, including the Principal
2. To examine the case for dismissal and make a written report to the Governing Body and to provide the member of staff concerned with a copy of the report. The report should set out the facts relating to the case and any consideration the Committee recommends should be taken into account by the Governing Body when deciding what action should be taken.