

THE SIXTH FORM COLLEGE, COLCHESTER

FINANCE & PREMISES COMMITTEE

TERMS OF REFERENCE

ADMINISTRATION

1. The membership will consist of:
Chair of Governors (Ex Officio)
Vice Chair of Governors (Ex Officio)
The College Principal
Staff Governor
At least two other Governors
Chair of Audit Committee (Observer)
The College Vice Principal (Observer)
College Finance Manager (Observer)
Health & Safety Manager (Observer)
Premises Manager (Observer)
2. Quorum - at least three Governors should be present.
3. A Chair and a Vice Chair of the Committee are to be elected every two years.
4. The Committee will meet a minimum of three times a year. A schedule of meetings is produced and presented to the Governing Body at the beginning of the academic year. The Chair of the Committee or a Committee Quorum i.e. 40% of the Committee Membership in consultation with the Clerk and other members of the Committee can call a further meeting(s) or reschedule a meeting if this becomes necessary.
5. The Committee may co-opt up to two members with specific expertise to offer. The co-option would be for a period of one year. Co-opted members are not able to vote on any matter which is not otherwise informed to a full meeting of the Governing Body.
6. The Committee shall be clerked by the Clerk to the Governors or her/his delegate.
7. Any Governor may attend a committee meeting. The Committee may invite other representatives to attend meetings for particular agenda items, as appropriate. Only members of the committee are entitled to vote.
8. Committee minutes shall be presented to the full Governing Body.

TERMS OF REFERENCE

- a) To make recommendations to the governing body on:
 - the annual budget, forecasts and other financial projections,
 - major variations of expenditure,
 - capital expenditure,
 - the College Property Strategy.
- b) To review arrangements for the securing of value for money by the College.
- c) To ensure appropriate action is taken to secure the solvency of the College and safeguard its assets.

- d) To approve virements between budget heads.
- e) To approve capital expenditure within programmes, and to monitor projects.
- f) To determine tuition fees and other charges.
- g) To determine policies relating to the financial management of the College, including the Financial Regulations, the Investment policy, and the Disposal of Fixed Assets policy.
- h) To receive and approve the reports and financial accounts of the College's subsidiary company (Fuel Channel Limited), on behalf of the Governing Body.
- i) To ensure the College estate is maintained at a high level.
- j) To ensure compliance with Health and Safety responsibilities.
- k) To agree the policy and recommend the charges for the letting of College accommodation.
- l) To ensure compliance with the statutory duties of the Governing Body relating to estate matters
- m) To take appropriate decisions and approve plans and actions on behalf of the Governing Body and within budget.

Current membership: Andrew Claiborne (Chair of Governors)
Moir Collett (Vice Chair of Governors)
Graeme Clissold
Sue Edwards (Staff Governor)
Mary Frank
Ian MacNaughton
Syd Kent
John Owens
John Stenhouse

Andy Beatty (Observer)
Gerry Callen (Observer)
Frances Grew (Observer)
Frankie Murphy (Observer)
Ian Thompson (Vice -Principal, Observer)
Allan Tucker (Observer)
David Watts (Observer)