

Brooklands College

Full Governing Body 4th July 2018

Title: Resources Terms of Reference 2018-19

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Appendices: No

For decision
discussion
information
approval✓

Financial Implications: None

Safeguarding implications: None

Strategic Aim:

College Values: Integrity, Innovation, Respect and Compassion

Risk Implications: Failure to produce a terms of reference timetable of expected documentation for approval and discussion might lead to important items or documentation being missed.

Executive Summary

On an annual basis, the Committee recommend the Terms of Reference to the Full Governing Body for the following academic year. It is important to review terms of reference on a regular basis to ensure that up to date information is incorporated. Failure to do so could lead to governance documentation which is unfit for purpose, and inadequate guidance for the committee on how to discharge its remit. This could undermine controls within the organisation.

No major changes are proposed to the duties of the Committee for 2018-19.

Recommendation

To approve the Terms of Reference 2018-19 for the Resources Committee.

RESOURCES COMMITTEE

This Committee will be particularly concerned with the responsibility of the Governing Body, which is the effective and efficient use of resources and the solvency of the institution and for safeguarding its assets.

Terms of Reference

The Committee will contribute to strategic plans by making recommendations and proposals relevant to its own activities, specifically: financial plans and forecasts, property strategies and Brooklands Business Solution strategies. Once the Governing Body agrees the plan and objectives the Committee will monitor the progress of those aspects.

Membership:

1. Membership of the Resources Committee shall be up to 7 members of the Governing Body. In addition, up to two associate governors, appointed in accordance with the governing body's recruitment, succession and renewal policy, may also serve on the committee.
2. The Committee shall include the Principal.
3. The membership of the Committee will be reviewed annually at the first full meeting of the Governing Body for the academic year.

Proceedings:

1. The Chairman and Vice Chairman of the Committee shall be appointed biennially by the Members at the first full meeting of the Governing Body for the academic year and must be Governors of the College. On the expiry of their term of office, such Chairman or Vice-Chairman shall be eligible for re-appointment.
2. A quorum shall be 3 members two of whom must be a full Governor of the College. Voting members of the Committee are full governing body and associates members.
3. The Committee shall meet at least once a term. Other meetings may take place as and when necessary. Between meetings there will be a liaison link with the relevant senior managers within the College on matters that arise which may affect the finance, information technology, health and safety or estates management of the College.
4. The Committee may amend its terms of reference at any time subject to approval by the Committee and reported to the Governing Body.

Duties:

1. To oversee and monitor the progress of the College's Strategic Plan in relation to Finance, ICT, Estates and Accommodation.

2. To oversee and monitor the College's revenue and capital budgets, management accounts and financial forecasts.
3. To oversee and monitor the College's Health and Safety Policy and practice.
4. To approve budget transfers.
5. To determine the College's fees policy.
6. To establish and review the financial regulations of the College.
7. To consider and recommend to the Governing Body policies and procedures as set out in the College Financial Regulations
8. To consider and recommend to the Governing Body general pay awards.
9. To review the business of the meeting to ensure that any emerging risks have been identified for inclusion on the risk register
10. To monitor the strategic plan in accordance with the work delegated to this Committee by FGB.
11. To monitor the work of the Brooklands Business Solutions Unit.
12. To hold a joint meeting with the Audit Committee in the autumn to review the College Financial Statements.

Authority:

1. To approve contracts/agreements within the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
2. To make recommendations to the Governing Body on contracts/agreements outside the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
3. To approve projects/capital expenditure within the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
4. To make recommendations to the Governing Body on projects/capital expenditure outside the Committee's financial authority as set out in the College Financial Regulations Scheme of Financial Delegation.
5. To review the profile of staff salaries against external benchmarks and to report accordingly to the Governing Body.
6. To obtain external professional advice to be limited to expenditure level contained in the College's limit of authority.