

NORTHBROOK COLLEGE SUSSEX

MEMBERSHIP AND TERMS OF REFERENCE

FINANCE & HUMAN RESOURCES COMMITTEE

1 CONSTITUTION

In accordance with Schedule 2 Articles of Government No. 4(1) determined by the Corporate Governing Body at their meetings 4 July 2006, 12 December 2006, 9 December 2008, 15 December 2009, 13 July 2010.

2 TERMS OF REFERENCE

- 2.1 To advise the Corporate Governing Body generally on the College's finances, and specifically to recommend a draft annual budget for the College.
- 2.2 Make recommendations to the Corporate Governing Body on:
 - (a) Major variations of expenditure.
 - (b) The College Accommodation Strategy and property matters.
 - (c) The College Human Resources Strategy and personnel matters, including equality and diversity matters relating to the staff of the college.
- 2.3 Reviewing arrangements for securing value for money, solvency and safeguarding of assets.
- 2.4 Recommending specific Capital projects in excess of £100,000 and monitoring these projects.
- 2.5 Determining the College investment and borrowing strategy.
- 2.6 To advise the Corporate Governing Body on any matter referred to the Committee for the Corporate Governing Body and/or the Principal falling outside the remit of other committees.
- 2.7 To consider the financial implications of proposals from other committees which will result in additional budgetary provision being made and to comment to the Corporate Governing Body as appropriate.

3 MEMBERSHIP

The Finance Committee shall comprise at least six members as follows:-

- 3.1 No fewer than four members appointed under paragraph 2.1(a) (external members) of the College's Instrument of Government.
- 3.2 The Principal.(section 2.1 (d))
- 3.3 The Chairman of the Corporate Governing Body.
- 3.4 staff member/s (section 2.1 (e))

- 3.5 Any vacancy arising in the membership shall be filled by decision at a meeting of the Corporate Governing Body as appropriate.

4. **PERIOD OF OFFICE**

The members of the Committee shall serve whilst they continue in office as members of the Corporate Governing Body or for such period as is determined by the Corporate Governing Body from time to time.

5. **CHAIRMAN**

The Chairman of the committee shall be nominated by the Corporate Governing Body from among the external members appointed under 3.1. In the absence of the Chairman of the Committee the Committee shall appoint a Chairman for the meeting who shall be an external Member.

6. **QUORUM**

There shall be a quorum when three members are present.

7. **MEETINGS**

The Committee shall meet at least once a term.

8. **PROCEDURE**

The provisions of the Instrument of Government of the College shall apply, with any appropriate changes approved by the Corporate Governing Body to the conduct of the Committee's proceedings.

9. **TERMINATION OF MEMBERSHIP**

Any member of the Committee absent for three consecutive meetings shall cease to be a member of the Committee unless the reason for absence is approved by the Chairman or if the member ceases to be a member of the Corporate Governing Body within the definitions and procedures as contained in the Instrument of Government.

10. **RECORD OF MEETINGS**

The Clerk to the Corporate Governing Body shall act as Clerk to the Committee and shall keep appropriate records of their proceedings.