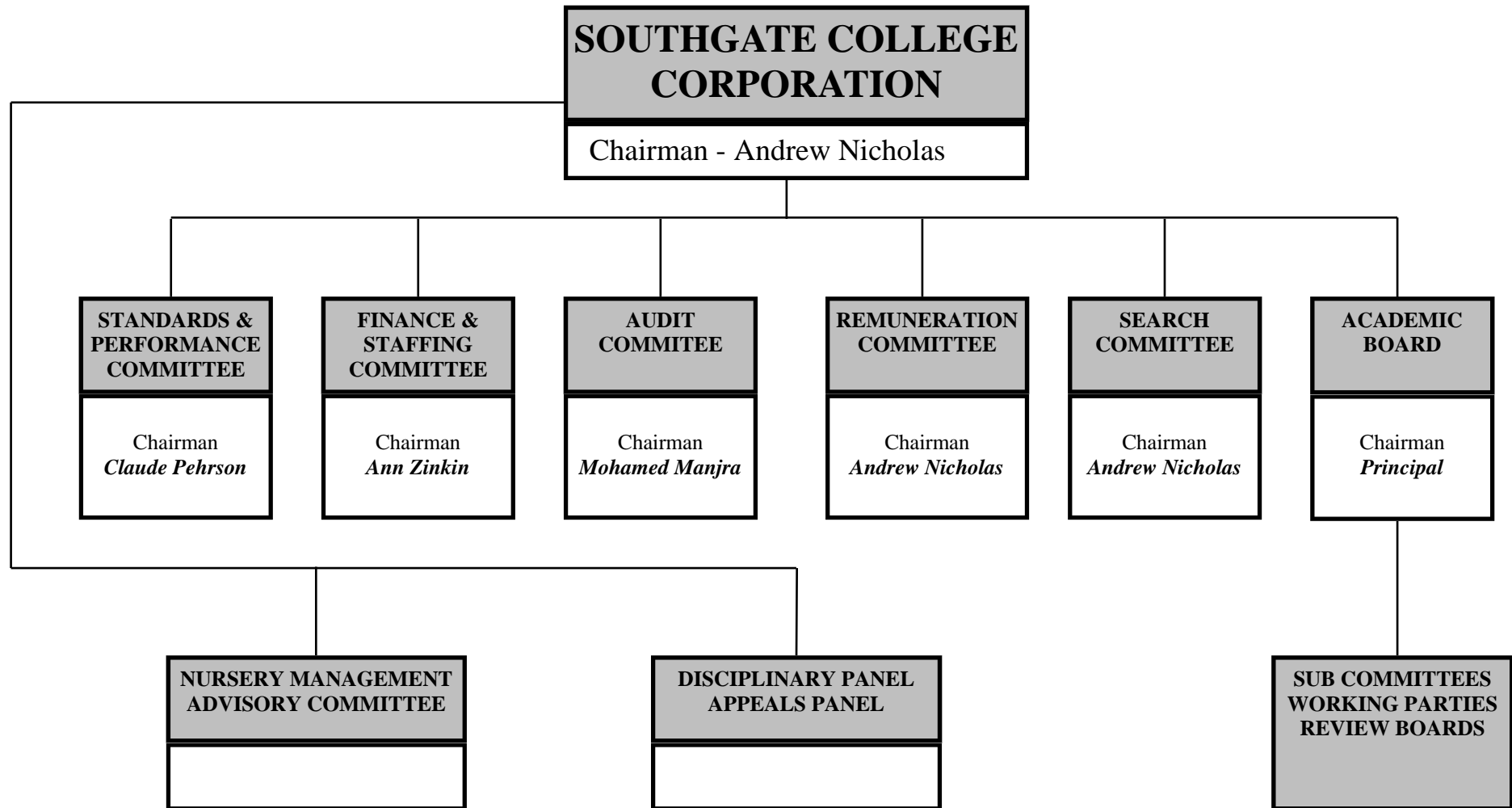


SOUTHGATE COLLEGE
COMMITTEES AND WORKING PARTIES OF THE COLLEGE CORPORATION
January 2009



The Membership of Southgate College Governing Corporation and its Sub-Committees January 2008

GOVERNING CORPORATION

Governor Members:

Mr C Pehrson
Mr N Levey
Mr M Manjra
Mr A Nicholas Chairman
Mr J Edsberg
Ms A Zinkin
Mr P Camp
Mr M Prescott
Mr D Williamson Vice Chairman
Mr C Gill
Mr R Lis

Staff Governors:

Ms R Bell
Mr O Fadoju

Student Governor:

Ms M Gottardi
Mr A Niazi

Principal Governor:

Mr D Byrne

Total membership 16

SEARCH COMMITTEE

Mr A Nicholas Chairman
Mr D Williamson
Mr C Pehrson
Mr D Byrne

FINANCE & STAFFING COMMITTEE

Mr D Byrne
Mr A Nicholas
Mr P Camp
Mr R Lis
Mr N Levey
Ms A Zinkin Chairman

AUDIT COMMITTEE

Ms R Bell
Mr M Manjra Chairman
Mr C Gill
Mr O Fadoju
Ms S Dawson (Independent Member)

STANDARDS & PERFORMANCE COMMITTEE

Mr C Pehrson Chairman
Ms R Bell
Mr O Fadjou
Mr D Byrne
Ms A Zinkin

REMUNERATION COMMITTEE

Mr A Nicholas Chairman
Mr D Williamson
Ms A Zinkin
*Mr D Byrne :-

* Except when the remuneration of the Principal is considered

The Powers And Responsibilities of Southgate College Governing Corporation

GOVERNING CORPORATION

The Corporation shall be responsible for:-

- a) The determination of the educational character and mission of the institution and for oversight of its activities.
- b) The effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets.
- c) Approving annual estimates of income and expenditure.
- d) The appointment, grading, suspension, dismissal and determination of the pay and conditions of the Holders of Senior Posts.
- e) Setting a framework for the pay and conditions of service of all other staff.

Chairman	Mr A Nicholas
Total Membership	Sixteen Governors
Quorum	40% of membership or seven Governors

Delegation of Powers

The Corporation may establish a Committee of the Corporation for any purpose or function, other than those reserved to the Corporation, and may delegate powers to such committee or to the Chairman of the Corporation or to the Principal.

The Finance and Staffing Committee, the Audit Committee and the Remuneration Committee be authorised to determine those matters which are not restricted to the Governing Corporation by virtue of the Articles of Government and which do not constitute the policy of the Governing Corporation.

REMUNERATION COMMITTEE

- a) To determine the pay and conditions of service of the Holders of Senior Posts.
- b) To determine the pay and conditions of service of the Principal.

Chairman	Mr A Nicholas
Total Membership	Four Governors
Quorum	Three Governors plus the Principal when not considering the remuneration of the Principal

FINANCE & STAFFING COMMITTEE

- a) To advise the Governing Corporation on the effective and efficient use of resources and the solvency of the institution and the Corporation
- b) To advise the Governing Corporation on the annual revenue estimates of income, expenditure and capital expenditure
- c) To monitor the use of resources by the College and to monitor compliance with the Corporation's Financial Regulations
- d) To advise the Governing Corporation on the pay, conditions of service, staffing profiles and employment related issues of all staff other than the Holders of Senior Posts and monitor key human resource indicators such as staff utilisation and absence statistics
- e) To receive, monitor and benchmark finance related student data information including the monitoring of performance against LSC and other contract targets
- f) To consider and review the accommodation needs of the College and make recommendations concerning capital developments and facilities management in accordance with the Strategic Plan and Accommodation Strategy

Chairman	Ms Ann Zinkin
Total Membership	Six Governors (including Principal)
Quorum	Three Governors

The Powers And Responsibilities of Southgate College Governing Corporation

AUDIT COMMITTEE

- a) 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, and securing economy, efficiency and effectiveness (value for money)
- b) to advise the governing body on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service (IAS)
- c) 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)
- d) to ensure effective coordination 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
- e) to consider and advise the governing body on the audit strategy and annual internal audit plans for the IAS
- f) 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
- g) to consider and advise the governing body on relevant reports by the National Audit Office (NAO), the Learning and Skills Council (LSC) and other funding bodies, and, where appropriate, management's response to these
- h) 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
- i) 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 to decide, based on this review, whether a competition for price and quality of the audit service is appropriate
- j) to produce an 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.
- k) to ensure that all allegations of fraud and irregularity are properly followed up
- l) to be informed of all additional services undertaken by the IAS, the financial statements auditors and the funding auditors (where appointed).

Chairman

Mohamed Manjra

Total Membership

Five (including any Independent members)

Quorum

Three Governors

STANDARDS & PERFORMANCE COMMITTEE

- a) To advise the Board on matters concerning the quality and effectiveness of the College's curriculum.
- b) To consider appropriate targets for improvements in students' achievements for recommendation to the Board.
- c) To consider matters referred by the Board such as academic areas of outstanding or weak performance.
- d) To review progress against the self assessment action plan and targets.
- e) To contribute to the annual self-assessment cycle, particularly in relation to academic affairs staff development and Governor self assessment.
- f) To scrutinise Faculty Development Plans with particular emphasis on synergy with the overall Strategic Plan and responsiveness to Government initiatives.
- g) To consider specific reports relating to student feedback and conduct and to advise the Board on emerging issues and areas to be addressed.
- h) To review at least annually performance against the College Charter, College Disability Statement plus other relevant charters and to advise the Governing Body on their continuing acceptability.
- i) To receive and consider an annual report on complaints received from students and others and to periodically review the arrangements for dealing with such complaints.
- j) To receive and monitor the following and to draw key issues to the attention of the Governing Body: student achievement; targets on students' retention and achievement; student destinations and the implications for equal opportunities of this data.

SEARCH COMMITTEE

- a) To advise the Corporation on the appointment of business, community and local authority members.
- b) To advise on the co-option of the co-opted members of the Corporation.
- c) To advise on such other matters relating to membership and appointments as the Corporation may remit to the Committee.
- d) To gather nominations in respect of vacancies on the Corporation and to determine and apply the processes whereby such nominations are screened and shortlisted.
- e) To consider and advise the Corporation on the composition and balance of the Corporation and its Committees.
- f) To develop and maintain a suitable database of potential candidates by placing advertisements in appropriate media and on the College website for persons who might be interested in being added to the database.
- g) To initiate searches for potential candidates through consultation with appropriate agencies, authorities, local bodies and employers.
- h) To undertake a regular skills audit in order to test the range of skills and experience on the board of the Corporation.

Chairman
Total Membership
Quorum

Mr A Nicholas
Five
Three Members