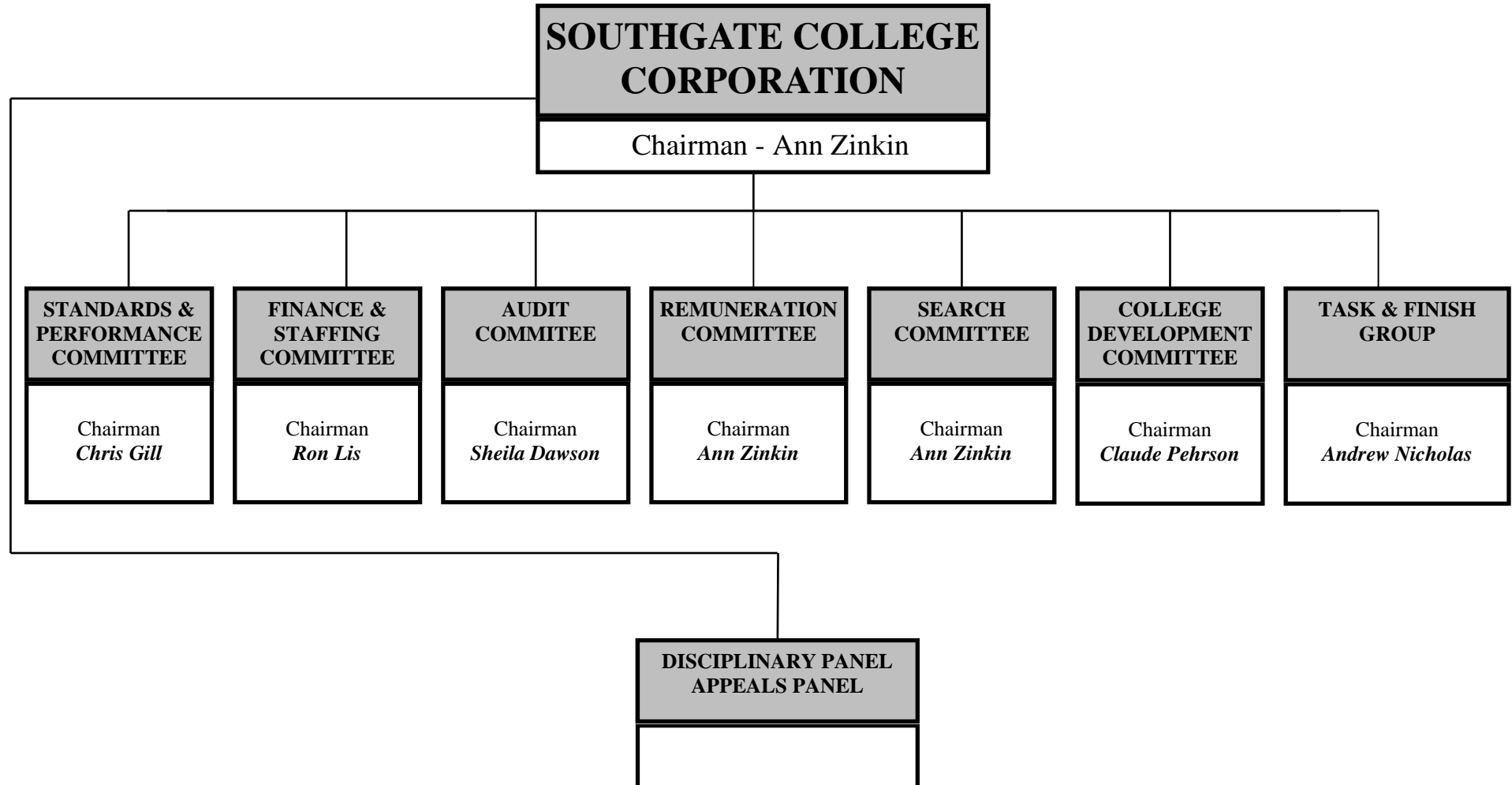


SOUTHGATE COLLEGE
COMMITTEES AND WORKING PARTIES OF THE COLLEGE CORPORATION
April 2010



**The Membership of Southgate College Governing Corporation
and its Sub-Committees April 2010**

Governing Corporation (Board)

Ms A Zinkin Chairman
Mr D Williamson Vice Chairman

Ms R Bell (Staff member)
Mr D Byrne (Principal)
Mr J Edsberg
Ms S Dawson
Mr C Gill
Ms M Gottardi (Student member)
Mr R Lis
Mr N Levey
Mr M Manjra
Ms I Mustoe (Staff member)
Mr C Pehrson
Mr A Nicholas

Student Governor (2) Vacancy
One Vacancy

Audit Committee

Ms R Bell
Ms S Dawson Chairman
Mr M Manjra
Mr M Prescott
External Member (Vacancy)

Finance & Staffing Committee

Mr D Byrne
Mr R Lis Chairman
Mr A Nicholas
Mr D Williamson
Ms A Zinkin

**The Membership of Southgate College Governing Corporation
and its Committees April 2010**

Standards and Performance Committee

Ms R Bell
Mr D Byrne
Mr C Gill Chairman
Ms M Gottardi
Ms I Mustoe
Mr C Pehrson

Search Committee

Ms S Dawson
Mr C Gill
Mr R Lis
Mr A Nicholas
Mr C Pehrson
Ms A Zinkin Chairman
David Byrne in attendance

Remuneration Committee

*Mr D Byrne
Mr R Lis
Mr D Williamson
Ms A Zinkin Chairman

* Except when the remuneration of the Principal is considered

Task & Finish Group

David Byrne
Nigel Levey
Andrew Nicholas Chairman
David Williamson
Ann Zinkin

College Development Committee

David Byrne
James Edsberg
Chris Gill
Mohamed Manjra
Claude Pehrson Chairman

The Powers And Responsibilities of Southgate College Governing Corporation and Committees

Governing Corporation (Board)

The Board shall be responsible for:-

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

Chairman Ms A Zinkin
Determined Membership Sixteen Governors
Quorum Seven Governors (40% of determined number rounded up)

Delegation of Powers

The Corporation may establish a Committee of the Corporation for any purpose or function, other than those assigned in the Articles to the Principal or Clerk, and may delegate powers to:

- A) such committees:
- B) or to the Chairman of the Corporation or in the Chairman's absence, the Vice-Chairman: or
- C) the Principal.

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 Ms A Zinkin
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 Board on the effective and efficient use of resources and the solvency of the institution and the Corporation
- b) To advise the Board 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 Board 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 SFA 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 Mr Ron Lis
Total Membership Six Governors (including Principal)
Quorum Three Governors

The Powers And Responsibilities of Southgate College Governing Corporation and Committees

Audit Committee

- a) To advise the Board 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 Board 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 Board on the audit strategy and annual internal audit plans for the IAS
- f) To advise the Board 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 Board on relevant reports by the National Audit Office (NAO), the Skills Funding Agency (SFA) 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 Principal and Board 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).
- m) To approve the College's response to the SFA Financial management and Control evaluation (FMCE).

Chairman

Ms S Dawson

Total Membership

Five (including any external members)

Quorum

Three Governors

Standards and Performance Committee

- a) To advise the Board on matters concerning the quality and effectiveness of the College's curriculum; in particular to monitor, review and approve the College Strategy for Improving Quality
- b) To consider appropriate targets for improvements in Learners' retention, achievement and success rates for recommendation to the Board.
- c) To consider matters referred by the Board such as academic areas of outstanding or weak performance.
- D) To scrutinise College Development Plans and to ensure responsiveness to SFA and government objectives
- d) To monitor and review progress against the College Development Plans and self assessment action plan and/or any relevant action plans.
- e) To contribute to the annual self-assessment cycle, particularly in relation to academic affairs staff development and Governor self assessment.
- g) To consider specific reports relating to feedback from Stakeholders (to include learners, employers and staff) to advise the Board on emerging issues and areas to be addressed.
- h) To review at least annually performance against the College Charter, College Diversity Policy and other relevant policies and to advise the Board on their continuing acceptability.
- i) To receive and consider an annual report on complaints received from learners 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 Board: learner achievement; targets on learners' retention and success; learner destinations and the implications for diversity of this data.

Chairman **Mr C Gill**
Total Membership **Five**
Quorum **Three Members**

Search Committee

- a) To advise the Board on the appointment of members other than Student Staff or Parent members.
- b) To advise on such other matters relating to membership and appointments as the Board may remit to the Committee.
- c) To gather nominations in respect of vacancies on the and to determine and apply the processes whereby such nominations are screened and short-listed.
- d) 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.
- e) To initiate search for potential candidates through consultation with other agencies, authorities, local bodies and employers
- f) To undertake a regular skills audit in order to test the range of skills and experience on the Board

In making nominations to the Board the committee will be mindful of the Corporation's wishes that there is an appropriate balance of skills and experience amongst members and due regard will be paid to ensuring an appropriate balance in terms of gender and ethnic origin

Chairman **Ms A Zinkin**
Total Membership **Five**
Quorum **Three Members**

Task & Finish Group

Authority

The Group was established by the Board at the meeting of April 29th 2010 with the remit of investigating possibilities for collaboration (up to and including merger) with, or acquisition of, other institutions with experience, activities or contracts relevant to the operations of Southgate College, with a target final report date of December 2010

Terms of Reference

The Board has delegated to the Collaboration Task and Finish Group:

- authority to establish working groups with membership including non-members of the Board
- authority to treat with any other institution on any matter that would further the collaboration between the parties

however:

Any transaction that involves the transfer of any physical assets or staff between Southgate College and any other Institution requires the consent of the Board.

Any transaction to establish a joint body to carry out operations (whether or not incorporated) of which Southgate College is to be a member requires the consent of the Board.

Membership

Andrew Nicholas (Chairman)
David Byrne (Principal)
Nigel Levey
David Williamson
Ann Zinkin

College Development Committee

Authority

The Committee was established by the Board on 29th April 2010

Terms of Reference

The Board has established this Committee to scrutinise the strengths and weaknesses of College Curriculum areas, to make recommendations on the re-branding of Southgate College in one or more markets, and to identify opportunities for non Skills Funding Agency funded programmes.

- a To inform the Board on matters concerning the quality and effectiveness of the College's curriculum areas
- b To bring to the attention of the Board new sources of funding
- c To make recommendations to the Board in respect of development of the Southgate College brand

Membership

David Byrne
James Edsberg
Chris Gill
Mohammed Manjra
Claude Pehrson (Chairman)

Not more than two College managers or staff

(nominated by the Principal)

Not more than two students

(nominated by the Student Union)

Not more than three persons co-opted by the Committee

Quorum

Three Governors