

TERMS OF REFERENCE – FINANCE, CAPITAL AND RESOURCES COMMITTEE

Composition:	Minimum five members (including Chief Executive and Group Principal as ex officio member and any external co-opted member(s) as appropriate) No cross membership with Audit Committee
Quorum:	40% of committee membership, subject to minimum of three
Attendance	The Corporation attendance target is 80%. Committee members are therefore expected to attend all the meetings scheduled in 2025-26
No of meetings per year	Minimum of three
Chair:	Selected by committee, reviewed annually
Public access to meetings:	By chair's invitation, with members' approval - see Standing Orders Section 12
Conduct of meetings:	See Standing Orders Section 5
Minutes:	Approval, see Standing Orders Section 4 vi
Minutes:	Circulation/publication see Standing Orders Section 10
In attendance:	Chief Financial Officer Chief Operating Officer Deputy Chief Executive Group Director of Marketing and Business Engagement Further staff members as required
Committee purpose:	• To support the FE Corporation in its core responsibilities to ensure Etc. remains a solvent institution; its resources are used effectively, efficiently and economically to maximise outcomes for learners; and its assets are safeguarded • To support the FE Corporation in achieving the strategic objectives set out in the Etc. Strategic Plan, particularly Strategic Objective 5, 'To meet the skills needs of key industries and local people by creating engaging learning environments reflecting the real world of work' • To support the FE Corporation in ensuring compliance with funding requirements and relevant legislation and guidance, including HMT 'Managing Public Money' and the College Financial Handbook; and to gain assurance that Department for Education consent has been obtained for novel, contentious or repercussive transactions
Key functions and delegated powers:	1. Finance 1.1. To make recommendations to the Corporation on: 1.1.1. The annual estimates of income and expenditure 1.1.2. Major variations of expenditure 1.1.3. Capital expenditure, funding and financing requirements 1.1.4. The annual financial report 1.2. To consider, review and report to the Corporation on the monthly financial monitoring reports (relating to revenue and capital budgets, cash flow and balance sheet) and any subsidiary or other joint venture

	1.3. To monitor student enrolment and associated funding against targets 1.4. To monitor non-core funding activity 1.5. To monitor levels of subcontracting and recommend changes to subcontracting arrangements to the FE Corporation 1.6. To review arrangements for securing value for money, solvency and safeguarding of assets including an annual review of the portfolio of group insurances 1.7. To agree variations to the financial forecast against budget 1.8. To make recommendations to the Corporation on the financial regulations 1.9. To approve relevant policies, specifically the tuition fee policy, the supply chain fees and charges policy and the Learner Support Fund Policy 1.10. To determine the group investment and borrowing policies 1.11. To ensure write-offs and losses comply with requirements as detailed in Managing Public Money, including obtaining consent from the Department for Education where appropriate 1.12. To consider and advise on financial issues of a sensitive, confidential and/or strategically significant nature 2. Capital projects 2.1. To monitor progress against the Property Strategy 2.2. To provide governor input in relation to the development of major capital projects (which have a significant financial or strategic impact), including monitoring any acquisition or change of use of land or premises, and providing advice and support in relation to funding sources for any approved new build projects 2.3. To monitor the progress and impact of any major capital projects 2.4. To ensure systems are in place to secure good value for money in capital projects, including overseeing arrangements for procurement of services
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	2.5. To receive regular reports on capital receipts and expenditure and agree priorities for capital spending, based on future needs, condition surveys and management of risk 2.6. To determine and monitor relevant strategies and policies related to capital projects / accommodation 3. Resources and other items 3.1. To support the FE Corporation in ensuring health and safety has a high priority and effective health and safety arrangements are in place. This will include reviewing the mid year health and safety report. 3.2. To monitor the effectiveness and impact of procurement processes, including achievement of value for money 3.3. To support the Corporation in ensuring digital systems and processes are effective and appropriate; and to monitor development of and progress against digital strategies 3.4. To ensure appropriate action is taken in respect of contracts, and to gain assurance that DfE consent has been sought for indemnities when required
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