



HARTPURY

C O L L E G E

Strategy, Finance and Resources Committee Terms of Reference

Governor Members

Three independent governor members (to include Chair of Board of Governors)
Principal

In attendance

Chief Operating Officer

Vice-Principal (Resources)

Vice-Principal (FE)

Members of the Audit and Risk Management Committee as necessary

Representatives from Internal & External Auditors as necessary

Co-opted Member

A co-opted member may be appointed to this committee

Quorum

Three members

1. Objectives

- 1.1. To ensure that annual estimates of income and expenditure and annual financial accounts are prepared for approval by the Board of Governors.
- 1.2. To ensure that financial performance against annual estimates of income and expenditure are adequately monitored on behalf of the Board of Governors, that statements of financial performance are presented to the Board on a regular basis and that appropriate action is taken on matters raised because of such reports.
- 1.3. To ensure that a capital budget is prepared for approval by the Board, against which projects can be prioritised and to assist Hartpury in identifying necessary funding sources and strategies to undertake such projects and to recommend major capital resource developments for final approval by the Board.
- 1.4. To formulate and monitor Hartpury's value for money strategy for final approval by the Board of Governors.
- 1.5. To ensure the effective and efficient use of the institution's human resources.

2. Attendance at Meetings

2.1. All Board Members shall have the right of attendance, save that the Committee may, when they are satisfied, that it is appropriate because of confidentiality, and ask Staff and Student members to withdraw.

2.2. The Clerk to the Board of Governors shall be Clerk to the Committee

3. Frequency of Meetings

3.1. Meetings shall be held at least four times per year.

4. Authority

4.1. The Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference

4.2. It is authorised to seek any information it requires from any Board Member, Committee of the Board of Governors or employee of Hartpury.

4.3. All Board Members and Hartpury employees are required to co-operate with any reasonable request made by the Committee.

4.4. After due consultation with the Chairman of the Board of Governors, the Committee is authorised to obtain the legal or other independent advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

5. Duties

Finance

5.1. Ensure the effective, efficient and economic use of the Board of Governors resources and assets in accordance with the Financial Regulations.

5.2. Regularly monitor the annual budget approved by the Board of Governors and report thereon to the Board of Governors.

5.3. Monitor and review the Financial Regulations on a regular basis or as directed by the Board of Governors.

5.4. Make recommendations to the Board of Governors on the annual income and expenditure, and capital expenditure including loans.

5.5. Make recommendations to the Board of Governors on accommodation related policies where appropriate.

5.6. Approve tuition and other fees where appropriate.

5.7. Determine the Hartpury investment and borrowing policies for approval by the Board of Governors.

5.8. Review annual Financial Statements and provide recommendation to Board of Governors

Value for Money

5.9. Seek to adopt good practice and incorporate VFM principles in all its

activities.

- 5.10. To benchmark Hartpury's financial activities against other similar activities and organizations where this is considered useful.

Human Resource

- 5.11. Set and monitor the framework for the pay and conditions of service of staff other than the holders of senior posts.
- 5.12. Establish and monitor a framework and procedures for the appointment, appraisal, supervision, and investigation of staff grievances and dismissal of staff.

6. Reporting Procedures

- 6.1. The Clerk to the Board of Governors shall circulate minutes of the meetings of the Committee to all Board Members.
- 6.2. The Committee shall provide a report of its work to the Board of Governors through minutes.

7. Urgent Financial Matters

- 7.1. Procedures for the allocation of funds are set out in the Hartpury Financial Regulations

Terms of Reference Approved by the Corporation 6th December 2000
Amendment to Terms of Reference Approved by the Corporation 6th December 2001
Approved GMC 9th January 2002 (No Amendments)
Amendment to Terms of Reference Approved by GMC 25th February 2002
Amendment to Terms of Reference Approved by the Corporation 27th February 2002
Amendment to Terms of Reference Approved by the GMC 30th July 2002
Amendment to Terms of Reference Approved by the Corporation 5th August 2002
Amendment to Terms of Reference Approved by the GMC 22nd November 2004
Amendment to Terms of Reference Approved by the Corporation 9th December 2004
Amendment to Terms of Reference Approved by the Corporation 28th October 2005
Amendment to Terms of Reference Approved by the GMC 13th February 2008
Amendment to Terms of Reference Approved by the Corporation 6th March 2008
Amendment to Terms of Reference Approved by the GMC 1st October 2009
Amendment to Terms of Reference Approved by the Corporation 22nd October 2009
Membership change Approved by Corporation 14th July 2010
Amendment to Terms of Reference Approved by the GMC 6th October 2011
Amendment to Terms of Reference Approved by the Corporation 20th October 2011
Membership change Approved by Corporation 12th July 2012
Amendment to Terms of Reference Approved by the GMC 3rd October 2013
Amendment to Terms of Reference Approved by the Corporation 24th October 2013
Membership Change Approved Corporation 25th March 2015
Membership Change Approved by the Corporation 13th October 2016
Amendment to Terms of Reference Approved by the FGPC 12th January 2017
Amendment to Terms of Reference Approved by the Corporation 26th January 2017
Membership changes approved by Search and Governance Committee 19th January 2019
Terms of Reference approved by Corporation 31st January 2019