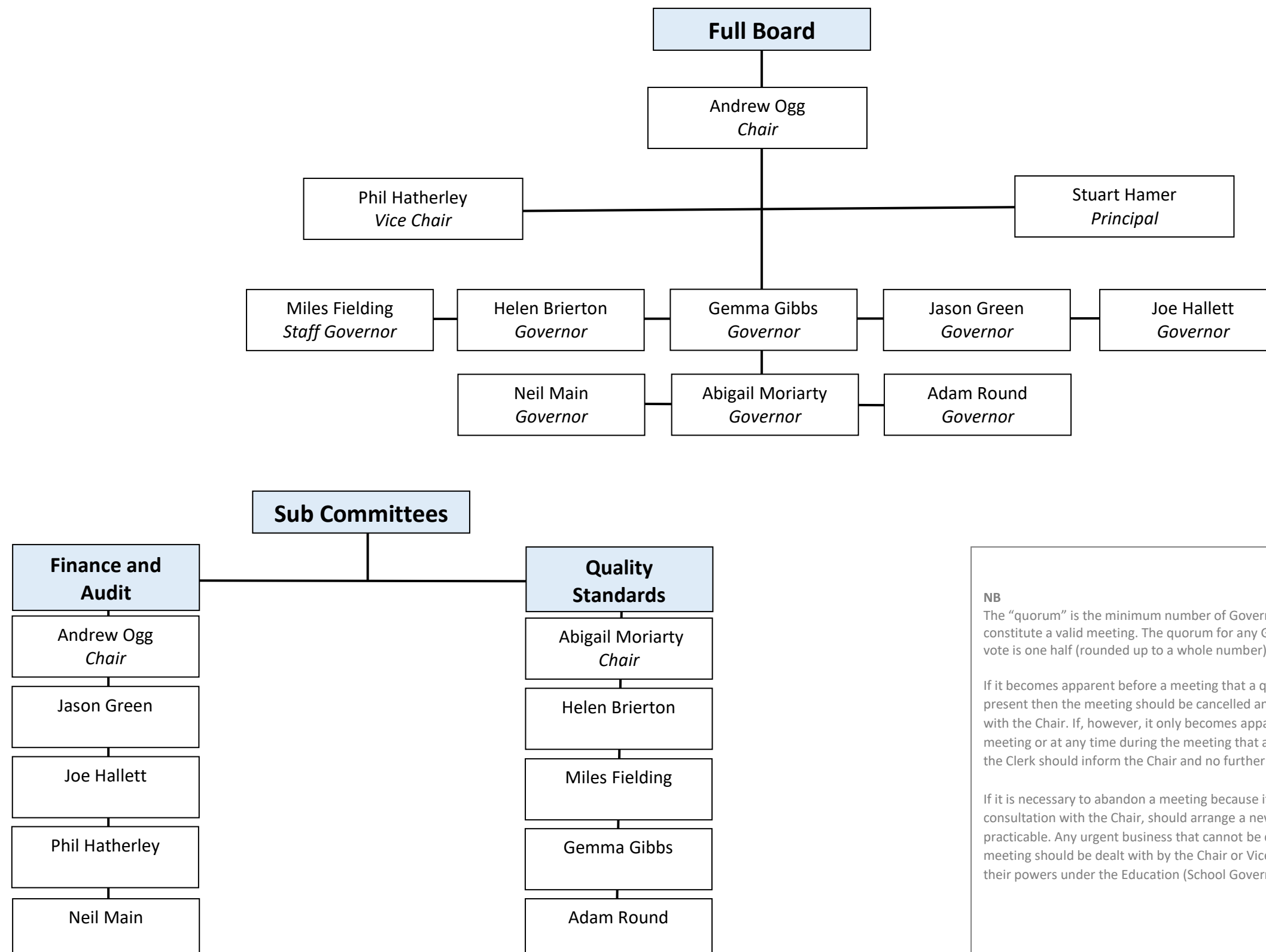


Lincoln UTC Board of Governors Structure



NB

The “quorum” is the minimum number of Governors that must be present to constitute a valid meeting. The quorum for any Governing Body meeting and vote is one half (rounded up to a whole number) of the membership.

If it becomes apparent before a meeting that a quorum is not going to be present then the meeting should be cancelled and re-arranged in consultation with the Chair. If, however, it only becomes apparent at the start of the meeting or at any time during the meeting that a quorum is not present, then the Clerk should inform the Chair and no further business should be taken.

If it is necessary to abandon a meeting because it is inquorate, the Clerk, in consultation with the Chair, should arrange a new meeting as quickly as is practicable. Any urgent business that cannot be delayed until the new meeting should be dealt with by the Chair or Vice-Chair in accordance with their powers under the Education (School Government) Regulations.

TERMS OF REFERENCE

Quality and Standards Committee

All Board of Directors rules and regulations apply as within the Articles of Association.

Purpose

1. To agree improvements in the curriculum to enhance academic performance, to oversee the tracking of their implementation and to ensure that the full governing body receives regular progress reports.
2. To approve a schedule for monitoring student outcomes and to ensure that the full governing body receives regular progress reports.
3. To scrutinise the progress made against the relevant academic targets in the Strategic Development Plan and to ensure that the full governing body receives regular progress reports
4. To monitor and evaluate the outcomes and QA processes of the UTC, including the quality of the Teaching and Learning. Outcomes and PDB&W.

Membership and Quorum

The membership of the committee shall comprise:

- A member of Lincoln UTC’s Board of Directors (other than the Principal) to act as Chair;
- The Principal
- The staff governor
- A minimum of two other members of the Board of Directors.
- Other members of the college’s leadership team may be invited to observe or present to the committee (no voting rights will be awarded).

The Board of Directors will appoint the Chair of the Standards Committee. In the absence of the Chair, the Committee shall nominate one of its members to act as chair for the duration of the meeting.

The quorum will be three members of the Committee of whom two must be members of the Directors’ Board. Where a matter is put to a vote, the majority of members present shall be members of the Board of Directors.

Meetings

The Committee shall hold at least three meetings per year, or more frequently as may from time to time be agreed. The members will be given seven days’ notice of a meeting where practicable.

Minutes

The minutes will be provided by the Clerk to the Board within one week of the meeting and sent for approval to the Chair, draft minutes shall be circulated to the Committee by the Clerk within two weeks of the meeting. Once the Chair of the Committee approves the minutes, they will be included in papers for the next Full Board meeting. If the Chair of the Committee has not approved the minutes, draft papers will be circulated.

Reporting and review

Decisions by the Committee shall be reported to the next meeting of Lincoln UTC’s Full Board of Directors through the Committee’s draft minutes.

The full Board of Directors is responsible for approving the Committee’s terms of reference and shall review them annually.

TERMS OF REFERENCE

Subject to the requirements of the current legislation, the committee is authorised to:

1. Advise the full board on how well the College is carrying out its curriculum commitments in respect of the Education Acts, and in particular with respect to any National Curriculum requirements. The committee will also be required to monitor the College’s delivery of SMSC and B.V. (Spiritual, moral, social, and cultural/ British values).
2. Request reports at intervals from the different departments on curriculum planning and delivery; it may ask departmental representatives to present a report to a committee on request.
3. Request reports on, and review, the impact of the College’s use of its human and material resources and make recommendations to the full board.
4. Periodically, and at least yearly, review the College’s link with the community and industry, including the work experience programme, and advise the full board on improvements or initiatives which it sees fit.
5. Receive reports on and review the impact of internal tracking and action planning.
6. Receive reports on and review the results of external examinations.
7. Receive reports on and review safeguarding practice in the college.
8. Receive reports on and review the progress made against the key sections of the Ofsted framework.
9. Receive reports on and review the progress made by key groups.

TERMS OF REFERENCE

Finance and Audit Committee

All Board of Directors rules and regulations apply as within the Articles of Association.

Purpose

1. To assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Directors responsibility to ensure sound management of the UTC’s finances and resources, including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the Board of Directors on a regular basis.
2. To ensure that robust internal control exists within the UTC by providing the primary interface between the Board of Directors and the UTC’s external auditors and internal auditors.
3. The Committee will work closely with the UTC’s Vice principal on the preparation and finalisation of the UTC’s Annual Report and Financial Statements and will make recommendations to the Board of Directors for the acceptance, or otherwise, of such draft Financial Statements.

Membership & Quorum

The membership of the Committee shall comprise:

- A member of Lincoln UTC’s Board of Directors (other than the Principal) to act as Chair;
- A minimum of two other members of Board of Directors

The following non-members may be in attendance:

- The Finance Manager
- The HR Officer
- The Clerk to the Committee
- The Company Secretary
- Any member of the Board who wishes to observe (no voting rights will be awarded)

The Board of Directors will appoint the Chair of the Finance & Audit Committee. In the absence of the chair, the Committee shall nominate one of its members to act as chair for the duration of the meeting.

The quorum will be three members of the Committee of whom two must be members of the Directors’ Board. Where a matter is put to a vote, the majority of members present shall be members of the Board of Directors.

Disqualification

Subject to the discretion of the Chair, any relevant person employed to work at the UTC other than the Principal, is disqualified from being present at the meeting when the subject for consideration is the pay or performance review of any person employed to work in the UTC.

Meetings

The Committee shall hold at least four meetings per year, or more frequently as may from time to time be agreed. The members will be given 7 days notice of a meeting where practicable.

Minutes:

The minutes will be produced by the Clerk to the Board within one week of the meeting and sent for approval to the Chair, draft minutes shall be circulated to the Committee by the Clerk within two weeks of the meeting. Once the Chair of the Committee approves the minutes, they will be included in papers for the next Full Board meeting. If the Chair of the Committee has not approved the minutes, draft papers will be circulated.

Reporting and review:

Decisions by the Committee shall be reported to the next meeting of Lincoln UTC’s Full Board of Directors through the Committee’s draft minutes. The Full Board of Directors is responsible for approving the Committee’s terms of reference and shall review them annually.

Terms of Reference

Subject to the requirements of the current legislation, the committee is authorised:

- To consider the UTC’s indicative funding, notified annually by the appropriate funding body, and to assess its implications for the UTC, in consultation

with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board of Directors.

- To consider and recommend to the full Board of Directors acceptance/non-acceptance of the UTC's budget.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances.
- To receive reports from the PFO on the financial and monitoring responsibilities of the Committee as set out in the Academies Handbook
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the UTC, and with the financial regulations, drawing any matters of concern to the attention of the Board of Directors.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, and, where appropriate to make recommendations for improvement.
- To prepare the financial statements for filing in accordance with Companies Act.
- To ensure that the UTC had adequate insurance provision and policies in place in respect of fraud and theft.
- To recommend to the full Board of Directors the appointment or reappointment of the auditors of the UTC and any internal Audit function required.
- To receive auditors' reports and to make recommendations to the full Board of Directors regarding action as appropriate in response to audit findings.
- To receive Internal Audit reports and to recommend to the full Board of Directors action as appropriate in response to findings.
- To agree on an annual basis the Risk Management Policy and Risk Register, with a review of the top ten risks discussed at every meeting.