

## COMPOSITION AND TERMS OF REFERENCE

### ACCOMMODATION SUB COMMITTEE

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Last reviewed by the Committee:	January 2010
Last formal approval by Corporation:	March 31 <sup>st</sup> 2010

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#### 1. **Statutory Authority**

The Articles of Government of Otley College, Clause 3 (1c) states the Corporation shall be responsible for the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets.

Clause 4 (1) gives the Corporation power to establish a Committee of the Corporation for any purpose or function other than those assigned elsewhere in the Articles to the Principal, and states that the Corporation may delegate power to such a Committee.

Clause 3 (2c) states that the Principal shall be the Chief Executive of the institution, and shall be responsible for preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation.

Clause 4 (2) states that the number of members of the committee, and the terms on which they hold office, shall be determined by the Corporation. Clause 7 states that any committee established by the Corporation may include persons who are not members of the Corporation.

#### 2. **Constitution**

2.1 The Committee will be a Sub-Committee of the Finance & General Purposes Committee.

#### 3. **Membership and Quorum**

- 3.1 The Sub-Committee shall be appointed by the Finance & General Purposes Committee and consist of:
- Two Governors
  - the Principal
  - Vice Principal Finance & Planning
  - Head of Finance
  - Head of Facilities
  - One external member with experience relevant to the work of the Committee

3.2 The Finance and General Purposes Committee may appoint an Associate Governor at its discretion.

3.3 The Finance & General Purposes Committee shall appoint the chair of the Sub-Committee.

3.3 A quorum will be 3 members of whom the majority must be governors.

#### **4. Duties**

4.1 The Sub-Committee is advisory in nature. It will consider the following matters in detail and make recommendations to the Finance & General Purposes Committee / Corporation as appropriate:

- funding / grant sources for various capital projects
- prioritisation and monitoring progress of capital projects
- approval of building projects
- planning, progress and implementation of building projects, including post-project reviews
- risk management issues associated with projects
- the college's property strategy

4.2 The Sub-Committee will at least once each year tour the site as a group to undertake a physical evaluation of the buildings and grounds.

4.3 The Sub-Committee will give ad hoc advice to SMT on property, buildings and other capital projects.

#### **5. Frequency of meetings**

5.1 Meetings shall be held as appropriate but there shall be at least one per year.

#### **6. Reporting procedures**

6.1 The Clerk to the Corporation shall be Clerk to the Sub-Committee.

6.2 The Clerk to the Sub-Committee shall circulate minutes of the meetings of the Sub-Committee to the Finance & General Purposes Committee.