

## Farm Committee

### 1. Constitution

The Farm Committee is constituted as a subgroup to the Finance and Personnel Committee (F&P Committee) as determined by the Board of Governors of Northumberland College. It is constituted in accordance with the Articles and Instrument of Government.

The Farm Committee will report to the F&P Committee by referring the minutes of each meeting and by referring items for approval to the agenda of the F&P Committee, it must also refer all decisions on expenditure. At least one Governor will be a member of both committees to ensure good communication. The business of the Farm Committee will concern the College farm holdings which are determined by the Corporation.

### 2. Purpose

- To help the Corporation effectively discharge its responsibilities for the financial, human resource and estate and capital aspects of College farm governance.
- To monitor the financial performance of the College farm holdings and to make reports to the F&P Committee where required.
- To oversee the work of the Farm Management Contractor and to receive reports.
- To review the curriculum and provision.
- To review arrangements for securing value for money, solvency and safeguarding of assets.
- To investigate, or commission investigations into, variations in financial performance from budgeted targets in relation to the College farm holdings.
- To consider reports from the Principal and senior staff into issues related to the employment of staff and the estates.

### 3. Membership

The membership of the sub-committee shall be determined by the Board of Governors and shall comprise:

Four members from the "Farmer Panel"

A College manager from the Land Based Industries team

A representative from the Farm Management Contractor

The Finance director

The Principal

One Governor from the F&P Committee

The Chair of the Committee shall be determined by the Chair of F&P Committee.

For a meeting to be quorate there must be 3 members present and for the purpose of quoracy any other member of the Board of Governors may attend a meeting.

#### **4. Attendance**

In addition to the members the Committee may invite other members of staff or professionals to attend to give reports or advice and any member of the Board may attend any meeting.

#### **5. Frequency**

The Farm Committee will normally meet on at least 5 occasions each year in accordance with a schedule agreed by the Corporation. The aim is to hold meetings two weeks prior to a scheduled F&P Committee in order that any issues arising may be referred to the full F&P Committee without undue delay. The Committee may be required to meet on additional occasions as deemed necessary to carry out its delegated functions.

#### **6. Authority**

The Farm Committee does not have delegated authority from the Corporation to agree expenditure or take any decisions incurring expenditure. The Farm Committee will give detailed consideration to expenditure plans and financial issues affecting the College farm holdings and may make recommendations to the F&P Committee who do have delegated authority from the Corporation to make decisions on expenditure within their terms of reference.

#### **7. Reporting of business**

The Clerk to the Corporation will be the clerk to the Committee and will prepare minutes for circulation to the members and for F&P Committee. The clerk will also prepare an agenda and any supporting documentation for circulation at least seven days prior to the meeting.

#### **8. Adoption**

These terms of reference were agreed by the Corporation of Northumberland College at its meeting on 14 July 2009 and will be reviewed every two years.