

**WESTON COLLEGE  
CAPTIAL PROJECTS WORKING GROUP  
TERMS OF REFERENCE**

**1. Constitution**

1.1 The working Group will be a sub-Committee of the Finance Committee in terms of advancing the capital strategy, monitoring capital projects, and approving necessary capital works.

**2. Membership**

2.1 The sub-Committee shall be appointed by the Finance Committee and consist of:

- Chair of Finance Committee
- Principal and Chief Executive
- Up to four governors, which can include the Chair of Corporation
- Vice Principal Finance and MIS
- Vice Principal Operations and Commercial Activity

2.2 The Finance Committee shall appoint the Chair of Sub-Committee.

2.3 A quorum will be four members of whom the majority must be governors.

**3. Duties**

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

- Funding/grant sources for various capital/refurbishment project
- Prioritisation of capital projects
- Recommendation of building projects above the projected value of £100k (ex VAT).
- Planning, progress and implementation of building projects above a projected value of £100k (ex VAT), including post-project reviews.
- Risk Management issues associated with projects.
- Wider strategic issues, including the College's property strategy.

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

**4. Frequency of meetings**

4.1 Meetings shall be held as appropriate for projects under consideration but there shall be at least one per year irrespective.

**5. Reporting procedures**

5.1 The Clerk to the Corporation shall be Clerk to the Sub-committee

5.2 The Clerk to the Corporation shall circulate minutes of the meetings of the Sub-Committee to the Finance Committee.

**These revised Terms of Reference were approved by the Corporation on  
10<sup>th</sup> February 2022**