



# ST BRENDAN'S SIXTH FORM COLLEGE

– Faith in Learning –

## **Framework of Governance Including Committees' Terms of Reference**

Adopted by the *Board of Governors* on  
Thursday, 15 December 2016

St Brendan's Sixth Form College  
Broomhill Road  
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## Structure for Governance

The *Board of Governors* undertakes much of its work and discharges its responsibilities through a committee structure. The guiding principle is that to ensure efficient scrutiny and in depth decision making where possible the Governors' Committees operate under delegated powers with responsibility for determining issues.

The matters that cannot be delegated but must be determined by the full *Board of Governors* are:

- The preservation and development of the educational character and mission of the College
- The approval of the annual estimates of income and expenditure and the responsibility for ensuring the solvency of the College and for safeguarding their assets
- The determination of the policy for the admission of Students
- The amendment of the *Instrument and Articles of Government* (only possible with permission of the Trustees and Secretary of State)
- The appointment, dismissal and conditions of service of the *Principal* or holder of a senior post and of the *Clerk to Governors*.

The *Board of Governors* is the employer and as such must act to allow for the possibility of appeals in employment matters. In terms of employment, the *Board of Governors* is responsible for

- The determination of the pay and conditions of service of *Senior Post Holders* and the *Clerk to the Governors*, including their appointment and dismissal (this is carried out by the *Governors' Strategy Search Remuneration Committee* and reported to the full *Board of Governors*)
- The determination of the framework for pay and conditions of service of all other Staff (These are negotiated nationally and formally adopted by *Governors' Resources Premises Human Resources Committee* and reported to the full *Board of Governors*)

There are five Governors' Committees designed to cover the main business of the Board of Governors.

- *Governors' Audit Committee*
- *Governors' Ethos Safeguarding Welfare Committee*
- *Governors' Resources Premises Human Resources Committee*
- *Governors' Strategy Search Remuneration Committee*
- *Governors' Teaching Curriculum Quality Committee*

Their terms of reference follow [see section 14].

## **Governance and Management**

It is crucial for the good of the College that Governors and Managers work positively together. It is difficult to determine an exact dividing line between Governance [strategy] and Management [operations]. The following is an attempt to express the important difference:

Governance is concerned with determining the character, strategic direction of the College and frameworks (eg Human Resources and Quality policies) within which Management operates.

It is Management responsibility, having contributed to the decisions made by Governors to work within the frameworks to achieve and report to Governors on the desired outcomes. Governance is therefore rarely involved in 'day to day' decisions but acts as 'a critical friend' in monitoring actions taken by Management.

As part of this separation of roles, it is important that all Governors, however appointed, realise that they are there as a Governor and not as a representative or delegate of a constituency interest.

## **Standing Orders for Governance** [*Instrument of Government Section 2*]

### **1. Appointment and Election of Governors**

#### **1.1 Composition of the *Board of Governors* (Total 19):**

- Foundation Governors (11)
- Parent Governor (1)
- Support Staff Governor (1)
- Teaching Staff Governor (1)
- Student Governors (2)
- Principal of the College (1)
- Co-opted Governors (2)

**1.2 Foundation Governors** – Eleven (11) appointed by the Bishop of Clifton; administered by the *Clifton Diocesan Department for Schools & Colleges*. Normal term of office: four (4) years from date of appointment. Consideration should be given to the inclusion of at least two (2) Foundation Governors from the local business community and one (1) with experience relevant to Students with special educational needs. The *Governors' Strategy Search Remuneration Committee* may suggest suitable persons for consideration by the Bishop.

**1.3 Parent Governor** – One (1) Parent of a Student of the College at the time of the election. Normal term of office: Two (2) Years; however office ceases at the end of the academic year in which they cease to be a Parent of a Student at the College. Nominations are sought as required, early in the first term of the academic year and ballot papers are issued to each Parent if more nominations than vacancies are received. Appointment is subject to recommendation by the *Governors' Strategy Search Remuneration Committee*.

**1.4 Support Staff Governor** – One (1); any member of the Support Staff is eligible to be elected, to nominate and to vote; nominations by two (2) eligible voters. Election by ballot will be held if more nominations than vacancies are received. Normal term of office: Four (4) years from date of appointment, but Governorship ceases if they leave the College employment. Appointment is subject to recommendation by the *Governors' Strategy Search Remuneration Committee*.

**1.5 Teaching Staff Governor** – One (1); any member of the Teaching Staff is eligible to be elected, to nominate and to vote; nominations by two (2) eligible voters. Election by ballot will be held if more nominations than vacancies are received. Normal term of office: Four (4) years from date of appointment, but Governorship ceases if they leave the College employment. Appointment is subject to recommendation by the *Governors' Strategy Search Remuneration Committee*.

**1.6 Student Governors** – Two (2) Students elected each April/May by all Students enrolled at the College at the time of the election, as Executive Officers of the Student Council. Term of office: One (1) year but governorship ceases if the Student Governor leaves the College. The period of appointment will normally end on 30 April to coincide with the Student Union Executive Committee elections. Appointment is subject to recommendation by the *Governors' Strategy Search Remuneration Committee*.

**1.7 Principal of the College** – One (1) is *ex-officio* a member of the *Board of Governors* and its several Governors' Committees with the exception of the *Governors' Audit Committee* and the *Governors' Strategy Search, Remuneration Committee*.

**1.8 Co-opted Governors** – Two (2) recommended to the *Board of Governors* by the *Governors' Strategy Search Remuneration Committee*. The normal term of office shall be Four (4) years from date of appointment, but the recommending Committee may in all cases consider making a recommendation that the appointment be initially for One (1), or to Two (2) years.

## 2. Persons Ineligible to be a Governor

[Instrument of Government Section 8]

**2.1 Age Limitation** – A person under the age of 18 years shall be ineligible to become a Governor except as a Student Governor.

**2.2 Staff (Teaching and Support) Member** – A person who is a member of the Staff of the College shall be ineligible to be Governor except as a Staff Governor or in the capacity of College Principal.

**2.3 College Student** – A Student at the College shall be ineligible to become as Governor except as a Student Governor. A Governor, except a Student Governor, shall cease to hold office if during the term of service that Governor enrolls in a full-time course at the College.

**2.4 Clerk to Governors** – The *Clerk to Governors* shall be ineligible to be a Governor.

**2.5 Regulatory Disqualification** – Subject to paragraphs (2.6) and (2.7) below, a person shall be disqualified from holding office as a Governor if that person is adjudged Bankrupt or has made a Composition or an Arrangement with creditors; and a Governor, on becoming disqualified, shall give written notice of that fact to the Clerk to Governors.

2.6 When a person is disqualified by reason of having been adjudged Bankrupt, that disqualification shall cease:

2.6.1 Unless the Bankruptcy Order made against that person is previously annulled, on discharge from Bankruptcy; and

2.6.2 If the Bankruptcy Order is annulled, on the date of annulment.

2.7 Where a person is disqualified by reason of having made a Composition or Arrangement with creditors, and then pays the debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three (3) years from the date on which the terms of the Deed of Composition or Arrangement are fulfilled.

2.8 A person shall be disqualified for holding, or for continuing to hold office as a Governor if, within five (5) years before the appointment would otherwise have taken effect, or since the appointment, that person has been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three (3) months without option of a fine. Where by virtue of this paragraph, a person becomes disqualified for holding office as a Governor that person shall give written notice of that fact to the *Clerk to Governors*.

2.9 A person shall be disqualified for holding, or for continuing to hold office as a Governor if disqualified from being a charity trustee under the Charities Act 1993.

**2.10 Removal from Office** – The *Board of Governors* may remove a Governor from office because of repeated absence from meetings as stated in [Instrument of Government Section 10.2(b)]

### **3. Chair and Vice-Chair of Governors**

*[Instrument of Government Section 6]*

**3.1 Officers** – The Chair and Vice-Chair are to be elected at first meeting of the academic year from among the Foundation Governors. The Chair and Vice-Chair shall hold office for such period as the *Board of Governors* decides.

**3.2 Substitute Chair of Meeting** – In the absence of Chair and Vice-Chair the Governors present should elect another Foundation Governor as Chair for that meeting.

**3.3 Removal From Office** – If the *Board of Governors* is satisfied that the Chair, or the Vice-Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Chair, or the Vice-Chair from office and the office shall then be vacant.

### **4. Clerk to Governors**

**4.1 Appointment of Clerk** – The *Board of Governors* shall appoint a *Clerk to the Governors* following recommendation by the *Governors' Strategy Search Remuneration Committee* *[Instrument of Government Section 7.1]*.

**4.2 Governor Resignation** – Governors who wish to resign must notify the Clerk in writing *[Instrument of Government Section 10.1]*. The Clerk shall notify the *Governors' Strategy Search, Remuneration Committee* and the *Clifton Diocesan Department for Schools & Colleges* of any vacancy arising, as appropriate.

**4.3 Attendance at Meetings** – The *Clerk to Governors* may attend all meetings of the *Board of Governors*, including Governors' Committee meetings as specified in the *Instrument and Articles of Government*. *[Instrument of Government Section 7.4]*

### **5. Declaration of Governors' Interests**

**5.1 Annual Register** – A Register of *Declaration of Pecuniary Interest Disability Access and Equality*, in conformity with the *Clarified Auditing Standards*, is to be maintained by the Clerk and revised in writing annually by Governors *[Instrument of Government Section 11.6]*.

**5.2 Declarations** – Governors are invited to disclose any interest at each meeting.

**5.3 Obligation of Disclosure** – Should a matter arise in which a Governor has a financial interest s/he shall, at the time, disclose the fact and take no further part in consideration of the matter. *[Instrument of Government Section 11.2]*.

## 6. Meetings of the Full Board of Governors

6.1 **Frequency** – The *Board of Governors* shall meet at least three (3) times each academic year and shall hold such other meetings as may be necessary. [*Instrument of Government Section 12*] [NB The College operates on a traditional three-term year].

6.2 **Special Meetings** – A special meeting can be called by the Chair or at the written request of any five Governors [*Instrument of Government Section 12.4*].

6.3 **Agenda and Notice** – Clerk must summon meetings with written notice and agenda at least seven days in advance [*Instrument of Government Section 12.2*]. In the case of ‘*matters demanding urgent consideration*’ the Chair, or in the absence of the Chair, the Vice-Chair, can shorten the period of notice [*Instrument of Government Section 12.5*]. For the purposes of this requirement the agenda and notice may be issued electronically.

- Any two Governors may place an item on the agenda of a meeting by written notification to the Clerk and Chair ten (10) days in advance of a meeting. Whenever possible, papers relating to agenda items are to be issued to Governors in advance, with the agenda.
- The agenda for each meeting – from the time of issue of the agenda to Governors – shall be made available during normal office hours at the College to any person wishing to inspect it.

6.4 **Meeting Quorum** – The quorum for a meeting of the *Board of Governors* shall consist of at least 40% of the full membership of the *Board of Governors*, including at least four Foundation Governors [*Instrument of Government Section 13*].

6.5 **Record of Attendance** – A record of attendance shall be maintained by the Clerk. The Clerk shall report annually to the *Board of Governors* on attendance at *Board of Governors* and Governors’ Committee meetings.

6.6 **Absences** – The Clerk to Governors shall bring to the attention of the *Board of Governors* the name of any Governor who is marked ‘absent’ without acceptance of apology, for more than six (6) calendar months.

6.7 **Right to Attend** – No-one other than Governors and the Clerk shall attend Governors’ meetings, except by invitation of the *Board of Governors*. [*Instrument of Government Section 16*].

6.8 **Decisions** – Decisions are arrived at by a majority of the votes of those Governors present that are eligible to vote. Where there is an equal division of votes the Chair has second or casting vote. [*Instrument of Government Section 14.1-2*].

### 6.9 Conduct of Meetings

6.9.1 *Agenda*: Agreement of the Minutes of the previous meeting should be an item on the agenda of the next meeting [*Instrument of Government Section 15.1*].

6.9.2 *Governors who are a member of Staff*: Must withdraw from the meeting

- If they are the subject of discussion, or if the appointment of their successor is being considered;
- If required to by the *Board of Governors* when there is consideration of Staffing matters relating to posts more senior than their own. [*Instrument of Government Section 14.6 (a)–(d)*].

6.9.3 *Student Governor*: Restrictions

- Cannot vote on any financial matter if under 18 years of age;
- Can take no part in discussion, or vote, regarding individual members of Staff and must withdraw during such business if requested to by the *Board of Governors*;
- Must withdraw if they are the subject of discussion. [*Instrument of Government Section 14.5*]

6.9.4 *Clerk to Governors*: Shall withdraw from the meeting or part of the meeting:

- If a member of Staff as above under 6.9.2;
- If the Clerk's remuneration, conditions of service, suspension or dismissal, or retirement as Clerk is to be discussed [*Instrument of Government Section 14.10a*]

6.10 **Confidential Minutes/Papers** – Before the conclusion of any meeting there should be clarity concerning any sections of the Minutes of the meeting, or papers considered at that meeting, which should not be generally available for inspection in due course:

6.10.1 *Personal in Confidence*: material relating to a named employee/prospective employee or a named Student or prospective Student should be regarded as confidential;

6.10.2 *Other Confidential Material*: any matter which those present view as needing to be dealt with on a confidential basis. [*Instrument of Government Section 15.4*].

Confidential Minutes are to be reviewed at the next meeting of the respective Committee, or the *Board of Governors*, as to whether the 'Confidentiality' mark should remain in force. In any event, all Confidential Minutes are to be reviewed by the Chair of the *Governors' Audit Committee* and a report made to the *Governors' Audit Committee at the final meeting of that Committee each year*.

6.11 **Communications** – Governors reporting, or commenting, on meetings involving Governors should be circumspect about what is conveyed. Questions concerning matters of governance should be directed to the *Principal* who is responsible for external relations, or to the *Clerk to Governors* who advises on procedural matters.

6.12 **In Exceptional Circumstances** – To deal only with pressing urgent business, the Chair shall have the authority to determine an action on behalf of the *Board of Governors*, reporting the decision and the outcome to the next meeting of the full *Board of Governors*.

## **7. Committees of the Board of Governors**

**7.1 Committee Membership** – The membership of each Governors' Committee to be determined by the *Board of Governors*, following consultation with individual Governors, to accord with the provisions of the *Instrument of Government and Articles of Government* together with those of the *College Framework, Policies and Terms of Reference for the Governance of the College*.

**7.2 Non-Governors** – Persons other than Governors may be co-opted to serve on Governors' Committees, on the recommendation of the *Governors' Strategy Search & Remuneration Committee*, subject to the approval of the Board of Governors and the ineligibility clauses in the *Instrument of Government*.

No one other than members of each Governors' Committee, the Committee Clerk, the Committee Facilitator and the Principal shall attend Committee meetings except at the invitation of the members of that Committee. (See also 7.3 below).

**7.3 Committee Facilitator** – The Facilitator has the following functions:

7.3.1 *Planning*: To help with the forward planning of business;

7.3.2 *Preparation of Papers/Reports*: To liaise with the Committee Clerk and the Committee Chair in the preparation and issue of the agenda and papers with appropriate notice;

7.3.3 *Advice*: to provide information and advice to the Committee, etc;

7.3.4 *Internal Communications*: to ensure effective communication between management and governance.

**7.4 Governors' Committee Minutes** – the Clerk will normally take the Minutes of the meetings of all of the Governors' Committees.

**7.5 Governors' Committee Quorum** –

7.5.1 *Committee Quorum*: The quorum for a Governors' Committee meeting shall be a minimum of three (3) voting members of that Governors' Committee. Those co-opted to serve on a Governors' Committee with the approval of the *Board of Governors* are eligible to vote

7.5.2 *Governors' Strategy Search Remuneration Committee Quorum*: The Committee shall have a minimum of four (4) serving eligible Governors of whom a minimum of three (3) shall comprise the quorum.

**7.6 Other Committee Procedures** – Other procedures shall be in accordance with those applying to meetings of the full *Board of Governors*. (Refer *Section 6* above).

**7.8 Chair's Action** – Where action is needed by a committee between meetings, the Chair may act as the committee provided such actions are reported to the next meeting of that committee.

## **8. Preparation, Publication of Minutes and Papers Relating to Meetings of the Board of Governors and its Committees**

*[Instrument of Government Section 17]*

**8.1 Publication of Minutes/Papers** – The *Clerk to Governors* shall ensure that the preparation and publication of Minutes and Papers relating to the *Board of Governors* and meetings of Governors' Committees shall be in accordance with *[Instrument of Government Section 17.1-4]*.

8.1.1 *Board of Governors*: Subject to section 8.2 (below), the *Board of Governors* shall ensure that a copy of the agenda, draft minutes, if approved by the Chair of the meeting, the signed minutes, and any report or document considered at every such meeting, shall as soon as possible be made available during normal office hours at the College to any person wishing to inspect them. In addition, The *Board of Governors* shall ensure that a copy of the signed minutes of every meeting shall be placed on the College website and remain on the website for a minimum period of twelve (12) months.

8.1.2 *Governors' Committees*: The *Board of Governors* shall ensure that:

- (a) A written statement of its policy regarding attendance at committee meetings by persons who are not committee members; and
- (b) The minutes of committee meetings, if they have been approved by the Chair of the meeting are published on the College's website and made available for inspection at the College to any person wishing to inspect it, during normal office hours.

**8.2 Confidential Minutes** – Separate Minutes may be taken of those parts of meetings from which Student or Staff Governors have withdrawn, and these shall not be made available to the Governors who had withdrawn or to non-Governors. *[Instrument of Government Sections 15.4 & 17.2]*.

**8.3 Approval of Minutes** – The draft Minutes are to be discussed, amendments noted, if necessary, and the final version of the Minutes approved and signed at the start of the next meeting.

**8.4 Retention of Minutes** – A copy of the approved Minutes shall be signed by the Chair and retained for safekeeping as a matter of record. A copy will also be retained on the Governors' Area of the College intranet *Sharepoint™*

## 9. Allocation of Responsibilities and Powers

Analysis & Allocation of Responsibilities and Powers Identified in the *Articles* and *Instrument of Government*

Board of Governors Responsible	College Principal Responsible
1. Preservation and development of the educational character and mission of the College.	For making proposals to the <i>Board of Governors</i> and the Trustees about the educational character and mission of the College, and for the implementation of the decisions of the <i>Board of Governors</i> .
2. Approval of the annual estimates of income and expenditure.	For preparing annual estimates of income and expenditure for the consideration and approval by the <i>Board of Governors</i> , and for the management of budget and resources (including power to vire <sup>1</sup> in accordance with the Financial Regulations) within the estimates approved by the <i>Board of Governors</i> . NOTE 1 A transfer of money from one account to another or from one section of a budget to another.
3. Ensuring the solvency of the College and the safeguarding of its assets.	For the organisation, direction and management of the College and the leadership of the Staff.  For the determination of the College's academic activities, the provision of Acts of Worship [Article Section 3] and for the provision of Religious Education [Article Section 4]
4. The appointment or dismissal of <i>Principal</i> and <i>Senior Post Holders</i> , the <i>Clerk to the Governors</i> (including, where the Clerk is, or is to be appointed, as a member of Staff his/her appointment subject to Article Section 15 dismissal in his/her capacity as a member of Staff).	For the appointment, grading, suspension, dismissal and determination of pay and conditions of service of Staff other than <i>Senior Post Holders</i> , within the framework laid down by the <i>Board of Governors</i> , and for the assignment and appraisal of such Staff.
5. The making or modification of the <i>Instrument and Articles of Government</i> .	
6. Determining the policy for the admission of Students.	For the maintenance of Student discipline and, within the rules and procedures provided for within these Articles, for the suspension or expulsion of Students on disciplinary grounds, and for implementing decisions to expel Students for academic reasons.

## 10. Code of Conduct for Governors

A Governor should:

- (a) Support the aims and objectives of *St Brendan's Sixth Form College* as a Catholic College and promote the interests of the College and its Students in the wider community;
- (b) Work co-operatively with other Governors in the best interests of the College;
- (c) Acknowledge that differences of opinion may arise in discussion of issues but, when a majority decision of the *Board of Governors* prevails, it must be supported
- (d) Base his or her view on matters before the *Board of Governors* on an honest assessment of the available facts
- (e) Acknowledge that as an individual Governor, he or she has no legal authority outside the meetings of the *Board of Governors* and its committees
- (f) Understand that an individual Governor does not have the right, other than by agreement of the *Board of Governors* and/or the *Chair of Governors* to make statements or express opinions on behalf of the Governors
- (g) Resist any temptation or outside pressure to use the position of Governor to benefit himself or herself or other individuals or agencies;
- (h) Declare openly and immediately any personal conflict of interest arising from a matter before the Governors or from any other aspect of Governorship;
- (i) Respect the confidentiality of those items of business that the *Board of Governors* decides from time to time should remain confidential
- (j) Take or seek opportunities to enhance his or her effectiveness as a Governor through participation in training and development programmes and by increasing his or her own knowledge of the College;
- (k) Give priority, as far as practicable, to preparation for, attendance at and positively contributing to meetings of the *Board of Governors* and its Committees
- (l) Have regard to his or her broader responsibilities as a Governor of a public institution including the need to promote public accountability for the actions and performance of the *Board of Governors*. Thus, Governors should accord with the Seven Principles of Public Life set out by the Committee on Standards in Public Life.

## **11. The Seven Principles of Public Life**

The Second Report Committee on Standards in Public Life (The Nolan Committee)  
CM3270 – 1 May 1996

### **Selflessness**

- Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### **Integrity**

- Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

- In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

- Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

### **Honesty**

- Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

- Holders of public office should promote and support these principles by leadership and example.

### 13. Framework & Terms of Reference & Objectives Governors' Committees

#### Governors' Audit Committee

**Overall aim:**

**To monitor the College's audit provisions and internal control.**

Duties	Review
1. To assess continuously the College's internal control arrangements, including its Financial Regulations, making recommendations to the <i>Board of Governors</i> , and monitoring changes.	As Required
2.To receive and consider all audit reports. To report progress to the <i>Board of Governors</i>	As Required
3.To review periodically the appointment and remuneration of auditors, making recommendations to the <i>Board of Governors</i> . To evaluate audit performance and contribute to audit planning.	As Required
4. To oversee risk management procedures, including the maintenance of a risk register, and to ensure proper co-ordination of management's response.	Termly
5.To investigate and advise the <i>Board of Governors</i> concerning any allegations of misappropriation of College resources. To oversee the College's policies on fraud, irregularity, and whistle blowing.	As Required
<b>Notes:</b>	
1. <i>The Governors' Audit Committee</i> has full right of access to any College held information or explanations which it may need to fulfill its brief.	As Required

**Endnote**

1. Restrictions on Membership – No Chair, Principal or member of the Governors' Resources Premises Human Resources Committee.
2. Facilitated by College Assistant Principal [Finance & Resources] who must not be regarded as a member of the Committee or party to any of its decisions.
3. Principal is normally invited to attend
4. Clerked by the Clerk to the Governors.

## Governors' Ethos Safeguarding Welfare Committee

### Overall aim:

***To monitor safeguarding processes and review the quality of student experience.***

Receiving Reports	Review Date
1. To recommend the strategic direction to the full <i>Board of Governors</i> for the College in relation to Student experience and support, Safeguarding and <i>Equality Diversity Inclusion</i> [EDI].	Termly
2. To receive the annual reports on Safeguarding (including E-Safety and Prevent), Bullying and Harassment and Equality Diversity Inclusion and Children in Care.	Term 1
3. To monitor the Learner Involvement Strategy and receive reports on Student surveys, Student Council and other learner voice activity.	Termly
4. To receive an annual report on behaviour and disciplinary matters and review the impact of its policy.	Term 1
5. To receive an annual report on Compliments and Complaints.	Term 2
6. To receive reports on extra-curricular activities such as enrichment, tutorial and employability skills.	Term 3
7. To receive reports on the welfare of Students, with a particular emphasis on support for those with additional needs and Students in care.	Term 1
8. To receive reports on the spiritual life and Catholic ethos of the College, including the <i>Spiritual, Moral, Social and Cultural</i> [SMSC] curriculum in relation to Students.	Term 1
9. To review the College Charter and the College Mission Statement and make recommendations to the <i>Board of Governors</i> for adoption as appropriate.	Term 1

Adopting/Reviewing Policies	
10. To approve policies relating to Student matters, Safeguarding and <i>Equality Diversity Inclusion</i> [EDI], and to review the Student Admission Policy, and to make any appropriate recommendations to the full <i>Board of Governors</i> for its adoption.	Termly
11. To receive reports on the Learner Involvement Strategy and Student surveys, Student Council and other learner voice activity.	Term 1
12. Student Union 12.1 To approve the <i>Constitution of the Student Union</i> . 12.2 To receive The <i>Student Union Annual Report</i> and other updates, and adopt the <i>Student Union Annual Accounts</i>	Term 2  Term 3

Continued...

<b>Monitoring Activity</b>	
13. To monitor the Learner Involvement Strategy and receive reports on Student surveys, Student Council and other learner voice activity.	Termly
14. To monitor levels of Student retention and attendance and to recommend to the <i>Board of Governors</i> targets and strategic actions to address any concerns relating to retention or attendance.	Termly
15. To monitor the risks in areas of responsibilities.	Termly

<b>Recommendation to Board of Governors</b>	
16. To recommend the strategic direction to the full <i>Board of Governors</i> for the College in relation to Student experience and support, Safeguarding and <i>Equality Diversity Inclusion</i> [EDI]	Termly
17. To approve policies relating to Student matters, Safeguarding and <i>Equality Diversity Inclusion</i> [EDI], and to review the Student Admission Policy, and to make any appropriate recommendations to the full <i>Board of Governors</i> for its adoption.	Termly
18. To monitor levels of Student retention and attendance and to recommend to the <i>Board of Governors</i> targets and strategic actions to address any concerns relating to retention or attendance.	Termly
19. To review the College Charter and the College Mission Statement and make recommendations to the <i>Board of Governors</i> .	Term 1

#### Endnote

1. Restrictions on Membership – None
2. Facilitated by the *Assistant Principal* [Finance & Resources] *Head of Support Services*, and by the *Head of Learning Development* *Safeguarding*
3. The need should be noted for Staff Governors to withdraw from discussions relating to Student disciplinary matters to which they have been involved. Student Governors may also need to withdraw for similar reasons
4. Clerked by the Clerk to the Governors.

## Governors' Resources Premises Human Resources Committee

### Overall aim:

***To monitor the financial stability of the College, ensure Value for Money and that adequate resources are available to deliver high quality teaching and learning. To ensure that the College carries out its duties as the employer.***

Finance	
	Review
1. To consider the following and make recommendations to the <i>Board of Governors</i> in relation to them:	
• The solvency of the College and the safeguarding of its assets	Each meeting
• The annual estimates of income and expenditure	Annually
• The two year financial plan	Annually
• The Financial Statement [annual report]	Annually
• The accommodation strategy	Annually
2. To receive monthly and regularly review management accounts	Monthly email; each meeting
3. To recommend to the <i>Board of Governors</i> the tuition and fees policy	Annually
4.To approve the College investment and borrowing framework	Annually
5. To monitor the effective and efficient use of resources	Annually
Premises	
6. To receive regular Health and Safety Reports	Termly
7. To review and approve the Planned Maintenance Programme	Annually
8. To consider and make recommendations to the <i>Board of Governors</i> on the accommodation strategy for the College	Annually
9. To approve the College Health & Safety Policy	Biennially
10. To recommend major building projects to the <i>Board of Governors</i> for approval	As required
11. To oversee the tender process for major building projects and to recommend the choice of tenders to the <i>Board of Governors</i>	As required

Continued...

<b>Human Resources</b>	
	<b>Review</b>
12. To receive updates Trades Union activities	Termly
13. To receive annual reports relating to Staff recruitment, Staff turnover, Staff absence and Staff Equality Diversity Inclusion [EDI], and to approve new key policies relating to Human Resources.	Annually
14. To review Staff pay and conditions.	Annually
15. To receive a summary of the annual Staff Survey, consider and make recommendations.	Annually
16. To review and approve policies relating to Human Resources	Biennially
<b>Risk Register</b>	
17. To monitor the areas of risk agreed with the <i>Governors' Strategy Search Remuneration Committee</i>	Termly
18. To agree with the <i>Governors' Strategy Search Remuneration Committee</i> areas of responsibility from the Risk Register	Annually

#### Endnote

1. It should be noted that if a Student Governor is a member of the Resources Premises Human Resources Committee, she/he would not be able to vote on financial matters unless aged over 18.
2. The need should be noted for Staff/Student Governors to withdraw from discussions relating to their pay and conditions and of other particular Staff and for and for any Senior Post Holders to withdraw from discussions relating to their pay and conditions.
3. Facilitated by the Assistant Principal [Finance & Resources]
4. Clerked by the Clerk to Governors.

## Governors' Strategy Search Remuneration Committee

### Overall aim:

***To determine the strategic direction of the College, and recruit new Governors with the appropriate and necessary skills. To manage the Pay and Conditions of employment of the Senior Post Holders and the Clerk to the Governors.***

Overall Strategy	
	Review
1. To exercise an overview of the high-level strategic development of the College making recommendations to the <i>Board of Governors</i> as appropriate.	Every three years, or as required.
2. To approve and review the progress of the <i>College Strategic Plan</i> and its targets.	On going
Governance	
3. To encourage wider Governor involvement in College matters and support for the <i>Chair</i> and <i>Vice Chair of Governors</i> in their regular contacts with the <i>Principal</i> and Senior Leadership Team about College matters.	Each Term as required
4. To maintain an overview of the information presented to the full <i>Board of Governors</i> and its Committees to ensure that all Governors are properly informed.	Annually Term 1
5. To review the structure, composition, expertise, skill, diversity and age profile of members of the <i>Board of Governors</i> in order to plan progression and succession, and identify any training needs for Governors.	Annually Term 1
6. To determine the Pay and Conditions, and Performance Management arrangements for the <i>Clerk to the Governors</i> , subject to the decision of the <i>Governors' Resources Premises Human Resources [RPHR] Committee</i> in respect of the availability of resources	Annually Term 1
7. To prepare the governance entry for the College Self Appraisal [SAR] and make recommendations to the <i>Board of Governors</i> .	Annually Term 1
8. To determine the Pay and Conditions, and Performance Management arrangements for the <i>Principal</i> , and the <i>Senior Post Holders</i> , subject to the decision of the <i>Governors' Resources Premises Human Resources [RPHR] Committee</i> in respect of the availability of resources.	Annually Term 1
9. To make recommendations to the <i>Board of Governors</i> of any changes to the roles, pay or conditions of any <i>Senior Post Holders</i> .	Annually Term 1

10. To set appropriate and achievable targets for the <i>Principal</i> , guided by the <i>College Strategic Plan</i> and the targets set for other <i>Senior Post Holders</i> , and for the <i>Clerk to Governors</i> , or any changes in the role of the Clerk.	Annually Term 1
11. To ensure the <i>Principal</i> sets appropriate and achievable targets for <i>Senior Post Holders</i> and their <i>Performance Management</i> .	Annually Term 1
12. To assign responsibility for the monitoring of the College Risk Register to the various Governors' Committees established by the <i>Board of Governors</i> .	Annually Term 1
13. To maintain a list of appropriately qualified and experienced people who would be willing to be appointed as Governors, or Co-opted Members of Governors' Committees.	As required
14. To review and make recommendations to the <i>Board of Governors</i> and its Committees in regard to efficiencies, structure and the continuity of governance.	As required
15. To ensure that prospective Governors are met, assessed for suitability/required skills and given clear guidelines on the role and responsibilities of a Governor.	As required
16. To recommend to the College Trustees and/or Governors, individuals for appointment as Governors, or for co-option as Governors where this is allowed in the <i>Instrument and Articles of Government</i> .	As required
17. To make recommendations to Governors on the appointment, the job description and pay and conditions of the <i>Clerk to the Board of Governors</i> .	As required
18. To initiate the search for, and appointment of the <i>Principal</i> of the College, as and when necessary, and liaise with the <i>Principal</i> and College <i>Head of Human Resources</i> in the search for, and appointment of other <i>Senior Post Holders</i> .	As required
19. To make recommendations to the <i>Board of Governors</i> about the appointment of the <i>Principal</i> and <i>Senior Post Holders</i> .	As required
20. To determine the appointment, grading, suspension, discipline or dismissal of <i>Senior Post Holders</i>	As required

#### Endnote

1. Restriction on Membership – The membership of the Committee shall be composed of the *Chair of Governors* who will Chair this Committee *ex officio*, the *Vice Chair of Governors*, the *Chairs of Governors' Committees*, or their Committee nominee if they are unable to attend, and the *Clerk to Governors ex officio*, and the *Principal*, as and when invited, and the *Vice Principal* as necessary.
2. The *Chair of Governors* having completed the Annual Performance Review of the *Principal* will make recommendations to this Committee in respect of the *Principal's* remuneration and progression, but is debarred from voting on that resolution.
3. In the event of a personnel appeal members with an interest may not attend.
4. Clerked by the *Clerk to the Governors*, who should withdraw when the pay and conditions, or remuneration of the Clerk are the subject under discussion.

## Governors' Teaching Curriculum Quality Committee

### Overall aim:

**To determine and review the curriculum offer and to monitor the quality of teaching, learning and assessment.**

<b>Curriculum and Teaching</b>	
	<b>Review</b>
1. To determine the strategic direction of curriculum provision in response to national reforms and the educational character and mission of the College	Termly
2. To receive presentations on the work of each Faculty and wider College initiatives.	Termly
3. To receive regular updates on educational changes at national level and on internal curriculum innovation.	Termly
4. To recommend to the full <i>Board of Governors</i> targets set for Student academic achievement, retention and value-added.	Term 2
<b>Quality</b>	
5. To monitor the action plan coming from the examination and assessment results and outcomes for attendance, retention and achievement and to recommend to the full <i>Board of Governors</i> targets set for Student academic achievement, retention, attendance, and value-added	Term 1
6. To receive timely in-year data on the progress and achievement of Students and approve actions to address any areas likely to achieve below national benchmarks.	Termly
7. To monitor the quality and development of teaching, learning and assessment and receive reports on classroom observations, teaching, learning and assessment.	Termly
8. To review outcomes for learners.	Termly
9. To monitor the effectiveness of the College's quality assurance procedures including the <i>Office for Standards in Education</i> [OfSTED] action plan and to be regularly briefed on the current <i>Common Inspection Framework</i> [CIF] from OfSTED.	Term 1

Continued...

10. To review the College <i>Self Appraisal Review</i> [SAR] and to monitor the progress of the <i>Quality Improvement Plan</i> [QIP].	Term 1
11. To monitor the quality of <i>Educational Information Advice Guidance</i> [EIAG], given to current, former and prospective Students and to receive reports and monitor progress on <i>Careers Academy and Employability</i> .	Termly
12. To receive reports on Student applications, recruitment, enrolment, retention and attendance, together with reports on marketing and public relation activities in relation to recruitment of Students present it to the full <i>Board of Governors</i> .	Termly
13. To monitor the risks in areas of responsibilities.	Termly

#### Endnote

1. The need should be noted for Staff /Student Governors to withdraw from discussions relating to their performance or those of individuals.
2. Restriction on Membership – No restrictions to committee membership but Staff Governors, Student Governors, and the *Principal* all have restrictions on actions.
3. Facilitated by the *Vice Principal*.
4. Clerked by the *Clerk to the Governors*

## Board of Governors

### Overall aims:

*The preservation and development of the educational character and mission of the College. The approval of the annual estimates of income and expenditure. Ensuring the solvency of the College and the safeguarding of its assets. The appointment or dismissal of the Principal and Senior Post Holders and the Clerk to the Governors. Determining the policy for admission of students.*

### Specific Responsibilities

- As set out in the *Instrument and Articles of Government*
- To set the Targets for Student Academic/Achievement/Retention/Attendance

### Duration of meetings

- Two hours

### Frequency of meetings:

#### *Board of Governors*

- At least three times a year
- End of September (agenda items-Examination results and approval of College strategy and targets). (December, March, July)

#### *Governors' Audit Committee*

- Three times a year

#### *Governors' Ethos Safeguarding Welfare (ESW) Committee*

- Three times a year

#### *Governors' Resources Premises Human Resources (RPH) Committee*

- Three times a year (November, February and May)

#### *Governors' Strategy Search Remuneration Committee*

- Three times a year

#### *Governors' Teaching Curriculum Quality Committee*

- Three times a year (November, March and May)

#### *Governors' Self Appraisal Review Sub-Committee*

- A sub Committee to be created to write the Governors' Self Appraisal Review (meet twice a year)

The five Committees to meet and then report, as necessary, to the *Board of Governors* (so that all Committees have met between 1 September and 6 December). Similar pattern in the Spring Term and the Summer Term

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