



ST BRENDAN'S SIXTH FORM COLLEGE

– Faith in Learning –

Framework of Governance Including Committees' Terms of Reference

Adopted by the Governing Body on
Thursday, 11 July 2013

St Brendan's Sixth Form College
Broomhill Road
Brislington
BRISTOL
BS4 5RQ

Structure for Governance

The Governing Body 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 committees operate under delegated powers with responsibility for determining issues.

The matters that cannot be delegated but must be determined by the full Governing Body 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 Governing Body is the employer and as such must act to allow for the possibility of appeals in employment matters. In terms of employment, the Governing Body 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* and reported to the full Governing Body)
- The determination of the framework for pay and conditions of service of all other Staff (These are negotiated nationally and formally adopted by *Governors' Personnel Committee* and reported to the full Governing Body)

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

- *Governors' Audit Committee*
- *Governors' Curriculum, Quality & Human Resources Committee*
- *Governors' Students & Equality Diversity Inclusion Committee*
- *Governors' Resources Committee*
- *Governors' Strategy, Search & Remuneration 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 and Management. 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, 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 Governing Body (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 by post 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 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body 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 Governing Body, 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 Governing Body

6.1 **Frequency** – The Governing Body 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 Governing Body shall consist of at least 40% of the full membership of the Governing Body, 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 Governing Body on attendance at Governing Body and Governors’ Committee meetings.

6.6 **Absences** – The Clerk to Governors shall bring to the attention of the Governing Body 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 Governing Body. *[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 Governing Body 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 Governing Body;
- 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 Governing Body, 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 Governing Body, reporting the decision and the outcome to the next meeting of the Full Governing Body.

7. Committees of the Governing Body

7.1 Committee Membership – The membership of each Governors' Committee to be determined by the Governing Body, 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 Governing Body 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 Governing Body 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 Governing Body. (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 Governing Body 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 Governing Body and meetings of Governors' Committees shall be in accordance with *[Instrument of Government Section 17.1-4]*.

8.1.1 *Governing Body*: Subject to section 8.2 (below), the Governing Body 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 Governing Body 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 Governing Body 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.

9. Allocation of Responsibilities and Powers

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

Governing Body Responsible	College Principal Responsible
1. Preservation and development of the educational character and mission of the College.	For making proposals to the Governing Body and the Trustees about the educational character and mission of the College, and for the implementation of the decisions of the Governing Body.
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 Governing Body, and for the management of budget and resources (including power to vire ¹ in accordance with the Financial Regulations) within the estimates approved by the Governing Body. 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 Principal and Senior Post Holders, the Clerk to the Governors (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 Senior Post Holders, within the framework laid down by the Governing Body, 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 Governing Body prevails, it must be supported;
- (d) Base his or her view on matters before the Governing Body 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 Governing Body and its committees;
- (f) Understand that an individual Governor does not have the right, other than by agreement of the Governing Body 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 Governing Body 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 Governing Body 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 Governing Body. 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

1. To advise the Governing Body on the effectiveness of the College's whole system of internal control, including controls for securing economy, efficiency and effectiveness (value for money).
2. To oversee arrangements for risk management, control and governance, making recommendations concerning policy to the full Governing Body, and reporting to it concerning implementation.
3. To determine and regularly review the Financial Regulations by which the College operates.
4. To determine and advise the Governing Body on the audit strategy and annual internal audit plans for the internal audit service.
5. To determine the scope and objectives of the work of the auditor, and internal audit service.
6. To determine the appointment, reappointment, dismissal and remuneration of the external auditor and the internal audit service.
7. To establish, in conjunction with College management, relevant annual performance measures and indicators and to monitor the effectiveness of the internal audit service, and external auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate.
8. To ensure effective co-ordination between the internal audit service, and the external auditor.
9. To advise the Governing Body on internal audit assignment reports and annual reports and on control issues included in the external auditor's management letters, and management's response to these.
10. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual report reports, spot-check reports, and the external auditor's management letter.
11. To be informed of all additional services undertaken by the internal audit service, and the external auditors.
12. To produce an annual report for the Governing Body and accounting officer which includes the Committee's advice on the effectiveness of the College's risk management and control and governance process. The report should incorporate any significant matters arising from the work of the internal audit service, and the external auditors.
13. To ensure that all allegations of fraud and irregularity are properly followed up.
14. To consider and advise the Governing Body on relevant reports by the Government Auditor, the *Young People's Learning Agency* and other funding bodies and, where appropriate, management's response to these.

15. Whenever necessary, to deal with urgent business, the Chair shall have the authority to determine an action 'out of Committee', reporting the decision and the outcome to the next meeting of the Committee.

16. To oversee arrangements for obtaining assurance that these systems and processes are fully operational, reporting to the full Governing Body on the level of assurance obtained;

Endnote

1. Restrictions on Membership – No Chair, Principal or member of Resources Committee.
2. Facilitated by College Finance Director, 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' Curriculum, Quality & Human Resources Committee

1. To determine the strategic direction of curriculum provision in response to national reforms and the educational character and mission of the College
2. To review the examination and assessment results and outcomes for attendance, retention and achievement
3. To monitor and review the actions following examination results analysis including the Quality Improvement Plan
4. To receive timely in-year data on the progress and achievement of Students in each area and agree actions to address any areas likely to achieve below national benchmarks
5. To agree and review data relating to Staff recruitment, Staff Equality Diversity Inclusion [EDI] and Staff well being
6. To agree and review the Human Resources [HR] strategy for the College
7. To monitor and review policies relating to Human Resources
8. To receive regular update on Union activities and relationship with Unions and Staff Associations
9. To review Staff pay and conditions
10. To receive and consider for action annual reports on HR matters such as Staff turnover, Staff absence, Staff recruitment
11. To receive and consider reports on the views of Staff and their well being (eg Staff Survey)
12. To monitor the quality and development of teaching, learning and assessment
13. To receive reports on classroom observations, teaching and learning
14. To agree the strategic direction of Continuing Professional Development [CPD] and to monitor its quality and implementation
15. To monitor the effectiveness of the College's quality assurance procedures including the Office for Standards in Education [OfSTED] action plan
16. To receive regular reports on the work of each Curriculum Area and wider College initiatives
17. To receive regular updates on educational changes at national level
18. To receive and consider targets set for Student academic achievement, retention and attendance
19. To receive and consider for action, reports on value added measures

Endnote

1. The need should be noted for Staff Governors to withdraw from discussions relating to their pay and conditions and of other particular Staff and for the Principal to withdraw from discussions relating to his/her pay and conditions.
2. Restriction on Membership – No restrictions to committee membership but Staff Governors and the Principal all have restrictions on actions.
3. Facilitated by the Vice Principal.
4. Clerked by the Clerk to the Governors

Governors' Students and Equality Diversity Inclusion Committee

1. To set the strategic direction for the College in relation to Student experience and support, *Equality Diversity Inclusion [EDI]* and *Safeguarding*
2. To monitor and review policies relating to Student matters, EDI and Safeguarding
3. To receive the annual reports on Safeguarding (including E-Safety), EDI (Equality Scheme) and Bullying and Harassment
4. To monitor levels of Student retention and attendance and to recommend to the Governing Body targets and strategic actions to address any concerns relating to retention or attendance
5. To review the Admission Policy and to make any appropriate recommendations to the full Governing Body for its approval
6. To receive reports on the outcomes of appeals arising from refusal to admit Students or disciplinary action concerning Students
7. To receive and consider for action reports on Student applications, recruitment and enrolment
8. To receive and consider for action reports on marketing and Public Relation activities in relation to recruitment of Students
9. To monitor the Learner Involvement Strategy and receive reports on Student surveys, Student Council and other learner voice activity
10. To monitor the Behaviour and Disciplinary Policy and processes and to receive an annual report
11. To receive an annual report on Compliment, Concerns and Complaints
12. To approve the Constitution of the Student Union, receive its annual audited accounts, annual report and other updates
13. To receive and consider for action reports on extra-curricular activities such as enrichment and tutorial
14. To receive and consider for action reports on the welfare of Students, with a particular emphasis on support for those with additional needs
15. To receive and consider for action reports on the spiritual life and Christian ethos of the College, including the *Spiritual, Moral, Social and Cultural [SMSC]* curriculum in relation to Students

Endnote

1. Restrictions on Membership – None
2. Facilitated by the Assistant Principal
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
3. Clerked by the Clerk to the Governors

Governors' Resources Committee

1. To consider the following and make recommendations to the Governing Body in relation to them:

- The solvency of the College and the safeguarding of its assets;
- The Annual Estimates of Income and Expenditure;
- The Financial Strategy forecast;
- The Annual Report and Statement of Accounts;
- The Accommodation Strategy.

2. To receive regular management accounts

3. To monitor the effective and efficient use of resources

4. To approve exceptional virement⁵ between budget heads

5. To approve capital expenditure and monitor projects

6. To monitor the implementation of the Estates maintenance plan

7. To approve tuition and other fees

8. To approve the College investment and borrowing policies

9. To determine the College Health and Safety Policy and receive regular reports concerning its implementation

10 Whenever necessary, to deal with urgent business, the Chair shall have the authority to determine an action 'out of Committee', reporting the decision and the outcome to the next meeting of the Committee

Endnote

1. It should be noted that if a Student Governor is a member of the Resources Committee, she/he would not be able to vote on financial matters unless aged over 18.

2. Restrictions on Membership

No Governor may be a member of both the Audit and the Resources Committees.

3. Facilitated by the Director of Finance.

4. Clerked by the Clerk to Governors.

5. A transfer of money from one account to another or from one section of a budget to another.

Governors' Strategy, Search, & Remuneration Committee

1. To exercise an overview of the high-level strategic development of the College making recommendations to the Governing Body as appropriate.
2. To facilitate a wider level of Governor involvement in College matters and to support the Chair of Governors and the Vice Chair of Governors in their regular contacts with the Principal and Senior Management Team in the course of regular College business.
3. To review and make recommendations to the Governing Body and its Committees in regard to efficiencies, structure, and the continuity of governance, in consultation.
4. To look at what, and how, information should be presented to the full Governing Body in order to streamline the process while at the same time ensuring that all are properly informed.
5. To determine the Pay and Conditions, and Performance Management arrangements of the Principal and Senior Post Holders subject to the decision of the *Governors' Resources Committee* in respect of the availability of resources.
6. To look at and review Target setting for Senior Post Holders.
7. To determine the appointment, grading, suspension, dismissal of Senior Post Holders.
8. To determine the Pay and Conditions, and Performance Management arrangements of the Clerk to Governors subject to the decision of the *Governors' Resources Committee* in respect of the availability of resources.
9. To review the structure, composition, expertise, skill, diversity and age profile of members of the Governing Body, and plan progression and succession.
10. To identify training issues for Governors.
11. To maintain a list of appropriately qualified and experienced people who would be willing to be appointed as Governors, or co-opted as members of Committee.
12. To meet prospective Governors to appraise them about the College and the roles and responsibilities of a Governor.
13. 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 *Instrument and Articles*.
14. To recommend to Governors individuals for co-option to Governors' Committees where this is considered appropriate by the Governing Body.
15. To make recommendations to Governors on the appointment of the Clerk to Governors, or changes in the role of the Clerk.
16. To initiate the search for, and appointment of the Principal of the College as and when necessary, and to liaise with the Principal on the search for, and appointment of Senior Post Holders.

17. To make recommendations to the Governing Body on the appointment of the Principal and Senior Post Holders and any change to their respective roles.

Endnote

1. Restriction on Membership – The membership of the Committee shall be composed of Chairs of Governors' Committees, the Chair of Governors who will Chair this Committee *ex officio*, the Vice Chair of Governors, 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.

Ends