



The Corporation of Newham Sixth Form College
Standing Orders

Adopted by the Corporation on 13 July 2022 on the
recommendation of the Governance & Search
Committee

The Corporation of Newham Sixth Form College

Corporation Standing Orders

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The Clerk to the Corporation replaced by Head of Governance as from 1 August 2023 as approved by the Corporation

The Corporation of Newham Sixth Form College

Corporation Standing Orders

1 TERMINOLOGY

1.1 Within these Standing Orders the following terminology is used:

- Newham Sixth Form College is known as NewVIc
- Corporation can be read as Governing Body and Board which are terms widely used in colleges and in regulations and guidance provided by the ESFA, Department for Education and others
- Members can be read as Governors and Co-opted Members (if any)

1.2 Any questions on the provisions of the Standing Orders may be directed to the Head of Governance together with any suggestions for additions/improvements.

2 STATUS OF THE STANDING ORDERS

2.1 Nothing in the Standing Orders overrides the provisions of the Instrument & Articles of Government adopted from time to time by the Corporation.

2.2 The Instrument & Articles of Government are the primary authority for the conduct of the governance of NewVIc. The Standing Orders, whilst subsidiary to the Instrument & Articles of Government, set out important rules and protocols which have been adopted by the Corporation to seek to ensure the effective and efficient governance of NewVIc.

3 GENERAL EXPECTATIONS ON MEMBERS OF THE CORPORATION

3.1 All Members of the Corporation (including any Co-opted Members) are bound by the provisions of the Instrument & Articles of Government and these Standing Orders and are expected to adhere to the Seven Principles of Public Life as recommended by the Nolan Committee's report "Standards of Public Life":

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

3.2 The full text of the Seven Principles of Public Life are set out in Appendix A to these Standing Orders.

3.3 The other key documents which Members need to accept individually and collectively and follow when acting as a Member of the Corporation to demonstrate their

commitment to observing the highest standards of behaviour and personal integrity are as follows:

- The Code of Conduct adopted from time to time by the Corporation
- Code of Good Governance for English Colleges including the principles of Professional, Prudent and Passionate
- ESFA Post 16 Audit Code of Practice

3.4 The Department for Education published on 28 June 2022 an updated Governance Guide for College Corporations (current version will be available on the Governance page on College website). This summarises the key legal and regulatory requirements that apply to FE Corporations and Sixth Form College Corporations. In addition the Guide summarises recommended practice. This is seen as an invaluable document for all Corporations as well as the Head of Governance and College Executive.

3.5 It is the responsibility of the Head of Governance to have regard to all of the key documents and to offer advice and guidance to the Corporation and its Committees and Groups (usually through the Chair) including at times if and when the Corporation or a Committee/Group or an individual Member may be in breach of the requirements.

4 TEN POINT GUIDE TO THE RESPONSIBILITIES OF MEMBERS OF THE CORPORATION

4.1 Eversheds, a major firm of solicitors working in further and higher education, has provided a 10 Point Guide to the responsibilities of Corporation Members which is included in these Standing Orders as Appendix B.

5 EXPECTATIONS ON MEMBERS IN RESPECT OF ATTENDANCE AND ENGAGEMENT WITH THE COLLEGE

5.1 Members are expected to attend, as far as is reasonably possible, all meetings of the Corporation and the Committees on which they are appointed to serve as well as engage in the life of the College through attendance at events which take place from time to time.

5.2 The Corporation recognises that Members do have a number of demands on their time with business and personal commitments. To assist Members to plan their diaries an annual calendar of meetings is provided so that, as far as practicable, priority is given to NewVlc.

5.3 On those occasions where other commitments or illness prevent attendance at a forthcoming meeting Members are asked to inform the Head of Governance without delay so that the possible impact on the quorum can be assessed. The Head of Governance will keep the Chair of the meeting advised of the number of apologies and if there was a possibility that the meeting would not be quorate meaning that consideration needed to be given to finding an alternative date.

5.4 The attendance of individual Members will be tracked by the Head of Governance so that:

- an annual summary may be published in the Financial Statements
- any emerging trends with regard to attendance may be identified and discussed with the Chair and as appropriate the Member concerned.

5.5 The Instrument of Government makes provision for the removal of a Member where they have been absent from all meetings for which they are a Member for a period longer than six consecutive months without the permission of the Corporation.

5.6 A role description relating to Members of the Corporation has been adopted and is enclosed as Appendix C.

6 DETERMINED MEMBERSHIP OF THE CORPORATION

6.1 The Instrument of Government sets out the basis for the membership of the College Corporation including the scope for any flexibility.

6.2 The Determined Membership of the NewVIC Corporation as currently constituted is as follows:

Independent Members	14
Parent Member	1
Staff Members	2
Student Members	2
Principal & Chief Executive	1
TOTAL MEMBERSHIP	20

6.3 The Corporation may agree at any time to revise the Determined Membership on the condition that the requirements of the Instrument & Articles of Government are satisfied.

7 PERIOD OF APPOINTMENT OF MEMBERS OF THE CORPORATION

7.1 Appointments to serve on the Corporation will be on the following basis:

- Independent Members – initially for a period of 4 years with the possibility of a second term of 4 years if agreed by the Corporation
- Parent Member – for a period of 2 years or up until the term following which their child leaves the College whichever is sooner with the possibility of a second term of up to 2 years if this was the wish of parents
- Staff Members – appointed for 4 years – can stand again for a second term if that is the wish of staff in that category (Teaching and Support) – will cease to be a Member if they leave the employment of the College or change category such as moving from a teaching role to a support role
- Student Members – appointed for 1 year from 1 August to 31 July – can be appointed for a second year if that is the wish of the student body – will cease to be a Member if they withdraw from the College or from the role appointed such as President of the College Students’ Union which led them to be a Member of the Corporation
- Principal & Chief Executive – appointed for the time that they hold the post at the College unless they decide that they do not wish to serve as a Member of the Corporation which is permissible under the terms of the Instrument & Articles of Government

7.2 The periods of appointment of an individual Member will not normally be extended by the Corporation.

8 APPOINTMENT AND RE-APPOINTMENT OF INDEPENDENT MEMBERS

8.1 The Independent Members will be drawn from a range of backgrounds and may have expertise and interests in one or more of the following areas:

- Teaching and learning
- Safeguarding
- Human Resources
- Finance and Audit
- Estates
- Health & Safety
- Law
- Governance

8.2 When considering the appointment of new Members account will be taken of the overall composition of the Corporation in terms of in particular:

- The importance of reflecting the local community served by NewVlc
- The Protected Characteristics as prescribed in the Equality Act 2010
- The provisions of the College Strategic Plan

8.3 Potential Members will be interviewed by the Governance & Search Committee and a recommendation on appointment made to the Corporation.

8.3 An Independent Member approaching the end of their first term of office will be asked by the Chair or Head of Governance if they would wish to be appointed for a second term. It will be stressed that this is not an automatic re-appointment but account will be taken of the individual Members contribution to the Corporation and life of the College. The Governance & Search Committee will then consider the possible re-appointment and present a recommendation to the Corporation.

9 APPOINTMENT OF THE PARENT MEMBER

9.1 The Parent Member will be appointed by means of inviting the parents and carers of all students at the College when a vacancy arises to make known their interest in serving on the Corporation.

9.2 If 2 or more nominations are received a ballot will take place with the person receiving the most votes being appointed as the Parent Member.

9.3 To assist parents and carers to make a decision the potential Parent Members will make a statement setting out why they wish to serve on the Corporation.

10 APPOINTMENT OF STAFF MEMBERS

10.1 The 2 Staff Members will be drawn from the 2 main groups within the College – teaching staff and support staff which includes managers.

10.2 When a vacancy on the Corporation arises all the staff on the College establishment at a given time will be invited to nominate a colleague from that group.

10.3 If 2 or more nominations are received a ballot will take place with the person receiving the most votes being appointed as the Staff Member for that group.

10.4 When inviting nominations the point is stressed that Staff Members are not “Staff Representatives”.

11 APPOINTMENT OF STUDENT MEMBERS

11.1 The College will arrange elections for students to become Students’ Union Officers.

11.2 Two of the students elected – one normally being the President of the Students’ Union – will be invited to become the Student Members on the Corporation.

11.3 When inviting nominations the point is stressed that Student Members are not “Student Representatives”.

12 APPOINTMENT ARRANGEMENTS – THE FORMALITIES

12.1 Potential Members of the Corporation will receive an appointment letter or email setting out key information including the conditions of appointment such as accepting the provisions of the Code of Conduct and the College receiving a clear DBS clearance statement.

12.2 Members are required to confirm in writing or email from their own account the acceptance of the invitation to become a Member of the Corporation and the associated conditions of membership.

13 CO-OPTED MEMBERS

13.1 The Corporation may appoint a person to serve on the Corporation as a co-opted Member if in the opinion of the Corporation that person provides a set of skills and or experience which assists the Corporation in fulfilling its role and responsibilities.

13.2 A co-opted Member serving on the Corporation will have speaking rights but will not have a vote or count towards the quorum.

13.3 The Audit & Risk Committee Terms of Reference make provision for up to 2 individuals with appropriate skills and interests to be appointed as Co-opted Members.

14 RESIGNATIONS FROM MEMBERSHIP OF THE CORPORATION OR FROM AN OFFICE OF THE CORPORATION

14.1 A Member may resign from the Corporation by informing the Head of Governance in writing – an email from their own email account is acceptable.

14.2 The Chair or Vice Chair may stand down from their office by advising the Head of Governance in writing even if they wish to continue to serve on the Corporation.

14.3 Members are asked to give as much notice as possible of the intention to resign from the Corporation and or an office of the Corporation so that the necessary arrangements may start to be put in place.

15 DISQUALIFICATION OF MEMBERS TO SERVE ON THE CORPORATION

15.1 There are circumstances where a Member may become disqualified from serving on the Corporation such as being declared bankrupt. Full details can be found in the Instrument & Articles of Government. The Head of Governance is available to offer advice and guidance to a Member who wishes to seek clarification on their eligibility to serve on the Corporation.

16 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE CORPORATION

16.1 The Instrument & Articles of Government provide for the Corporation to appoint a Chair and Vice Chair from within the determined membership.

16.2 Specific role descriptions have been prepared for the Chair and Vice Chair – see Appendix D and E.

16.3 The Corporation will decide from time to time if there are the appropriate skills and experience in the existing Corporation to appoint the Chair. In such an instance upon a recommendation from the Governance & Search Committee adopted by the Corporation arrangements may be made to advertise for interested individuals to make themselves known so that a recruitment process may take place involving submitting an application and interviews by a Panel which would then present a recommendation to the Corporation that the preferred person be appointed as a Member and the next Chair of the Corporation.

16.4 The approach adopted by the Corporation for the appointment of the Chair when seeking to appoint from within the current membership is as follows:

- The Head of Governance reminds Members that the current term of office is coming towards an end and, therefore, at the next meeting of the Corporation the appointment for the following period – currently 2 years from 1 August – and asks for nominations
- The Head of Governance advises Members before the scheduled meeting of the Corporation the name or names of the Member(s) nominated
- At the meeting of the Corporation the Head of Governance will confirm the name or names of the Members nominated and ask for a proposer and seconder
- If there is only one Member nominated a simple show of hands will confirm the appointment
- If 2 or more Members are proposed and seconded there will be a vote by way of a show of hands with the Member receiving most votes being elected as Chair for the agreed period – currently 2 years as from 1 August
- If there is an equal number of votes cast there will be a secret ballot conducted by the Head of Governance with the Member receiving the most votes being elected as Chair for the agreed period
- If in the unlikely situation there is still an equal number of votes cast after the secret ballot the 2 Members who have accepted the nomination for Chair will draw lots to determine who will be the Chair for the agreed period.

16.5 The approach adopted by the Corporation for the appointment of the Vice Chair is as follows:

- The Head of Governance reminds Members that the current term of office is coming towards an end and, therefore, at the next meeting of the Corporation the appointment for the following period – currently 2 years from the first meeting in the Autumn Term – and asks for nominations
- The Head of Governance advises Members before the scheduled meeting of the Corporation the name or names of the Member(s) nominated
- At the meeting of the Corporation the Head of Governance will confirm the name or names of the Members nominated and ask for a proposer and seconder

- If there is only one Member nominated a simple show of hands will confirm the appointment
- If 2 or more Members are proposed and seconded there will be a vote by way of a show of hands with the Member receiving most votes being elected as Vice Chair for the agreed period – currently 2 years as from 1 August
- If there is an equal number of votes cast there will be a secret ballot conducted by the Head of Governance with the Member receiving the most votes being elected as Vice Chair for the agreed period
- If in the unlikely situation there is still an equal number of votes cast after the secret ballot the 2 Members who have accepted the nomination for Chair will draw lots to determine who will be the Vice Chair for the agreed period.

16.6 The Corporation can, if it wishes, change the periods of office for the Chair and Vice Chair from the current one of 2 years starting on 1 August for the Chair and from the first meeting in the Autumn Term for the Vice Chair.

17 REGISTER OF INTERESTS

17.1 Members are required to complete and keep up-to-date a Register of Interests.

17.2 The Register is available for review by any member of the public by arrangement with the office of the Head of Governance.

17.3 The Corporation has agreed to publish the individual Registers completed by Members on the Governance section of the College website so as to promote transparency of the Corporation.

18 AGENDAS FOR MEETINGS OF THE CORPORATION

18.1 The Agendas for meetings of the Corporation will be prepared by the Head of Governance in consultation with the Chair of the Corporation and the Principal & Chief Executive.

18.2 The agendas will specify:

- the date and start time of the meeting
- the location of the meeting
- the items of business to be considered which will include, unless there are exceptional circumstances, the minutes of the previous meeting of the Corporation
- an opportunity to identify other items of urgent business and items for subsequent meetings
- an invitation to determine the date and time of the next meeting which will have regard to the Calendar of Meetings determined by the Corporation

18.3 The agenda for a meeting will be circulated at least 7 calendar days prior to the meeting although, given the nature of business to be considered, the Committee recognises that there needs to be a degree of flexibility to address emerging and changing circumstances. Late items will only be accepted with the agreement of the Corporation.

18.4 Individual Members may suggest items to be included on the Agenda of a future meeting by advising the Chair and the Head of Governance at least 21 days before a meeting with an explanation of why the issue requires attention

19 ISSUES WHICH ARISE IN BETWEEN MEETINGS

- 19.1 There will be occasions when issues arise between meetings which require attention.
- 19.2 If the matter is procedural and unlikely to be contentious the issue will be progressed by the Head of Governance via Written Resolution with the outcome reported to the subsequent meeting of the Corporation.
- 19.3 If the matter is of material importance and or in the view of the Chair likely to be contentious arrangements will be made to call a meeting of the Corporation.

20 ISSUES REQUIRING URGENT AND IMMEDIATE ACTION BY THE CORPORATION

- 20.1 The expectation is that issues requiring decision will be addressed at a properly constituted meeting of the Corporation or as an alternative via a Written Resolution.
- 20.2 It is recognised that on extremely rare occasions an item may require urgent and immediate action. In such a situation the Chair will seek to consult as many Members as they can before acting on behalf of the Corporation. The background to the matter and the reason for urgency will be explained by the Chair in writing so that all appropriate Members are aware and then reported to the next meeting of the Corporation so that there is a formal Minute.

21 MINUTES OF MEETINGS

- 21.1 Minutes of meetings of the Committee will be prepared by the Head of Governance setting out the issues addressed and the agreed actions.
- 21.2 The accuracy of the minutes will be determined at the subsequent meeting of the Corporation prior to approval (note: Minutes are no longer signed by the Chair).
- 21.3 The Minutes of the Committee will be presented to the subsequent meeting of the Corporation so that all Members are aware of the issues and can contribute. If the minutes have not yet been confirmed by the Committee this will be clearly stated and the addition of a watermark.

22 PUBLICATION OF MINUTES OF MEETINGS OF THE CORPORATION AND COMMITTEES

- 22.1 The College website includes an area devoted to the governance of the College and this will include the Minutes of meetings of the Corporation and the Committees excluding any items designated as being confidential.
- 22.2 The Minutes will be posted on the website as soon as practicable after the contents have been confirmed at the following meeting.

23 CONFIDENTIAL ITEMS

- 23.1 The vast majority of issues considered by the Corporation will be open so as to provide transparency of the decision making process. There are times, however, when it is appropriate to designate a matter as being confidential for which separate Minutes will be produced which will not be published and available in the public domain.
- 23.2 The intention is to maximise the involvement of all Members of the Corporation in the business to be transacted but there will be some instances when, for example, Staff and

Student Members will need to withdraw such as when considering the performance or remuneration of a Senior Post Holder. Such occasions will be kept to a minimum with regard to the provisions of the Instrument & Articles of Government.

23.3 The business before the Corporation can be divided into 3 categories:

- Part A – the bulk of business – all Members involved unless they declare an interest in a specific item
- Part B – confidential item where there may be business sensitivity such as the letting of a contact or the review of the performance of the Auditors – all Members involved unless they declare an interest in a specific item
- Part C – confidential item relating to, in the main, a Senior Post Holder or industrial relations – Staff and Student Members to withdraw and depending on the item possibly the Principal & Chief Executive to withdraw

23.4 The Head of Governance will carry out an annual review of those items designated as being confidential and advise the Governance & Search Committee if, in the view of the Clerk, the matter could now be placed in the public domain. In the main a matter designated as being confidential remains so classified and is not made available publicly.

24 QUORUM FOR MEETINGS OF THE CORPORATION AND COMMITTEES / GROUPS

24.1 The quorum for meetings of the Corporation is 40% of the Members in office at the time of the meeting. Vacancies are not taken into account.

24.2 The quorum for meetings of the Committees / Groups is set out in the individual Terms of Reference agreed from time to time by the Corporation.

25 MEETING PROTOCOLS

25.1 In the main it is only necessary for the Chair to gauge the mood of the meeting and to invite any dissent from a recommended course of action rather than carrying out a vote on each and every item before the Corporation.

25.2 There are some items where it will always be appropriate to vote including approving the Annual Budget and the Financial Statements.

25.3 A Member who disagrees with a proposed course of action may ask for their contrary vote to be recorded in the Minutes. They are, however, bound by that decision on the basis of collective responsibility.

25.4 A summary of the meeting protocols for when there are proposals which require debate is set out in Appendix F.

26 KEY POLICIES AND PROCEDURES

26.1 The Head of Governance is responsible in conjunction with the Principal & Chief Executive for tracking when policies and procedures require review and updating by the Corporation or the appropriate Committee.

26.2 Many of the key policies and procedures are agreed for a period of up to 3 years and will only be presented for update earlier if circumstances change including new legislation and regulations.

- 26.3 There are some policies and procedures which are the subject of annual review such as Safeguarding and Fees.
- 26.4 The major policies and procedures are available for reference on the College website and these include:
- Equality & Diversity Policy
 - Public Interest Disclosure - Whistleblowing Policy and Procedure
 - College Strategic Plan
- 26.5 All policies and procedures are available to Members on request to the Head of Governance to the Corporation.

27 ACCESS TO MEETINGS OF THE CORPORATION

- 27.1 All Members of the Corporation and the Head of Governance will be entitled to attend meetings of the Corporation unless the subject matter to be discussed makes this inappropriate given the actual or potential conflicts of interests. The provisions of the Instrument & Articles of Government set out when a Member or the Head of Governance needs to withdraw.
- 27.2 The Chair may invite persons with particular interests and expertise to attend a meeting for a particular item if that is likely to assist the Corporation. An individual Member may also suggest to the Chair a person who could be invited to attend a meeting to assist the Corporation to address a particular item.
- 27.3 The Principal & Chief Executive will normally invite members of the College Executive to attend meetings of the Corporation to present papers and offer information/advice to assist the Corporation consider the reports included on the Agenda and reach decisions. It is also recognised that attendance at such meetings is good for the personal development of the managers. The Corporation can, if it wishes, ask the members of the College Executive to withdraw from a meeting if this is thought to be appropriate given the subject matter.

28 COMMITTEES AND GROUPS OF THE CORPORATION

- 28.1 The Corporation can establish Committees and Groups to support the efficient and effective governance arrangements of the College.
- 28.2 Having regard to the provisions of the Instrument & Articles of Government and the current needs of the College, the Corporation has established the following as at July 2022:
- Audit & Risk Committee
 - Curriculum, Quality & Engagement Committee
 - Finance & Resources Committee
 - Governance & Search Committee
 - Remuneration Committee
- 28.3 All of the Committees have Terms of Reference approved by the Corporation. These can be found on the Governance page of the College website.

- 28.4 The Terms of Reference include the statement that Committees will not adopt an executive role. It is essential that they focus on the governance of the College within the remits specified in the Terms of Reference approved from time to time by the Corporation.
- 28.5 The Corporation will determine the membership of the Committees and appoint the Chairs. The individual Committees will have the power to appoint their own Vice Chair from within the agreed membership.
- 28.6 There are some limitations on the power of the Corporation to determine the membership of Committees and Groups and also some givens as agreed by the Corporation:

Name	Membership Include as givens by Corporation	Membership Exclude
Audit & Risk Committee		Chair of the Corporation Principal & Chief Executive Staff Members Student Members
Curriculum, Quality & Engagement Committee	Chair of the Corporation Safeguarding Link Member Principal & Chief Executive Teaching Staff Member Student Members	None specified
Finance & Resources Committee	Chair of the Corporation Principal & Chief Executive Support Staff Member	Chair of the Audit & Risk Committee Preferably all Members of the Audit & Risk Committee
Governance & Search Committee	Chair of the Corporation Principal & Chief Executive	None specified
Remuneration Committee	None specified	Chair of the Corporation Principal & Chief Executive Staff Members Student Members

29 PAYMENTS TO MEMBERS OF THE CORPORATION

- 29.1 A Member of the Corporation will not receive payment for their role as a Member.
- 29.2 The Principal & Chief Executive and the Staff Members will be entitled to receive their normal salary as members of staff of the College.
- 29.3 Members are eligible to receive reimbursement of any reasonable costs incurred as a result of their membership including travel costs and any costs relating to child minding

or other caring for which they are responsible. Application is to be made to the Head of Governance who will arrange for the claim to be processed by the College.

30 SENIOR POST HOLDERS

- 30.1 The Principal & Chief Executive and the Head of Governance are appointed by and accountable to the Corporation with the Chair of the Corporation having the responsibility to act as the line manager. These 2 posts are designated as Senior Post Holders.
- 30.2 The Corporation has the authority to designate other senior posts within the College organisation as Senior Post Holders which means that the appointments are made by the Corporation having established a Panel which presents a recommendation to the Corporation for approval.
- 30.3 The following posts have been designated as Senior Post Holders in addition to the Principal & Chief Executive and the Head of Governance to the Corporation:
- Vice Principal – Finance & Operations
 - Vice Principal – Curriculum
- 30.4 The 2 Vice Principals report on a day to day basis to the Principal & Chief Executive who is the line manager. The Principal & Chief Executive will carry out regular reviews of performance and provide the Remuneration Committee with a summary of priorities and outcomes.

31 HEAD OF GOVERNANCE

- 31.1 The Instrument & Articles provide for a Head of Governance to be appointed by and be responsible to the Corporation. On a day to day basis the Head of Governance reports to the Chair of the Corporation who carries out the annual appraisal and tracks performance on an ongoing basis.
- 31.2 There is a recognition that the Head of Governance needs to a high degree of impedance from the Executive and individual Members of the Corporation to exercise the role and responsibilities in the best interests of the Corporation.
- 31.3 The main responsibilities of the Head of Governance are set out in the Articles of Government as follows:
- Advising the Corporation with regard to the operation of its powers
 - Advising the Corporation with regard to procedural matters
 - Advising the Corporation with regard to the conduct of business
 - Advising the Corporation with regard to matters of governance practice
- 31.4 The Head of Governance has a comprehensive Job Description which is approved from time to time by the Corporation on the advice of the Governance & Search Committee. The current version of the Job Description is attached as Appendix G.
- 31.5 No resolution of the Corporation or Committee / Group is to be made without the Head of Governance present to advise unless:
- The appointed Head of Governance is absent for any reason and in such a case the Corporation needs to appoint someone to act as the Head of Governance for

that meeting having regard to the provisions of the Instrument & Articles of Government

- The issue before the Corporation or Committee / Group relates specifically to the Head of Governance in which case it would be appropriate for the Head of Governance to withdraw and for the Chair to arrange for someone else to make the record of the discussion and decision for incorporation in the Minutes of the meeting

32 GIFTS AND HOSPITALITY

- 32.1 Members of the Corporation are not to accept gifts, hospitality or benefits of any kind from a third party which might be seen as compromising their personal judgment, objectivity or integrity.
- 32.2 Exceptionally, any externally funded hospitality or gifts offered and accepted by a Member of the Corporation with a value of £30 or more are to be recorded in the Gift Book maintained by the Head of Governance to the Corporation.

33 COMPLAINTS AGAINST THE CORPORATION OR INDIVIDUAL MEMBERS OF THE CORPORATION

- 33.1 The College has a Complaints Policy which is approved by the Corporation.
- 33.2 In the event that a member of the public has a complaint against the Corporation this is to be submitted in writing to the Head of Governance who will arrange for the matter to be investigated and a reply provided.
- 33.3 If the complaint relates specifically about the Head of Governance than the letter is to be addressed to the Chair of the Corporation c/o the College.
- 33.4 The Corporation has approved and published on the governance section of the College website a Public Interest Disclosure Policy also known as the Whistleblowing Policy which sets out how issues may be raised for investigation.

34 STATEMENTS MADE ON BEHALF OF THE CORPORATION

- 34.1 Unless agreed otherwise all statements made on behalf of the Corporation will be the responsibility of the Chair of the Corporation or, if thought to be appropriate given the subject matter, the Principal & Chief Executive.
- 34.2 The Head of Governance is responsible for the conduct of all correspondence on behalf of and relating to the role and responsibilities of the Corporation.

35 REVIEW AND AMENDMENTS TO THE CORPORATION STANDING ORDERS

- 35.1 The Corporation Standing Orders will be the subject of a comprehensive review at least every three years by the Governance & Search Committee with any recommendations being presented to the Corporation for approval.
- 35.2 The Head of Governance has the responsibility of keeping the Standing Orders under continuous review and presenting recommendations to the Governance & Search Committee as and when it is thought that there is a need for change even within the normal three year review period.
- 35.3 It is stressed that only the Corporation can approve changes to the Standing Orders.

35.4 All Members of the Corporation are expected to make themselves familiar with the Corporation Standing Orders which, for ease of reference, will be published on the governance section of the College website and be included in the pack of documents provided when appointments are made.