

The Corporation Board

The responsibilities of the Corporation are set out in the Articles of Government. Article 3(1) states that the Corporation shall be responsible for the following functions:

- The determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- Approving the quality strategy of the institution.
- The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets.
- Approving annual estimates of income and expenditure.
- The appointment, grading, suspension, dismissal and determination of the pay and service of the holders of senior posts and setting a framework for the pay and conditions of service of all other staff.

Additionally, the Board is responsible for assessing its performance, at least on an annual basis; ensure that an external governance review is commissioned every three years; ensure that an accountability statement is produced annually covering DfE funded provision; and review provision in relation to local needs every three years, or when a new Local Skills Improvement Plan is produced, if earlier.

The Corporation shall not delegate the following functions (Article 9):

- (a) the determination of the educational character and mission of the institution;
- (b) the approval of the annual estimates of income and expenditure;
- (c) the responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
- (d) the appointment of the Principal; or holder of a senior post; *[of which there are none at present]*
- (e) the appointment of the Clerk, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk's appointment in the capacity of a member of staff); and
- (f) the modification or revocation of these Articles.

The Corporation may not delegate, except to a committee of members of the Corporation, with respect to the Principal, the Clerk or the holder of a senior post (of which there are none in post at present) (Article 10):

- (a) the consideration of the case for dismissal; and
- (b) the power to determine an appeal in connection with the dismissal.

The Corporation *may* delegate any of its functions not listed in Articles 9 and 10 and not assigned elsewhere in the Articles of Government to a committee, the Chair, or in their absence, the Vice Chair, or the Principal (Instrument 4).

Board Chair

The Chair may deal with those matters specifically delegated to them by the Corporation. These exclude any matters listed in Articles 9 or 10, and those responsibilities specifically delegated to the Principal under Instrument 3(2). The role and responsibilities of the Chair are set out in Standing Orders, Appendix 3, and in Article 4 of the Instrument & Articles.

The Chair (or in their absence the Vice Chair), in consultation with the Clerk, may give written approval for urgent action to be taken by the Principal. Every instance must be reported to the next available ordinary meeting of the Corporation Board, or if appropriate, of a Special Board meeting.

Committees

The Audit Committee is a mandatory requirement and is to advise on matters relating to the Corporation's audit arrangements and systems of internal control (Article 6). The Department for Education (DfE) College Financial Handbook also sets minimum standards for the Audit Committee Terms of Reference.

The Search Committee (the Nominations Committee) is a mandatory requirement (Article 5) and is to advise on the appointment of Board members (other than staff or student members), and on other matters relating to membership and appointments as the Corporation may ask it to.

The Corporation has established other committees whose terms of reference committee are included in the Standing Orders of the Corporation Board.

Principal

The Principal is the Chief Executive of the institution (Instrument 3(2)), and is responsible for the following functions:

- (a) making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- (b) the determination of the institution's academic and other activities;
- (c) preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation;
- (d) the organisation, direction and management of the institution and leadership of the staff;
- (e) the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the holders of senior posts or the Clerk, where the Clerk is also a member of the staff; and
- (f) maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or excluding students on disciplinary grounds or for academic reasons.

The Principal may take executive action on all matters except those specifically excluded by Articles 9 and 10, the college financial regulations, or by decision of the Corporation. They are the Chief Accounting Officer under the DfE College Financial Handbook and is responsible for assuring the Corporation Board that there is compliance with the Financial Memorandum and all relevant terms and conditions within it.

Principal's delegation to the Senior Management Team

The Principal may delegate any of their functions, other than the management of budget and resources and matters specifically delegated to the Principal by the Board, to the holder of any other senior post or a suitable senior manager (Article 11).

SMT responsibilities and Committees as at March 2024.

Principal	Finance Director	Vice Principal Curriculum & Quality	Deputy Principal, Student Engagement	Vice Principal, Curriculum & Innovation	Vice Principal, Funding, Planning & Systems Improvement
Principal related tasks Health & Safety Marketing	Finance IT Services Estates & Capital Projects	Study Programmes English and Maths Quality	Safeguarding & Prevent Student Engagement Access to Learning	Employer Services / Apprenticeships HE	Funding Planning Systems Improvement

			Foundation Special Educational Needs School Partnerships Campus Experience People Services	Community Learning Teaching and Learning Curriculum Development	College Information Systems
Board and all Committees except Audit	Board Finance & General Purposes Audit	Board Curriculum, Quality & Students	Board Curriculum, Quality & Students Finance & General Purposes	Board Curriculum, Quality & Students	Board Finance & General Purposes Audit

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