

**Education  
Partnership**  
North East



**BOARD OF THE CORPORATION**

**INSTRUMENT AND ARTICLES OF GOVERNMENT**

**July 2024**

# INSTRUMENT

## INSTRUMENT OF GOVERNMENT

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### 1. Interpretation of the terms used

- 1.1 In this Instrument of Government:
- 1.1.1 any reference to “the Principal” shall include a person acting as Principal; any reference to the Chief Executive Officer means the Chief Executive Officer of City of Sunderland College and any person acting as Chief Executive
  - 1.1.2 “the Head of Corporate Governance and Policy” means the Clerk to the Corporation;
  - 1.1.3 “the Corporation” means the Corporation of City of Sunderland College “the College” means the College which the Corporation is established to conduct and any College for the time being conducted by the Corporation in exercise of its powers under the Further and Higher Education Act 1992<sup>(1)</sup>;
  - 1.1.4 “this Instrument” means this Instrument of Government;
  - 1.1.5 “meeting” includes a meeting at which the members attending are present in more than one room, provided that by the use of video-conferencing and/or telephone conferencing facilities it is possible for every person present at the meeting to communicate with each other;
  - 1.1.6 “necessary skills” means skills and experience, other than professional qualifications, specified by the Corporation as appropriate for members to have;
  - 1.1.7 “staff member” and “student member” have the meanings given to them in clause 2;
  - 1.1.8 “the Secretary of State” means the Secretary of State for Education;
  - 1.1.9 “staff matters” means the remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of staff;
  - 1.1.10 “the students’ union” means any association of students formed to further the educational purposes of the College and the interests of students, as students;
  - 1.1.11 a “variable category” means any category of members whose numbers may vary according to clauses 2 and 3.

### 2 Composition of the Corporation

- 2.1 The Corporation shall consist of:
- 2.1.1 a minimum of ten members who live or work in the geographic areas served by our colleges and appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government;
  - 2.1.2 the Chief Executive of the College, unless the Chief Executive chooses not to be a member;
  - 2.1.3 one member who is a member of the College’s staff and has a contract of employment with the College (“the staff member”); and
  - 2.1.4 at least one and no more than two members who are students (“the student members”).

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<sup>1</sup> 1992 c13.

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- 2.2 A person who is not for the time being enrolled as a student at the College, shall nevertheless be treated as a student during any period of authorised absence from the College for study, travel or for carrying out the duties of any office held by that person in the College's students' union.
- 2.3 One student member must be studying at a level equivalent to Level 3 or below and one student member must be studying at a level equivalent to Level 4 or above. The recruitment process shall be by application and interview by a panel consisting of independent governors and at least one student. Any student applying for the role of student governor shall be given an interview.
- 2.4 The appointing authority, as set out in clause 4, will decide whether a person is eligible for nomination, election and appointment as a member of the Corporation under paragraph 2.1.

### **3 Determination of membership numbers**

- 3.1 The Corporation may at any time vary the determination referred to in paragraph 3.1 and any subsequent determination under this paragraph provided that:
- 3.1.1 the number of members of the Corporation shall not be fewer than twelve; and
- 3.1.2 the numbers of members of each variable category shall be subject to the limit which applies to that category set out in clause 2.
- 3.2 The Corporation may at any time vary the determination referred to in paragraph 3.1 and any subsequent determination under this paragraph provided that the membership of the Corporation shall at all times comply with the requirements of Schedule 4 to the Further and Higher Education Act 1992.
- 3.3 No determination under this clause shall terminate the appointment of any person who is already a member of the Corporation at the time when the determination is made.

### **4 Appointment of the members of the Corporation**

- 4.1 Subject to paragraph 4.2 the Corporation is the appointing authority in relation to the appointment of its members.
- 4.2 The appointing authority may decline to appoint a person as a staff or student member if:
- 4.2.1 it is satisfied that the person has been removed from office as a member of a further education corporation in the previous ten years; or
- 4.2.2 the appointment of the person would contravene any rule or bye-law made under article 22 of the Articles of Government concerning the number of terms of office which a person may serve, provided that such rules or bye-laws make the same provision for each category of members appointed by the appointing authority; or
- 4.2.3 the person is ineligible to be a member of the Corporation because of clause 7.

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- 4.3 Where the office of any member becomes vacant the appointing authority shall as soon as practicable take all necessary steps to appoint a new member to fill the vacancy.

### **5 Appointment of the Chair and Vice Chair**

- 5.1 The members of the Corporation shall appoint a Chair and up to two Vice-Chairs from among themselves.
- 5.2 Neither the Chief Executive nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence.
- 5.3 If both the Chair and the Vice-Chair(s) are absent from any meeting of the Corporation, the members present shall choose someone from among themselves to act as Chair for that meeting.
- 5.4 The Chair and Vice-Chair(s) shall hold office for such period as the Corporation decides.
- 5.5 The Chair or Vice-Chair(s) may resign from office at any time by giving notice in writing to the Head of Corporate Governance and Policy.
- 5.6 If the Corporation is satisfied that the Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Chair from office and the office shall then be vacant.
- 5.7 If the Corporation is satisfied that any Vice-Chair is unfit or unable to carry out the functions of office, it may give written notice, removing that Vice-Chair from office and the office shall then be vacant.
- 5.8 At the last meeting before the end of the term of office of the Chair, or at the first meeting following the Chair's resignation or removal from office, the members shall appoint a replacement from among themselves.
- 5.9 At the last meeting before the end of the term of office of the Vice-Chair(s), or at the first meeting following the resignation or removal from office of either or both Vice - Chairs, the members shall appoint a replacement from among themselves.
- 5.10 At the end of their respective terms of office, the Chair and Vice-Chair(s) shall be eligible for reappointment.
- 5.11 Paragraph 5.9 is subject to any rule or bye-law made by the Corporation under article 22 of the Articles of Government concerning the number of terms of office which a person may serve.

### **6 Appointment of the Clerk to the Corporation (Head of Corporate Governance and Policy)**

- 6.1 The Corporation shall appoint a person to serve as its Clerk, but the Chief Executive may not be appointed. The Clerk shall be known as the Head of Corporate Governance and Policy.

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- 6.2 In the temporary absence of the Head of Corporate Governance and Policy the Corporation shall appoint a person to serve as a temporary Clerk, but the Chief Executive may not be appointed as temporary Clerk.
- 6.3 Any reference in this Instrument to the Head of Corporate Governance and Policy shall include a temporary Clerk appointed under paragraph 6.2.
- 6.4 The Head of Corporate Governance and Policy shall be entitled to attend all meetings of the Corporation and any of its committees.
- 6.5 The Head of Corporate Governance and Policy may also be a member of staff at the College.

### **7 Persons who are ineligible to be members**

- 7.1 No one under the age of 18 years may be a member, except as a student member.
- 7.2 The Head of Corporate Governance and Policy may not be a member.
- 7.3 A person who is a member of staff of the College may not be, or continue as, a member, except as a staff member or in the capacity of Chief Executive.
- 7.4 Paragraph 7.3 does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of a students' union.
- 7.5 Subject to paragraphs 7.6 and 7.7, a person shall be disqualified from holding, or from continuing to hold, office as a member, if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986, or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.
- 7.6 Where a person is disqualified by reason of having been adjudged bankrupt or by reason of being the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking, that disqualification shall cease:
  - 7.6.1 on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
  - 7.6.2 if the bankruptcy order is annulled, at the date of that annulment; or
  - 7.6.3 if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court; or
  - 7.6.4 if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
  - 7.6.5 if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.
- 7.7 A person shall be disqualified from holding, or from continuing to hold, office as a member for the following:
  - 7.7.1 Unspent conviction for specified terrorism, money laundering or bribery offences;
  - 7.7.2 Unspent conviction for contravening a Charity Commission Order or Direction;

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- 7.7.3 Unspent conviction for misconduct in public office, perjury or perverting the course of justice;
  - 7.7.4 Unspent conviction for attempting, aiding or abetting any of the above offences;
  - 7.7.5 Disobeying a Charity Commission Order;
  - 7.7.6 Being on the sex offenders register;
  - 7.7.7 Unspent sanction for contempt of Court; or
  - 7.7.8 Being a designated persons under specific anti-terrorist legislation
- 7.8 Where a person is disqualified by reason of his having made a composition or arrangement with creditors, including an individual voluntary arrangement, 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 years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
- 7.9 Subject to paragraph 7.10, a person shall be disqualified from holding, or from continuing to hold, office as a member if:
- 7.9.1 within the previous five years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
  - 7.9.2 within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
  - 7.9.3 that person has at any time been convicted as set out in sub-paragraph 7.6.1 and has received a sentence of imprisonment, whether suspended or not, of more than five years. that person has at any time been convicted as set out in sub-paragraph 7.6.1 and has received a sentence of imprisonment, whether suspended or not, of more than five years.
- 7.10 For the purpose of this regulation there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.
- 7.11 Upon a member of the Corporation becoming disqualified from continuing to hold office under paragraphs 7.5 or 7.9, the member shall immediately give notice of that fact to the Head of Corporate Governance and Policy.

## **8 The term of office of a member**

- 8.1 A member of the Corporation shall hold and vacate office in accordance with the terms of the appointment, but the length of the term of office shall not exceed four years.

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- 8.2 Members retiring at the end of their term of office shall be eligible for reappointment for an additional term not to exceed two terms by exception for reasons of business continuity and clause 4 shall apply to the reappointment of a member as it does the appointment of a member.
- 8.3 Paragraph 8.2 is subject to any rule or bye-law made by the Corporation under article 20 of the Articles of Government concerning the number of terms of office which a person may serve.

### **9 Termination of membership**

- 9.1 A member may resign from office at any time by giving notice in writing to the Head of Corporate Governance and Policy.
- 9.2 If at any time the Corporation is satisfied that any member:
- 9.2.1 is unfit or unable to discharge the functions of a member; or
  - 9.2.2 has been absent from more than 50% of meetings of the Corporation and its Committees in any college year or for a period longer than six consecutive months without the permission of the Corporation; or
  - 9.2.3 membership is no longer in the best interest of the Corporation for the individual to continue in office; or
  - 9.2.4 is disqualified from acting as a charity trustee by virtue of the Charities Act 2011 the Corporation may by notice in writing to that member remove the member from office and the office shall then be vacant.
- 9.3 Any person who is a member of the Corporation by virtue of being a member of the staff at the College, including the Chief Executive, shall cease to hold office upon ceasing to be a member of the staff and the office shall then be vacant.
- 9.4 A student member shall cease to hold office:
- 9.4.1 at the end of the student's final academic year, or at such other time in the year after ceasing to be a student as the Corporation may decide; or
  - 9.4.2 if expelled from the College, or
  - 9.4.3 at the end of the student's employment as Student President and the office shall then be vacant.
- 9.5 The Board may suspend a member at any time if in its reasonable opinion, there is reason to believe the member's continued membership is not in the interests of the Corporation or could cause serious harm to the College. A suspended member shall not be entitled to receive papers or to attend meetings of the Corporation or any committee of which he or she is a member. The Corporation shall investigate the matter and within a reasonable time period, shall inform the member of the outcome of the investigation. Such member shall either be reinstated following such investigation, or their membership shall be terminated in accordance with clause 9.2.1 or 9.2.3.

### **10 Members not to hold interests in matters relating to the College**

- 10.1 A member to whom paragraph 10.2 applies shall -
- 10.1.1 disclose to the Corporation the nature and extent of the interest; and



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- 10.1.2 if present at a meeting of the Corporation, or of any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (2) is to be considered, not take part in the consideration or vote on any question with respect to it and not be counted in the quorum present at the meeting in relation to a resolution on which that member is not entitled to vote; and
- 10.1.3 withdraw, if present at a meeting of the Corporation, or any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (2) is to be considered, where required to do so by a majority of the members of the Corporation or committee present at the meeting.
- 10.2 This paragraph applies to a member who:
  - 10.2.1 has any financial interest in:
    - i. the supply of work to the College, or the supply of goods for the purposes of the College;
    - ii. any contract or proposed contract concerning the College; or
    - iii. any other matter relating to the College; or
- 10.3 This clause shall not prevent the members considering and voting upon proposals for the Corporation to insure them against liabilities incurred by them arising out of their office or the Corporation obtaining such insurance and paying the premium.
- 10.4 Where the matter under consideration by the Corporation or any of its committees relates to the pay and conditions of all staff, or all staff in a particular class, a staff member—
  - 10.4.1 need not disclose a financial interest; and
  - 10.4.2 may take part in the consideration of the matter, vote on any question with respect to it and count towards the quorum present at that meeting, provided that in so doing, the staff member acts in the best interests of the Corporation as a whole and does not seek to represent the interests of any other person or body, but
  - 10.4.3 shall withdraw from the meeting if the matter is under negotiation with staff and the staff member is representing any of the staff concerned in those negotiations.
- 10.5 The Head of Corporate Governance and Policy shall maintain a register of the interests of the members which have been disclosed and the register shall be made available during normal office hours at the College to any person wishing to inspect it.

## 11 Meetings

- 11.1 The Corporation shall meet at least once in every term, and shall hold such other meetings as may be necessary.
- 11.2 Subject to paragraphs 11.3 and 11.4 and to clause 12.3, all meetings shall be called by the Head of Corporate Governance and Policy, who shall, at least seven calendar days before the date of the meeting, send to the members of the Corporation written and/or electronic notice of the meeting and a copy of the proposed agenda.

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- 11.3 If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Head of Corporate Governance and Policy, the Chair shall, at least seven calendar days before the date of the meeting, send to the members a copy of the agenda item concerned, together with any relevant papers.
- 11.4 A meeting of the Corporation, called a “special meeting”, may be called at any time by the Chair or at the request in writing of any five members.
- 11.5 Where the Chair, or in the Chair’s absence a Vice-Chair, decides that there are matters requiring urgent consideration, the written notice convening the special meeting and a copy of the proposed agenda may be given within less than seven calendar days.
- 11.6 Every member shall act in the best interests of the Corporation and shall not be bound to speak or vote by mandates given by any other body or person.
- 11.7 With the approval of the Chair, any or all of the members, or any or all committee of the members, may take part in a meeting of the Corporation or a committee meeting by way of:
- 11.7.1 video or telephone conference or similar equipment designed to allow everybody to hear and be heard during the meeting; or
  - 11.7.2 a series of video or telephone conferences or similar arrangements from the Chair;
- and taking part in this way will be treated as being present at the meeting. The meeting will be treated as taking place where the largest group of the participants are or, if there is no such group, where the Chair is unless the members decide otherwise.

## 12 Quorum

- 12.1 Meetings of the Corporation shall be quorate if the number of members present is at least 40% (rounded up) of the total number of members in post and entitled to vote on the issue under consideration, determined according to clause 3.
- 12.2 If the number of members present for a meeting of the Corporation does not constitute a quorum, the meeting shall not be held.
- 12.3 If during a meeting of the Corporation there ceases to be a quorum, the meeting shall be terminated at once.
- 12.4 If a meeting cannot be held or cannot continue for lack of a quorum, the Chair may call a special meeting as soon as it is convenient.
- 12.5 In the event that a communicable disease or other such event renders more than half of the members of the Board or committee unable to participate in corporate business, the Chair of the Board may approve a reduction in the quoracy requirements to 30%. All decisions made during the time when quoracy has been reduced are considered just as valid and effective as if they were made at a meeting that meets the quoracy required in clause 12.1 and the Terms of Reference for the board or committee. Quoracy will return to the requirements contained in clause 12.1 and the Terms of Reference for the board or committee when that quoracy can be met.

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### **13 Proceedings of meetings**

- 13.1 Every question to be decided at a meeting of the Corporation shall be decided by a majority of the votes cast by members present and entitled to vote on the question unless there is consensus.
- 13.2 Where, at a meeting of the Corporation, there is an equal division of votes on a question to be decided, the Chair of the meeting shall have a second or casting vote.
- 13.3 A member may not vote by proxy or by way of postal vote.
- 13.4 No resolution of the members may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 13.5 A written resolution signed by all of the members of the Corporation who would be entitled to vote at a meeting of the Corporation is just as valid and effective as a resolution passed at a meeting of the Corporation which is properly convened and held. The resolution can be passed using several copies of a document if each document is signed by one or more members. These copies can be electronic copies and for the avoidance of doubt where an urgent proposal is circulated to the members by the Head of Corporate Governance and Policy, an e-mail from a member confirming that he or she is in agreement with that urgent proposal shall be accepted as sufficient evidence of agreement to authorise the proposed actions without requiring signed copies of a document, provided that such agreement is received from a majority of members entitled to take part in the decision and the decision and resulting actions are then reported to members at the next meeting of the Corporation.

### **14 Minutes**

- 14.1 Written minutes of every meeting of the Corporation and its Committees shall be prepared, and, such minutes shall record the resolutions, proceedings and names of people who attended the meeting. Subject to paragraph 4.2, at every meeting of the Corporation the minutes of the last meeting shall be taken as an agenda item.
- 14.2 Paragraph 14.1 shall not require the minutes of the last meeting to be taken as an agenda item at a special meeting, but where they are not taken, they shall be taken as an agenda item at the next meeting which is not a special meeting.
- 14.3 Where minutes of a meeting are taken as an agenda item and agreed to be accurate, those minutes shall be considered approved as a true record of the meeting.
- 14.4 Separate minutes shall be taken of those parts of meetings from which staff members, the Chief Executive, student members or the Head of Corporate Governance and Policy have withdrawn from a meeting and such persons shall not be entitled to see the minutes of that part of the meeting or any papers relating to it.

### **15 Public access to meetings**

- 15.1 The Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings where that person is not a member, the Clerk or the Chief Executive and in making its decision, it shall give due consideration to any

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matters that by reason of their nature, the Corporation is satisfied should be dealt with on a confidential basis.

### **16 Publication of minutes and papers**

- 16.1 Subject to clause 16.2, the Corporation shall ensure that a copy of:
- 16.1.1 the agenda for every meeting of the Corporation;
  - 16.1.2 the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
  - 16.1.3 the approved minutes of every such meeting; and
  - 16.1.4 any report, document or other paper considered at any such meeting, shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them.
- 16.2 There shall be excluded from any item made available for inspection any material relating to:
- 16.2.1 a named person employed at or proposed to be employed at the institution;
  - 16.2.2 a named student at, or candidate for admission to, the institution;
  - 16.2.3 the Head of Corporate Governance and Policy; or
  - 16.2.4 any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.
- 16.3 The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, under clause 16.1, shall be placed on the institution's website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.

### **17 Copies of the Instrument of Government**

- 17.1 A copy of this Instrument shall be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge to any other person who so requests a copy, and shall be available for inspection at the College upon request, during normal office hours, to every member of staff and every student.

### **18 Change of name of the Corporation**

- 18.1 The Corporation may change its name with the approval of the Secretary of State.

### **19 Application of the seal**

- 19.1 The application of the seal of the Corporation shall be authenticated by:
- 19.1.1 the signature of either the Chair or of some other member authorised either generally or specially by the Corporation to act for that purpose; and
  - 19.1.2 the signature of any other member.

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### **1 Interpretation of the terms used**

#### 1.1 In these Articles of Government

- 1.1.1 any reference to “the Chief Executive” shall include a person acting as Chief Executive;
- 1.1.2 “the Articles” means these Articles of Government;
- 1.1.3 “the CE of ESFA” means the Chief Executive of the Education and Skills Funding Agency;
- 1.1.4 “Chair” and “Vice-Chair(s)” mean respectively the Chair and Vice-Chair(s) of the Corporation appointed under clause 5 of the Instrument of Government;
- 1.1.5 “the Head of Corporate Governance and Policy” has the same meaning as in the Instrument of Government;
- 1.1.6 “the Corporation” has the same meaning as in the Instrument of Government;
- 1.1.7 “staff member” and “student member” have the same meanings as in the Instrument of Government;
- 1.1.8 “the Secretary of State” means the Secretary of State for Education;
- 1.1.9 “senior post” means the post of Chief Executive and such other senior posts as the Corporation may decide for the purposes of these Articles;
- 1.1.10 “the staff” means all the staff who have a contract of employment with the College;
- 1.1.11 “the students’ union” has the same meaning as in the Instrument of Government.

### **2 Conduct of the College**

- 2.1 The College shall be conducted in accordance with the provisions of the Instrument of Government, these Articles, any rules or bye-laws made under these Articles and any trust deed regulating the College.

### **3 Responsibilities of the Corporation, the Chief Executive and the Head of Corporate Governance and Policy**

- 3.1 The Corporation shall be responsible for the following functions:
  - 3.1.1 the determination and periodic review of the educational character and mission of the College and the oversight of its activities;
  - 3.1.2 publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the College and the oversight of its activities;
  - 3.1.3 approving the quality strategy of the College;
  - 3.1.4 the effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding their assets;
  - 3.1.5 approving annual estimates of income and expenditure;
  - 3.1.6 the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Head of

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Corporate Governance and Policy, including, where the Head of Corporate Governance and Policy is, or is to be appointed as a member of staff, the Head of Corporate Governance and Policy's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and

3.1.7 setting a framework for the pay and conditions of service of all other staff.

3.2 Subject to the responsibilities of the Corporation, the Chief Executive of the College shall be responsible for the following functions-

3.2.1 making proposals to the Corporation about the educational character and mission of the College and implementing the decisions of the Corporation;

3.2.2 the determination of the College's academic and other activities;

3.2.3 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;

3.2.4 the organisation, direction and management of the College and leadership of the staff;

3.2.5 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 Head of Corporate Governance and Policy, where the Head of Corporate Governance and Policy is also a member of the staff; and

3.2.6 maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.

3.3 The Head of Corporate Governance and Policy shall be responsible for the following functions: -

3.3.1 advising the Corporation with regard to the operation of its powers;

3.3.2 advising the Corporation with regard to procedural matters;

3.3.3 advising the Corporation with regard to the conduct of its business; and

3.3.4 advising the Corporation with regard to matters of governance practice.

#### **4 The establishment of committees and delegation of functions generally**

4.1 The Corporation may establish committees for any purpose or function, other than those assigned in these Articles to the Chief Executive or Head of Corporate Governance and Policy, and may delegate powers to –

4.1.1 such committees;

4.1.2 the Chair, or in the Chair's absence, the Vice-Chair(s); or

4.1.3 the Chief Executive.

4.2 The terms of reference of any committee, the number of members of and the terms on which they are to hold and to vacate office, shall be decided by the Corporation.

4.3 The Corporation may also establish committees under collaboration arrangements made with other further education Colleges or maintained schools (or with both), and

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such joint committees shall be subject to any regulations made under section 166 of the Education and Inspections Act 2006 governing such arrangements.

### **5 Composition of committees**

- 5.1 Any committee established by the Corporation, other than the committee/panel referred to in article 10, may include persons who are not members of the Corporation and the Corporation shall specify the rights of such members.

### **6 The Audit Committee**

- 6.1 The Corporation shall establish a committee to be known as the “audit and risk committee”, to advise on matters relating to the Corporation’s audit arrangements and systems of internal control.
- 6.2 The audit committee shall consist of at least three persons and shall operate in accordance with any requirements of the ESFA.

### **7 Access to committees by non-members and publication of minutes**

- 7.1 The Corporation shall ensure that: —
- 7.1.1 a written statement of its policy regarding attendance at committee meetings by persons who are not committee members; and
- 7.1.2 the minutes of committee meetings, if they have been approved by the Chair of the meeting, are made available for inspection at the College by any person, during normal office hours.

### **8 Delegable and non-delegable functions**

- 8.1 The Corporation shall not delegate the following functions-
- 8.1.1 the determination of the educational character and mission of the College;
- 8.1.2 the approval of the annual estimates of income and expenditure;
- 8.1.3 the responsibility for ensuring the solvency of the College and the Corporation and for safeguarding their assets;
- 8.1.4 the appointment of the Chief Executive or holder of a senior post;
- 8.1.5 the appointment of the Head of Corporate Governance and Policy (including where the Head of Corporate Governance and Policy is, or is to be appointed as a member of staff, the Head of Corporate Governance and Policy’s appointment in the capacity of a member of staff); and
- 8.1.6 the modification or revocation of these Articles.
- 8.2 The Corporation may not delegate –
- 8.2.1 the consideration of the case for dismissal, and



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- 8.2.2 the power to determine an appeal in connection with the dismissal of the Chief Executive, the Head of Corporate Governance and Policy or the holder of a senior post, other than to a committee of members of the Corporation.
  - 8.2.3 The Corporation shall make rules specifying the way in which a committee having functions under paragraph (1) shall be established and conducted.
- 8.3 The Chief Executive may delegate functions to the holder of any other senior post other than:
- 8.3.1 the management of budget and resources; and
  - 8.3.2 any functions that have been delegated to the Chief Executive by the Corporation.

### **9 Appointment and promotion of staff**

- 9.1 Where there is a vacancy or expected vacancy in a senior post, the Corporation:
- 9.1.1 may, and where the vacancy is for the post of Chief Executive, shall advertise the vacancy nationally; and
    - i. shall appoint a selection panel consisting of—
    - ii. at least four members of the Corporation including the Chair or the Vice-Chair or both, where the vacancy is for the post of Chief Executive; or
    - iii. the Chief Executive and at least three other members of the Corporation, where the vacancy is for any other senior post.
- 9.2 The members of the selection panel shall—
- 9.2.1 decide on the arrangements for selecting the applicants for interview;
  - 9.2.2 interview the applicants; and
  - 9.2.3 where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.
- 9.3 If the Corporation approves the recommendation of the selection panel, that person shall be appointed.
- 9.4 If the members of the selection panel are unable to decide by a majority of votes on a person to recommend to the Corporation, or if the Corporation does not approve their recommendation, the Corporation may make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps specified in paragraph (2), with or without first re-advertising the vacancy.
- 9.5 Where there is a vacancy in a senior post or where the holder of a senior post is temporarily absent, until that post is filled or the absent post holder returns, a member of staff-
- 9.5.1 may be required to act as Chief Executive or in the place of any other senior post holder; and
  - 9.5.2 if so required, shall have all the duties and responsibilities of the Chief Executive or such other senior post holder during the period of the vacancy or temporary absence.

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9.6 The Chief Executive shall have responsibility for selecting for appointment all members of staff other than –

9.6.1 senior post holders; and

9.6.2 where the Head of Corporate Governance and Policy is also to be appointed as a member of staff, the Head of Corporate Governance and Policy in the role of a member of staff.

### **10 Rules relating to the conduct of staff**

10.1 After consultation with the staff, the Corporation shall make rules relating to their conduct.

### **11 Academic Freedom**

11.1 In making rules under article 12, the Corporation shall have regard to the need to ensure that academic staff at the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without putting themselves at risk of losing their jobs or any privileges which they may enjoy at the College.

### **12 Grievance, suspension and disciplinary procedures**

12.1 After consultation with staff, the Corporation shall make rules setting out

12.1.1 grievance procedures for all staff;

12.1.2 procedures for the suspension of all staff;

12.1.3 disciplinary and dismissal procedures for

a) senior post-holders, and

b) staff other than senior post-holders; and

12.1.4 such procedures shall be subject to the provisions of articles 3.1.6, 3.2.5, 9.1 and 13.

12.2 Any rules made under paragraph 13.1.2 shall include provision that where a person has been suspended without pay, any appeal against such suspension shall be heard and action taken in a timely manner.

12.3 Any rules made under paragraph 13.1.3a) shall include provision that where the Corporation considers that it may be appropriate to dismiss a person, a preliminary investigation shall be conducted to examine and determine the case for dismissal.

### **13 Suspension and dismissal of the Head of Corporate Governance and Policy**

13.1 Where the Clerk is also a member of staff at the College, the Head of Corporate Governance and Policy is to be treated as a senior post holder for the purposes of article 14.

13.2 Where the Head of Corporate Governance and Policy is suspended or dismissed under article 14, that suspension or dismissal shall not affect the position of the Head of Corporate Governance and Policy in the separate role of Clerk to the Corporation.

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### **14 Students**

- 14.1 Any students' union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the Corporation and no amendment to, or rescission of, that constitution, in part or in whole, shall be valid unless approved by the Corporation.
- 14.2 The students' union shall present audited accounts annually to the Corporation.
- 14.3 After consultation with representatives of the students, the Corporation shall make rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for an unsatisfactory standard of work or other academic reason).

### **15 Financial Matters**

- 15.1 The Corporation shall set the policy by which the tuition and other fees payable to it are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by the ESFA.

### **16 Co-operation with the ESFA's auditor**

- 16.1 The Corporation shall co-operate with any person who has been authorised by the ESFA to audit any returns of numbers of students or claims for financial assistance and shall give any such person access to any documents or records held by the Corporation, including computer records.

### **17 Internal Audit**

- 17.1 The Corporation shall, at such times as it considers appropriate, examine and evaluate its systems of internal financial and other control to ensure that they contribute to the proper, economic, efficient and effective use of the Corporation's resources.
- 17.2 The Corporation may arrange for the examination and evaluation mentioned in paragraph 17.1 to be carried out on its behalf by internal auditors.
- 17.3 The Corporation shall not appoint persons as internal auditors to carry out the activities referred to in paragraph 17.1 if those persons are already appointed as external auditors under article 18.

### **18 Accounts and audit of accounts**

- 18.1 The Corporation shall:
  - 18.1.1 keep proper accounts and proper records in relation to the accounts; and
  - 18.1.2 prepare a statement of accounts for each financial year of the Corporation.
- 18.2 The statement shall—
  - 18.2.1 give a true and fair account of the state of the Corporation's affairs at the end of the financial year and of its income and expenditure in the financial year; and

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18.2.2 comply with any directions given by the ESFA as to the information to be contained in it, the manner in which the information is to be presented, the methods and principles according to which it is to be prepared and the time and manner of publication.

18.3 The accounts and the statement of accounts shall be audited by external auditors appointed by the Corporation in respect of each financial year.

18.4 The Corporation shall not appoint persons as external auditors in respect of any financial year if those persons are already appointed as internal auditors under article 17.

18.5 Auditors shall be appointed and audit work conducted in accordance with any requirements of the ESFA.

18.6 The “financial year” means the first financial year and, except as provided for in clause 18.8, each successive period of twelve months.

18.7 The “first financial year” means the period from the date the Corporation was established up to the second 31st July following that date, or up to some other date which has been chosen by the Corporation with the ESFA’s approval.

18.8 If the Corporation is dissolved—

18.8.1 the last financial year shall end on the date of dissolution; and

18.8.2 the Corporation may decide, with the ESFA’s approval, that what would otherwise be the last two financial years, shall be a single financial year for the purpose of this article.

### **19 Rules and bye-laws**

19.1 The Corporation shall have the power to make rules and bye-laws relating to the government and conduct of the College and these rules and bye-laws shall be subject to the provisions of the Instrument of Government and these Articles.

### **20 Copies and Articles of Government and rules and bye-laws**

20.1 A copy of these Articles, and of any rules and bye-laws, shall be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge, to any other person who requests a copy and shall be available for inspection at the College upon request, during normal office hours, to every member of staff and every student.

### **21 Modification or replacement of the Instrument or Articles of Government**

21.1 Subject to paragraph 21.2, the Corporation may by resolution of the members modify or replace its instrument and articles of government, after consultation with any other persons who, in the Corporation’s view, are likely to be affected by the proposed changes.

21.2 The Corporation shall not make changes to the instrument or articles of government that would result in the body ceasing to be a charity.

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### **22 Dissolution of the Corporation**

- 22.1 The Corporation may by resolution dissolve itself and provide for the transfer of its property, rights and liabilities.
- 22.2 The Corporation shall ensure that a copy of the draft resolution to dissolve the Corporation on a specified date shall be published at least one month before the proposed date of such resolution.