

GOVERNOR HANDBOOK / POLICIES FILE

CONTENTS

CI = Corporation Involvement
Guide to Corporation involvement as follows:

I= for information of members
A= has been approved by members and further revisions require their approval
K= members should have knowledge of this section (usually as an expectation of the LSC)
Blank= this section has been included for completeness as a working document

The 'executive owner' is the College senior post holder/manager with responsibility for the section including preparing revisions and for ensuring the application and appropriateness of the section.

Please notify any errors or changes to the Clerk.

CORPORATION

xx - on disk for Governors info. Not on website

Section Numbers		Executive Owner	Last Updated/ reviewed	Cycle of Review	CI
1	Contents	LEP/Cor	As required	N/a	I
2	Instrument & Articles of Government	LEP/Cor	March 2008	N/a	I&K
3	Calendar of Business	LEP/Cor	Dec 2011	Annual	I
4	Calendar of Meetings	LEP/Cor	July 2011	Annual	I
5	xx - Financial Memorandum (parts 1 and part 2)	JHK/F&P	Nov 2011	Annual	A A
6	Governing Body Information Procedures & Standing Orders	LEP/Cor	Dec 2011	Annual	A
7	Job description for the Clerk to the Corporation	PF/Cor	Dec 2010	Annual	A
8	Job description - Principal	PF/Cor	March 2011	Annual (Dec 2012)	A
9	Terms of Reference - Committees	LEP/Cor	July 2011	Annual	A
10	Acceptable Use of Computers (Staff) Policy	JHK/F&GP	March 2009	March 2012	A
11	Anti-fraud & Irregularity Policy	JHK/ Au	July 2010	July 2013	A
12	Complaints Policy and Guidelines	<u>CT/HR</u>	July 2009	Nov 2011	A
13	Data Protection Policy	JHK/Au	July 2010	July 2013	A
14	Disability Statement (Meeting your Needs)	SLB/Q&C	July 2011	Annual	A
15	Disaster Recovery Plan	JHK/F&GP	July 2010	July 2013	A
16	Environmental Policy	JHK/F&GP	Dec 2009	Dec 2012	A
17	Equality and Diversity Policy	SLB/HR	July 2011	July 2014	A
18	Equipment Policy	JHK/F&GP	July 2007	As required	A
19	Fire Safety Policy	JHK/F&GP	Dec 2011	Dec 2013	A
20	Health & Safety Policy	JHK/F&GP	Dec 2010	Dec 2012	A
21	Quality Assurance and Improvement Policy	SLB/Q&C	March 2009	March 2012	A
22	Race Equality Policy	SLB/HR	July 2011	July 2014	A
23	Risk Management Policy	<u>CT/Au</u>	Dec 2011	Annual	A
24	Single Equality Scheme 2011 - 2014	SLB/Q&C	July 2011	July 2014	A
25	Smoking Policy	JHK/F&GP	July 2007	As required	A
26	Acceptable use of Computers (Students) Policy	JHK/F&GP	Dec 2010	Dec 2013	A
27	Admissions Policy	SLB/Q&C	July 2011	Annual	A
28	Child Protection Policy	JAM/Q&C	July 2011	Annual	A
29	College Charter	LEP/Q&C	March	Annual	A

*Lettings policy removed and included in the Business Procedures. This was not really a policy but procedure

STUDENT POLICIES

			2011		
30	Disclosure & Confidentiality Policy	JAM/Q&C	July 2006	March 2012	A
31	Educational Visits and out of College Activities Policy	JHK/Q&C	Dec 2010	Nov 2013	A
32	Examination & Assessment Policy	SLB/Q&C	Dec 2009	Dec 2012	A
33	Internal Assessment for Qualifications with Awarding Bodies Policy	SLB/Q&C	Dec 2009	Dec 2012	A
34	Learner Voice Strategy	SLB/Q&C	Dec 2008	March 2012	
35	Marketing Policy and Codes of Conduct	SLB/Q&C	Dec 2009	Dec 2012	A
36	Policy on Bullying & Harassment (students)	JAM/Q&C	March 2011	March 2014	A
37	Safeguarding Policy	JAM/Q&C	July 2011	Annual	A
38	Student Attendance Policy	JAM/Q&C	Dec 2008	March 2012	A
39	Student Charging and Financial Support Policy	JAM/Q&C	March 2011	March 2014	A
40	# Students Management Policy	JAM/Q&C	July 2009	July 2012	A
41	Students' Union Constitution	JAM/Q&C	July 2010	July 2015	A
42	Substance Misuse by Students Policy	JAM/Q&C	July 2007	March 2012	A
43	The Student College Contract	JAM/Q&C	July 2010	March 2013	A
44	*Absence Management Policy	JHK/HR	Dec 2011	Dec 2014	A
45	*Children of Staff on Site Policy	JHK/HR	March 2010	March 2013	A
46	*Dignity at work Policy	JHK/HR	March 2011	March 2014	A
47	*Directed Time for Teaching Staff	JHK/HR	March 2009	March 2012	A
48	*Disciplinary (Misconduct & Capability) Policy & Procedures	JHK/HR	Dec 2008	July 2012	A
49	*Flexible Working Policy	JHK/HR	July 2009	July 2012	A
50	*Grievance Policy & Procedures	JHK/HR	Dec 2008	Dec 2011	A
51	Human Resources Strategy	JHK/HR	March 2011	March 2014	A
52	*Pay Policy	JHK/HR	March 2010	March 2013	A
53	*Policy & Procedures for staff to request a change to their contract or an extended period of planned, unpaid leave of absence	JHK/HR	July 2011	Jul 2014	A
54	*Probation Policy	JHK/HR	Dec 2009	Dec 2012	A
55	*Professional Development Review (PDR) of Senior Post-holders Policy & Procedures	PF/REM	Oct 2011	Oct 2014	A
56	*Professional Development Review (PDR) Policy	JHK/HR	July 2010	July 2013	A
57	*Redundancy Policy & Procedures	JHK/HR	July 2011	July 2014	
58	*Retirement Policy & Procedures	JHK/HR	March 2009	March 2012	
59	*Senior Post-holders Remuneration Policy	PF/REM	Oct 2011	Oct 2014	A
60	*Staff Code of Conduct & Model of Professional Behaviour	*CT/HR	March 2011	March 2014	A
61	*Staff References Policy & Guidelines	JHK/HR	July 2009	July 2012	A
62	Recruitment of Ex-offenders Policy	JHK/HR	March 2010	March 2013	A

Student Management Policy replaced Exclusion or Expulsion of Students Policy & Student Discipline Policy

HUMAN RESOURCES

* = these are only available on our internal intranet. If you would like a copy please contact Louise Pennington

63	Staff Development Policy	JHK/HR	July 2009	July 2012	A
64	Staff Recruitment and Selection Policy	JHK/HR	March 2010	March 2013	A
65	Whistle blowing Policy & Procedures	JHK/HR	July 2010	July 2013	A
STRATEGY	66 Property Strategy	JHK/F&GP	Dec 2011	As required	A
	67 xx -Strategic Plan (2009-2012)	CT/COR	July 2009	July 2012	A
	xx - Annual Operating Priorities – 2010 – 2011 / 2011 - 2012		July 2011	July 2012	A
FINANCIAL AND CONTROL FRAMEWORK	68 Annual Report and Financial Statements for latest year ended 31 July	JHK/F&GP	Dec 2011	Annual	A
	69 xx - Budget	JHK/F&GP	July 2011	Annual	A
	70 Business Procedures	JHK/F&GP/AU	July 2011	Annual	A
	71 xx - Financial Objectives	JHK/F&GP	July 2009	July 2012	A
	73 xx - Performance Indicators – Audit (two sets) Internal	JHK/Au	Dec 2011	Annual	A
	External		March 2011	Annual	A
	74 xx - Three Year Financial Forecast	JHK/F&GP	July 2011	Annual	A
	75 Treasury Management Policy	JHK/F&GP	Dec 2010	Dec 2013	A
APPENDICES	76 BHASVIC inspection report	SLB	Dec 2007	As required	I
	77 Joint User Agreement	CI	July 2002	N/A	A
	78 Memorandum of Accord	CI	March 2002	N/A	A

*Credit card policy removed and included in the Business Procedures. This was not really a policy but procedure

xx - on disk for Governors info. Not on website

NOTES:

NB: Overseas Travel (Staff) Policy & Procedures removed and details included with Staff Development Policy & Education Visits Policy
 NB:- Only policies are approved by Corporation. Procedures are included in the schedule for information
 Human Resources Section – the following was re classified as a position statement and removed from the policy list
 December 2009 - Absence and Payment for work for external Organisations Policy

Please note: XX & * = on disk for Governors info. Not on website

Brighton Hove & Sussex Sixth Form College
 205 Dyke Road
 Hove
 East Sussex BN3 6EG
 Tel: 01273 552200
 Fax 01273 563139
 E mail to the clerk: l.pennington@bhasvic.ac.uk