

# 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

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	Introduction	LEP/Cor	Dec 2005	As required	I
4	Terminology	LEP/Cor	Dec 2005	As required	I
5	Updating and review	LEP/Cor	Dec 2005	As required	I
6	Briefing, training and further information	LEP/Cor	Dec 2005	As required	I
7	Calendar of Business	LEP/Cor	July 2009	Annual	I
8	Calendar of Meetings	LEP/Cor	July 2009	Annual	I
9	Code of Conduct for Holders of Offices at BHASVIC	LEP/Cor	Dec 2005	As required	A
10	College Organisation Diagram	AFS/HR	Sept 2007	As required	I
11	Corporation Membership	LEP/Cor	March 2010	As required	I
12	Committee Membership	LEP/Cor	March 2010	As required	I
13	Committee Structure	LEP/Cor	Dec 2005	N/a	I
14	Confidentiality in relation to Corporation business	LEP/Cor	Dec 2008	As required	I
15	Declaration of Eligibility by Members of the Corporation	LEP/Cor	Dec 2005	As required	K
16	Duties, Skill, Care and Diligence	LEP/Cor	Dec 2005	As required	I
17	Financial Memorandum (parts 1 and part 2)	JHK/F&P	March 2010	Dec 2010	A A
18	Governor Links Policy	LEP/Cor	Dec 2005	As required	A
19	Governance v Management	LEP/Cor	Dec 2005	As required	I
20	Governor Role Description	LEP/Cor	Dec 2005	As required	A
21	Induction for Governors	LEP/Cor	Dec 2007	As required	A
22	Job description for the Clerk to the Corporation	PF/Cor	Dec 2009	Annual	A
23	Job description - Principal	PF/Cor	Dec 2009	Annual	A
24	Letter of Appointment	LEP/Cor	Dec 2005	As required	I
25	Liability of Governors	LEP/Cor	Dec 2005	As required	I
26	Notification of Personal Details	LEP/Cor	Dec 2005	As required	I
27	Payment of expenses, allowances and remuneration to Governors	LEP/Cor	Dec 2005	As required	A
28	Policy for attendance at Committee Meetings by persons who are not Committee Members	LEP/Cor	Dec 2005	As required	A
29	Policy for the publication of the minutes of Committee Meetings	LEP/Cor	Dec 2005	As required	A

30	Powers of the Corporation	LEP/Cor	Dec 2005	As required	A
31	Press and public statements	LEP/Cor	Dec 2005	As required	A
32	Procedure for the election of Parent Members	LEP/Cor	Dec 2005	As required	I
33	Procedure for the election of Staff Members	LEP/Cor	Dec 2005	As required	I
34	Procedure for the election of Student Members	LEP/Cor	Dec 2005	As required	I
35	Registration and Declaration of Interests	LEP/Cor	Dec 2005	As required	K
36	Role Specification Chair & Vice Chair of Governors	LEP/Cor	Dec 2008	As required	A
37	Schedule of Delegations	LEP/Cor	Dec 2005	As required	A
38	Standing Orders - Corporation	LEP/Cor	Dec 2009	Annual	A
39	Style guide for Corporation and Committee papers	LEP/Cor	Dec 2005	As required	A
40	Terms of Reference - Committees	LEP/Cor	Dec 2009	Annual	A
41	The independence of the Clerk	LEP/Cor	Dec 2005	As required	A
42	Urgent Action	LEP/Cor	Dec 2005	As required	A
43	Acceptable Use of Computers (Staff) Policy	JHK/F&GP	March 2009	March 2012	A
44	Complaints Policy and Guidelines	CT/HR	July 2009	March 2012	A
45	Data Protection Policy	JHK/Au	July 2007	July 2010	A
46	Disability Statement	SLB/Q&C	July 2009	July 2010	A
47	Disaster Recovery Plan	JHK/F&GP	July 2008	July 2010	A
48	Environmental Policy	JHK/F&GP	Dec 2009	Dec 2012	A
49	Equality and Diversity Policy	SLB/HR	March 2009	March 2012	A
50	Equipment Policy	JHK/F&GP	July 2007	As required	A
51	Health & Safety Policy	JHK/F&GP	Dec 2009	Annual	A
52	Lettings Policy	JHK/F&GP	Dec 2006	As required	A
53	Quality Assurance and Improvement Policy	SLB/Q&C	March 2009	March 2013	A
54	Race Equality Policy	SLB/HR	March 2009	March 2012	A
55	Risk Management Policy	CT/Au	Dec 2009	Annual	A
56	Smoking Policy	JHK/F&GP	July 2007	As required	A
57	Acceptable use of Computers (Students) Policy	JHK/F&GP	July 2007	July 2010	A
58	Admissions Policy	AFS/Q&C	July 2009	July 2010	A
59	Child Protection Policy	AFS/Q&C	July 2009	July 2010	A
60	College Charter	LEP/Q&C	July 2009	July 2010	A
61	Disclosure & Confidentiality Policy	AFS/Q&C	July 2006	Nov 2010	A
62	Educational Visits and out of College Activities Policy & Procedures & Guidelines	JHK/Q&C	Dec 2005	<b>July 2010</b>	A
63	Examination & Assessment Policy	SLB/Q&C	Dec 2009	Dec 2012	A
64	Internal Assessment for Qualifications with Awarding Bodies Policy	SLB/Q&C	Dec 2009	Dec 2012	A
65	Learner Voice Strategy	SLB/Q&C	Dec 2008	Dec 2011	
66	Marketing Policy and Codes of Conduct	SLB/Q&C	Dec 2009	Dec 2012	A
67	Policy on Bullying & Harassment (students)	AFS/Q&C	March 2008	March 2011	A
68	Safeguarding Policy	AFS/Q&C	Dec 2009	Nov 2012	A
69	Student Attendance Policy	AFS/Q&C	Dec 2008	Dec 2011	A
70	Student Charging and Financial Support Policy	AFS/Q&C	July 2007	July 2010	A
71	# Students Management Policy	AFS/Q&C	July 2009	July 2012	A
72	Students' Union Constitution	AFS/Q&C	<b>June 2010</b>	<b>July 2011</b>	
73	Substance Misuse by Students Policy	AFS/Q&C	July 2007	<b>June 2010</b>	A
74	The Student College Contract	AFS/Q&C	July 2007	July 2010	A

**GENERAL COLLEGE POLICIES**

**STUDENT POLICIES**

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

**HUMAN RESOURCES**

75	Absence Management Policy	AFS/HR	Dec 2008	Dec 2011	A	
76	Children of Staff on Site Policy	AFS/HR	March 2010	March 2013	A	
77	Dignity at work Policy	AFS/HR	March 2008	March 2011	A	
78	*Directed Time for Teaching Staff	AFS/HR	March 2009	March 2012	A	
79	Disciplinary (Misconduct & Capability) Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A	
80	*Disciplinary Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A	
81	Flexible Working Policy	AFS/HR	July 2009	July 2012	A	
82	Grievance Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A	
83	*Grievance Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A	
84	Human Resources Strategy	AFS/HR	March 2008	March 2011	A	
85	*Pay Policy	AFS/HR	July 2008	July 2010	A	
86	*Policy & Procedures for staff to request a change to their contract or an extended period of planned, unpaid leave of absence	AFS/HR	July 2008	Jul 2011	A	
87	Probation Policy	AFS/HR	Dec 2009	Dec 2012	A	
88	Professional Development Review (PDR) Policy	AFS/HR	July 2007	July 2010	A	
89	Recruitment of Ex-offenders Policy	AFS/HR	March 2010	March 2013	A	
90	Redundancy Policy & Procedures	AFS/HR	July 2008	July 2011		
91	*Retirement Policy & Procedures	AFS/HR	March 2009	March 2012		
92	*Professional Development Review (PDR) of Senior Post-holders Policy & Procedures	PF/HR	Dec 2008	Dec 2011	A	
93	*Senior Post-holders Remuneration Policy	PF/Rem	Dec 2008	July 2011	A	
94	Staff Development Policy	AFS/HR	July 2009	July 2012	A	
95	*Staff Code of Conduct & Model of Professional Behaviour	AFS/HR	March 2009	March 2011	A	
96	Staff Recruitment and Selection Policy	AFS/HR	March 2010	March 2013	A	
97	*Staff References Policy & Guidelines	AFS/HR	July 2009	July 2012	A	
98	*Whistleblowing Policy and Procedures	AFS/HR	July 2008	July 2010	A	
<b>STRATEGY</b>	99	Property Strategy	JHK/F&GP	July 2006	As required	A
	100	Strategic Plan Annual Operating Priorities	CT/Q&C	July 2009 July 2009	July 2010 July 2010	A A
<b>FINANCIAL AND CONTROL FRAMEWORK</b>	101	Annual Report and Financial Statements for latest year ended 31 July	JHK/F&GP	Dec 2009	Annual	A
	102	Budget	JHK/F&GP	July 2009	Annual	A
	103	Business Procedures	JHK/F&GP	July 2009	Annual	A
	104	Credit Card Policy	JHK/F&GP	July 2007	July 2010	A
	105	Financial Objectives	JHK/F&GP	July 2009	Annual	A
	106	Investment Policy	JHK/F&GP	July 2000	As required	A
	107	Performance Indicators – Audit (two sets) Internal External	JHK/F&GP	Dec 2009 March 2009	Annual Annual	A A
	108	Three Year Financial Forecast	JHK/F&GP	July 2009	Annual	A
	109	Treasury Management Policy	JHK/F&GP	Dec 2008	Dec 2011	A
<b>APPENDICES</b>	110	BHASVIC inspection report	SLB	Dec 2007	As required	I
	111	Joint User Agreement	CT	July 2002	N/A	A
	112	Memorandum of Accord	CT	March 2002	N/A	A

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

**NB: Overseas Travel (Staff)Policy & Procedures removed and details included with Staff Development Policy & Education Visits Policy**

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*NB:- Only policies are approved by Corporation. Procedures are included in the schedule and file for information*

Notes:

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