

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	Dec 2009	As required	I
12	Committee Membership	LEP/Cor	Dec 2009	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	March 2010	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	To be updated	Nov 2009	
73	Substance Misuse by Students Policy	AFS/Q&C	July 2007	March 2010	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	Absence and Payment for work for external Organisations Policy	AFS/HR	July 2003	Nov 2009	A	
77	Children of Staff on Site Policy	AFS/HR	July 2007	March 2010	A	
78	Dignity at work Policy	AFS/HR	March 2008	March 2011	A	
79	*Directed Time for Teaching Staff	AFS/HR	March 2009	March 2012	A	
80	Disciplinary (Misconduct & Capability) Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A	
81	*Disciplinary Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A	
82	Flexible Working Policy	AFS/HR	July 2009	July 2012	A	
83	Grievance Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A	
84	*Grievance Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A	
85	Human Resources Strategy	AFS/HR	March 2008	March 2011	A	
86	*Pay Policy	AFS/HR	July 2008	July 2010	A	
87	*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	
88	Probation Policy	AFS/HR	Dec 2009	Dec 2012	A	
89	Professional Development Review (PDR) Policy	AFS/HR	July 2007	July 2010	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	Dec 2007	Nov 2010	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	
STRATEGY	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
FINANCIAL AND CONTROL FRAMEWORK	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
APPENDICES	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