

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	Dec 2008	Annual	I
8	Calendar of Meetings	LEP/Cor	Dec 2008	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 2009	As required	I
12	Committee Membership	LEP/Cor	March 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	Dec 2007	Annual	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 2008	Annual	A
23	Job description - Principal	PF/Cor	Dec 2008	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

**GENERAL
COLLEGE
POLICIES**

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 2008	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 2008	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 2006	March 2009	A
45	Data Protection Policy	JHK/Au	July 2007	July 2010	A
46	Disability Statement	AFS/Q&C	July 2008	July 2009	A
47	Disaster Recovery Plan	JHK/F&GP	July 2008	June 2010	A
48	Environmental Policy	JHK/F&GP	July 2006	July 2009	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 2008	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 2008	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	June 2010	A
58	Admissions Policy	AFS/Q&C	July 2008	July 2009	A
59	Child Protection Policy	AFS/Q&C	July 2008	July 2009	A
60	College Charter	LEP/Q&C	March 2009	March 2010	A
61	Coursework Deadlines Policy	SLB/Q&C	March 2008	March 2009	A
62	Disclosure & Confidentiality Policy	AFS/Q&C	July 2006	Nov 2010	A
63	Educational Visits and out of College Activities Policy & Procedures & Guidelines	JHK/Q&C	Dec 2005	March 2009	A
64	Examination Policy	SLB/Q&C	March 2008	March 2009	A
65	Exclusion or Expulsion of Students Policy and Procedures	AFS/Q&C	July 2004	March 2009	A
66	Internal Assessment Appeals Policy & Procedure	SLB/Q&C	March 2007	March 2009	A
67	Learner Voice Strategy	SLB/Q&C	Dec 2008	Dec 2011	
68	Marketing Policy and Codes of Conduct	SLB/Q&C	March 1994	June 2009	A
69	Policy on Bullying & Harassment (students)	AFS/Q&C	March 2008	March 2011	A
70	Student Assessment Policy	SLB/Q&C	March 2004	Nov 2008	A
71	Student Attendance Policy	AFS/Q&C	Dec 2008	Dec 2011	A
72	Student Charging and Financial Support Policy	AFS/Q&C	July 2007	July 2010	A
73	Student Discipline Policy	AFS/Q&C	March 2006	March 2009	A
74	Students' Union Constitution	AFS/Q&C	To be updated	Every 5 years	
75	Substance Misuse by Students Policy	AFS/Q&C	July 2007	March 2010	A
76	The Student College Contract	AFS/Q&C	July 2007	July 2010	A
77	Vocational Experience Policy	SLB/Q&C	July 1995	To be removed with Corporation	A

**STUDENT
POLICIES**

HUMAN RESOURCES

				approval	
78	Absence Management Policy	AFS/HR	Dec 2008	Dec 2011	A
79	Policy on Absence and Payment for work for external Organisations	AFS/HR	July 2003	Nov 2009	A
80	Children of Staff on Site Policy	AFS/HR	July 2007	March 2010	A
81	Dignity at work Policy	AFS/HR	March 2008	March 2011	A
82	*Directed Time for Teaching Staff	AFS/HR	March 2009	March 2012	
83	Disciplinary (Misconduct & Capability) Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A
84	*Disciplinary Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A
85	Flexible Working Policy	AFS/HR	Nov 2007	Nov 2010	A
86	Grievance Policy & Procedures	AFS/HR	Dec 2008	Dec 2011	A
87	*Grievance Procedures for Senior Postholders	AFS/HR	July 2008	July 2011	A
88	Human Resources Strategy	AFS/HR	March 2008	March 2011	A
89	*Ill Health Retirement Procedures	AFS/HR	March 2009	March 2012	
90	Overseas Travel (Staff) Policy & Procedures	AFS/HR	July 2001	July 2009	A
91	*Pay Policy	AFS/HR	July 2008	July 2010	A
92	*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
93	Probation Policy and Procedures for New Postholders	AFS/HR	July 2007	Nov 2009	A
94	Professional Development Review (PDR) Policy	AFS/HR	July 2007	July 2010	A
95	Redundancy Policy & Procedures	AFS/HR	July 2008	July 2011	
96	*Professional Development Review (PDR) of Senior Post-holders Policy & Procedures	PF/HR	Dec 2008	Dec 2011	A
97	*Senior Post-holders Remuneration Policy	PF/Rem	Dec 2008	July 2011	A
98	Staff Code of Conduct & Model of Professional Behaviour	AFS/HR	March 2009	March 2011	A
99	Staff Development Policy	AFS/HR	July 2006	July 2009	A
100	Staff Recruitment and Selection Policy	AFS/HR	Dec 2007	Nov 2010	A
101	*Staff References Policy & Guidelines	AFS/HR	Dec 2005	July 2009	A
102	*Whistleblowing Policy and Procedures	AFS/HR	July 2008	July 2010	A

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

STRATEGY

103	Property Strategy	JHK/F&GP	July 2006	As required	A
104	Strategic Plan	CT/Q&C	July 2006	July 2009	A
	Annual Operating Priorities		July 2008	July 2009	A

FINANCIAL AND CONTROL FRAMEWORK

105	Annual Report and Financial Statements for latest year ended 31 July	JHK/F&GP	Dec 2008	Annual	A
106	Budget	JHK/F&GP	July 2008	Annual	A
107	Business Procedures	JHK/F&GP	July 2008	Annual	A
108	Credit Card Policy	JHK/F&GP	July 2007	June 2010	A
109	Financial Objectives	JHK/F&GP	Dec 2007	Nov 2008	A
110	Investment Policy	JHK/F&GP	July 2000	As required	A
111	Latest Three Year Financial Forecast	JHK/F&GP	July 2008	Annual	A
112	Performance Indicators – Audit (two sets) Internal	JHK/F&GP	Dec 2008	Annual	A
	External		March 2009	Annual	A
113	Treasury Management Policy	JHK/F&GP	Dec 2008	2011	A

APPENDICES

114	BHASVIC inspection report	SLB	Dec 2007	As required	I
115	Joint User Agreement	CT	July 2002	N/A	A
116	Memorandum of Accord	CT	March 2002	N/A	A

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