



Kendal College
a brighter future

INSTRUMENT & ARTICLES OF GOVERNMENT

July 2023

SCHEDULE 1
INSTRUMENT OF GOVERNMENT

CONTENTS

1. Interpretation of the terms used
2. Composition of the Corporation
3. Changes to the Composition of the Corporation
4. Appointment of the Governors of the Corporation
5. Appointment of the Chair and Vice-Chair
6. Appointment of the Clerk to the Corporation
7. Persons who are ineligible to be Governors
8. The term of office of a Governor
9. Termination of Governorship
10. Governors not to hold interests in matters relating to the institution
11. Meetings
12. Quorum
13. Proceedings of meetings
14. Minutes
15. Public access to meetings
16. Publication of minutes and papers
17. Copies of the Instrument of Government
18. Change of name of the Corporation
19. Application of the seal

1. Interpretation of the terms used

In this Instrument of Government—

- a. any reference to “the Principal” shall include a person acting as Principal; any reference to “the Principal” means the post of Chief Executive & Principal (designation used at Kendal College) and any person acting as the Chief Executive & Principal
- b. “the Clerk” means the Clerk to the Corporation with the title “Director of Governance” at Kendal College; (designation in use at Kendal College) and any person acting as Director of Governance to the Corporation;
- c. “the Corporation” means the Governing Body of Kendal College
- d. “the College” means Kendal College which the corporation is established to conduct in exercise of its powers under the Further and Higher Education Act 1992;
- e. “this Instrument” means this Instrument of Government;
- f. “the CE of Skills Funding” means the Secretary of State for Education
- g. “meeting” includes a meeting at which the Governors attending are present in more than one room, provided that by the use of video-conferencing or teleconferencing on-line meeting technology it is possible for every person present at the meeting to communicate with each other;
- h. “necessary skills” means skills and experience, other than professional qualifications, specified by the Corporation as appropriate for Governors to have;
- i. “staff Governor” and “student Governor” have the meanings given to them in clause 2;
- j. “the previous Instrument of Government” means the Instrument of Government relating to the Corporation which had effect immediately before 1st March 2012;

- k. “the Secretary of State” means the Secretary of State for Education or any successor organisation;
- l. “staff matters” means the remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of staff;
- m. “the students’ union” means any association of students formed to further the educational purposes of the institution and the interests of students;

2. Composition of the Corporation

- 2.1 The Corporation shall consist of—
 - a. up to twenty Governors who 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 (independent members);
 - b. the College Principal;
 - c. at least one staff Governors who are members of the College staff and have a contract of employment with the College and who have been nominated and elected by all staff as set out in paragraphs (3), (4) or (5) (“staff governors”); and
 - d. at least one Governors who are students at the College and have been nominated and elected by a recognised association representing students- (“student governors”).
- 2.2 The appointing authority, as set out in clause 5, will decide whether a person is eligible for nomination, election and appointment as a Governor of Kendal College Corporation under paragraph (1).

3 Changes to the Composition of the Corporation

- 3.1 The Corporation may at any time vary the composition of the Corporation, provided that—
 - a. Changes to the Corporation composition can only be made by resolution of the Corporation
 - b. the number of Governors of the Corporation, will not be less than twelve or more than twenty;
 - c. No determination under this clause will terminate the appointment of any person who is already a Governor of the Corporation at the time when the determination is made.

4 Appointment of the Governors of the Corporation

- 4.1 The Corporation is the appointing authority in relation to the appointment of its Governors.
- 4.2 If the number of Governors falls below the number needed for a quorum, the Secretary of State is the appointing authority in relation to the appointment of those Governors needed for a quorum.
- 4.3 The Corporation may decline to appoint a person as a staff or student-Governor if—
 - a. it is satisfied that the person has been removed from office as a Governor of a further education corporation in the previous ten years; or
 - b. the appointment of the person would contravene any rule or procedure made under the Articles of Government concerning the number of terms of office which a person may serve, provided that such rules or procedures make the same provision for each category of Governors appointed by the appointing authority; or
 - c. the person is ineligible to be a Governor of the corporation because of clause 7
 - d. A governor or co-opted member shall hold office for a term determined by the Corporation on appointment

- e. Governors or co-opted members retiring at the end of their term of office shall be eligible for reappointment subject to the conditions outlined in the Standing Orders or Committee Terms of Reference
- 4.4 Where the office of any Governor becomes vacant the appointing authority shall as soon as practicable take all necessary steps to appoint a new Governor to fill the vacancy.

5. Appointment of the Chair and Vice-Chair

- 5.1 The Governors of the Corporation shall appoint a Chair and Vice-Chair from among themselves.
- 5.2 Neither the Principal nor any staff or student Governor 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 are absent from any meeting of the Corporation, the Governors present shall choose someone from among themselves to act as Chair for that meeting.
- 5.4 The Chair and Vice-Chair shall hold office for such period as the Corporation decides.
- 5.5 The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk.
- 5.6 If the Corporation is satisfied that the Chair or Vice 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 At the last meeting before the end of the term of office of the Chair or Vice Chair, or at the first meeting following the Chair or Vice Chair's resignation or removal from office, the Governors will appoint a replacement from among themselves.
- 5.8 At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for reappointment.
- 5.9 Paragraph 5.8 is subject to any rule or policy made by the Corporation under article 21 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

- 6.1 The Corporation shall appoint a person to serve as its Clerk, but the Principal may not be appointed as Clerk.
- 6.2 In the temporary absence of the Clerk, the Corporation shall appoint a person to serve as a temporary Clerk, but the Principal may not be appointed as temporary Clerk.
- 6.3 Any reference in this Instrument to the Clerk shall include a temporary Clerk appointed under paragraph (2).
- 6.4 Subject to instrument 13, the Clerk shall be entitled to attend all meetings of the Corporation and any of its committees.
- 6.5 The Clerk may also be a member of staff at the College.

7. Persons who are ineligible to be Governors

- 7.1 No one under the age of 18 years may be a Governor, except as a Student Governor.
- 7.2 The Clerk may not be a Governor.
- 7.3 A person who is a member of staff of the institution may not be, or continue as, a Governor, except as a staff Governor or in the capacity of Principal.
- 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 (6) and (7), a person shall be disqualified from holding, or from continuing to hold, office as a Governor, 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 restriction undertaking, that disqualification shall cease—
- a. on that person’s discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
 - b. if the bankruptcy order is annulled, at the date of that annulment; or
 - c. 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
 - d. if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
 - e. if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.
- 7.7 Where a person is disqualified by reason of 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.
- 7.8 subject to paragraph (7), a person shall be disqualified from holding, or from continuing to hold, office as a Governor if
- a. 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
 - b. 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
 - c. that person has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years.
 - d. 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.
 - e. Upon a Governor of the Corporation becoming disqualified from continuing to hold office under paragraphs (5) or (7), the Governor shall immediately give notice of that fact to the Clerk.

8. The term of office of a Governor

- 8.1 A Governor of the Corporation or Co-opted Member 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.
- 8.2 Governors or Co-opted Members retiring at the end of their term of office shall be eligible for reappointment, and clause 5 shall apply to the reappointment of a Governor as it does to the appointment of a Governor.

- 8.3 Paragraph (2) is subject to any rule or procedure made by the Corporation under article 19 of the Articles of Government concerning the number of terms of office which a person may serve.

9. Termination of Governorship

- 9.1 A Governor may resign from office at any time by giving notice in writing to the Clerk.
- 9.2 If at any time the Corporation is satisfied that any Governor –
- a. is unfit or unable to discharge the functions of a Governor; or
 - b. has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation; **or**
 - c. the Corporation feels it is in the best interests of the College to stand down or there is an irreconcilable conflict of interest between a Governor and the Corporation

The Corporation may by notice in writing to that Governor suspend the Governor pending further investigation or remove the Governor from office with immediate effect and the office shall then be vacant.

- 9.4 Any person who is a Governor of the Corporation by virtue of being a member of the staff at the institution, including the Principal, shall cease to hold office upon ceasing to be a member of the staff and the office shall then be vacant. Where a staff Governor has been suspended from their role due to a disciplinary investigation, their position on the board will also be suspended.
- 9.5 A student Governor shall cease to hold office—
- a. 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
 - b. if expelled from the institution, and the office shall then be vacant. Governors not to hold interests in matters relating to the institution

10 Governors not to hold interests in matters relating to the College

- 10.1 A Governor to whom paragraph (10.2) applies shall -
- a. disclose to the Corporation the nature and extent of the interest; and
 - b. 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 (10.2) 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 Governor is not entitled to vote; and
 - c. 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 (10.2) is to be considered, where required to do so by a majority of the Governors of the Corporation or committee present at the meeting.
- 10.2 This paragraph applies to a Governor who has any financial interest in—
- a. the supply of work to the institution, or the supply of goods for the purposes of the institution;
 - b. any contract or proposed contract concerning the institution; or
 - c. any other matter relating to the institution; or
- 10.3 This instrument shall not prevent the Governors 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 Governor
- a. need not disclose a financial interest; and
 - b. 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 Governor 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
 - c. shall withdraw from the meeting if the matter is under negotiation with staff and the staff Governor is representing any of the staff concerned in those negotiations.
- 10.5 The Clerk will maintain a register of the interests of the Governors which have been disclosed and the register shall be made available during normal office hours at the institution 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 (11.4) and (11.5) and to instrument 12(4), all meetings shall be called by the Clerk, who shall, at least seven calendar days before the date of the meeting, send to the Governors of the Corporation notice of the meeting and a copy of the proposed agenda ~~either as a paper copy or in electronic format.~~
- 11.3 If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk, the Chair shall, at least seven calendar days before the date of the meeting, send to the Governors a copy of the agenda item concerned, together with any relevant papers using means of communication in (2) above.
- 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 Governors to the Clerk.
- 11.5 Where the Chair, or in the Chair's absence the Vice-Chair, decides that there are matters requiring urgent consideration, the notice convening the special meeting and a copy of the proposed agenda may be given within less than seven calendar days either as a paper copy or in electronic format.
- 11.6 Rules relating to the process of decision making can include Written Resolution where increased flexibility is needed to deal with urgent and unexpected items.
- 11.7 Attendance at meetings can include through agreed electronic means.
- 11.8 Every Governor 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.

12 Quorum

- 12.1 Meetings of the Corporation shall be quorate if the number of Governors present is at least 40% of the total number of Governors, determined according to instrument 3,
- 12.2 If the number of Governors 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 Governors who declare an interest in an item shall not count towards the quorum

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 Governors present and entitled to vote on the question including those attending remotely.
- 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 Governor may not vote by proxy or by way of postal vote.
- 13.4 No resolution of the Governors 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 Except as provided by procedures made pursuant to article 12 of the Articles of Government, a Governor of the Corporation who is a member of staff at the institution, including the Principal, shall withdraw—
- a. from that part of any meeting of the Corporation, or any of its committees, at which staff matters relating solely to that member of the staff, as distinct from staff matters relating to all members of staff or all members of staff in a particular class, are to be considered;
 - b. from that part of any meeting of the Corporation, or any of its committees, at which that Governor's reappointment or the appointment of that Governor's successor is to be considered;
 - c. from that part of any meeting of the Corporation, or any of its committees, at which the matter under consideration concerns the pay or conditions of service of all members of staff, or all members of staff in a particular class, where the member of staff is acting as a representative (whether or not on behalf of a recognised trade union) of all Governors of staff or the class of staff (as the case may be); and
 - d. if so required by a resolution of the other Governors present, from that part of any meeting of the Corporation or any of its committees, at which staff matters relating to any Governor of staff holding a post senior to that members are to be considered, except those relating to the pay and conditions of all staff or all staff in a particular class.
- 13.6 A student Governor who is under the age of 18 shall not vote at a meeting of the Corporation, or any of its committees, on any question concerning any proposal—
- a. for the expenditure of money by the Corporation; or
 - b. under which the Corporation, or any Governors of the Corporation, would enter into any contract, or would incur any debt or liability, whether immediate, contingent or otherwise.
- 13.7 Except as provided by rules made under article 14 (3) of the Articles of Government relating to appeals and representations by students in disciplinary cases, a student Governor shall withdraw from that part of any meeting of the Corporation or any of its committees, at which a student's conduct, suspension or expulsion is to be considered.
- 13.8 In any case where the Corporation, or any of its committees, is to discuss staff matters relating to a Governor or prospective Governor of staff at the institution, a student Governor shall—
- a. take no part in the consideration or discussion of that matter and not vote on any question with respect to it; and

- b. where required to do so by a majority of the Governors, other than student Governors, of the Corporation or committee present at the meeting, withdraw from the meeting.

13.9 The Clerk—

- a. shall withdraw from that part of any meeting of the Corporation, or any of its committees, at which the Clerk's remuneration, conditions of service, conduct, suspension, dismissal or retirement in the capacity of Clerk are to be considered; and
- b. where the Clerk is a member of staff at the institution, the Clerk shall withdraw in any case where a member of the Corporation is required to withdraw under paragraph (13.5).
- c. If the Clerk withdraws from a meeting, or part of a meeting, of the Corporation or Committee under paragraph (10), the Corporation shall appoint a person from among themselves to act as Clerk during this absence.

14 Minutes

- 14.1 Written minutes of every meeting of the Corporation shall be prepared, and, subject to paragraph (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 approved as a true record by the Chair of the meeting.
- 14.4 Separate minutes shall be taken of those parts of meetings from which staff Governors, the Principal, student Governors or the Clerk have withdrawn from a meeting in accordance with clause 13 (5), (6), (8), (9) or (10) 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 Governor, the Clerk or the Principal and in making its decision, it shall give consideration to clause 16(2).

16 Publication of minutes and papers

- 16.1 Subject to paragraph (2), the Corporation shall ensure that a copy of—
 - a. the agenda for every meeting of the Corporation;
 - b. the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
 - c. the approved minutes of every such meeting; and
 - d. 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—
 - a. a named person employed at or proposed to be employed at the institution;
 - b. a named student at, or candidate for admission to, the institution;

- c. the Clerk; or
 - d. 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 approved minutes of every meeting of the Corporation, under paragraph (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.
- 16.4 The Corporation shall review regularly all material excluded from inspection under paragraph (16.2d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

17 Copies of the Instrument of Government

- 17.1 A copy of this Instrument shall be given free of charge to every Governor 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 institution 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—
- a. the signature of either the Chair or of some other Governor authorised either generally or specially by the Corporation to act for that purpose; and
 - b. the signature of any other Governor.

SCHEDULE 2
ARTICLES OF GOVERNMENT

CONTENTS

1. Interpretation of the terms used
2. Conduct of the institution
3. Responsibilities of the Corporation, the Principal and the Clerk
4. The establishment of committees and delegation of functions generally
5. The Search committee
6. The Audit committee
7. Composition of committees
8. Access to committees by non-Governors and publication of minutes
9. Delegable and non-delegable functions
10. Appointment and promotion of staff
11. Academic freedom
12. Grievance, suspension and disciplinary procedures
13. Suspension and dismissal of the Clerk
14. Students
15. Internal audit
16. Accounts and audit of accounts
17. Rules and bye-laws
18. Copies of Articles of Government and rules and bye-laws
19. Modification or replacement of the Instrument and Articles of Government
20. Dissolution of the Corporation

1 Interpretation of the terms used

In these Articles of Government—

any reference to “the Principal” shall include a person acting as Principal;

“the Articles” means these Articles of Government;

“Chair” and “Vice-Chair” mean respectively the Chair and Vice-Chair of the Corporation appointed under clause 5 of the Instrument of Government;

“the Clerk” has the same meaning as in the Instrument of Government;

“the Corporation” has the same meaning as in the Instrument of Government;

“staff Governor” and “student Governor” have the same meanings as in the Instrument of Government;

“the Secretary of State” means the; Secretary of State for Education

“senior post” means the post of Principal and such other senior posts as the Corporation may decide for the purposes of these Articles;

“the staff” means all the staff who have a contract of employment with the institution;

“the students’ union” has the same meaning as in the Instrument of Government.

2 Conduct of the institution

2.1 The institution 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 institution.

3 Responsibilities of the Corporation, the Principal and the Clerk

3.1 The Corporation shall be responsible for the following functions—

- a. The determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- b. Publishing arrangements for obtaining the views of staff and students on the termination and periodic review of the educational character and mission of the institution and the oversight of its activities
- c. approving the quality strategy of the institution;
- d. the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- e. approving annual estimates of income and expenditure;
- f. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- g. setting a framework for the pay and conditions of service of all other staff.

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

- a. making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation;
- b. the determination of the institution's academic and other activities;
- c. 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;
- d. the organisation, direction and management of the institution and leadership of the staff;
- e. 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 Clerk, where the Clerk is also a member of the staff; and
- f. 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 Clerk shall be responsible for the following functions: -

- a. advising the Corporation with regard to the operation of its powers;
- b. advising the Corporation with regard to procedural matters;
- c. advising the Corporation with regard to the conduct of its business; and
- d. 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 Principal or Clerk and may delegate powers to-
- a. such committees;
 - b. the Chair, or in the Chair's absence, the Vice-Chair; or
 - c. the Principal.
- 4.2 The number of Governors of a committee 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 institutions or maintained schools (or with both), and such joint committees shall be subject to any regulations made under regulatory requirements governing such arrangements.

5 The Search Committee

- 5.1 The Corporation shall establish a committee, to be known as the "search & governance committee", to advise on –
- a. the appointment of members (other than as a staff or student member); and
 - b. such other matters relating to membership and appointments as the Corporation may ask it to.
- 5.2 The Corporation shall not appoint any person as a member (other than as a staff or student member) without first consulting and considering the advice of the search committee.
- 5.3 The Corporation may make rules specifying the way in which the search committee is to be conducted. A copy of these rules, together with the search committee's terms of reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the institution's website and shall be made available for inspection at the institution by any person during normal office hours.
- 5.4 The Corporation shall review regularly all material excluded from inspection under paragraph (3) and shall make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

6 The Audit committee

- 6.1 The Corporation shall establish a committee, to be known as the "audit 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, should include individuals with an appropriate mix of skills and experience and collectively have "recent, relevant experience in risk management, finance and audit and assurance and shall operate in accordance with any requirements of the Funding Authorities.

7 Composition of committees

- 7.1 Any committee established by the Corporation, other than the committee referred to in article 10, may include persons who are not Governors of the Corporation.

8 Access to committees by non-Governors and publication of minutes

- 8.1 The Corporation shall ensure that:—
- a. a written statement of its policy regarding attendance at committee meetings by persons who are not committee Governors; and
 - b. the minutes of committee meetings, if they have been approved by the Chair of the meeting, are published on the institution's website and made available for inspection at the institution by any person, during normal office hours.

9 Delegable and non-delegable functions

- 9.1 The Corporation shall not delegate the following functions-
- a. the determination of the educational character and mission of the institution;
 - b. the approval of the annual estimates of income and expenditure;
 - c. the responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
 - d. the appointment of the Principal or holder of a senior post;
 - e. the appointment of the Clerk
 - f. the modification or revocation of these Articles.
- 9.2 The Corporation may not delegate -
- a. the consideration of the case for dismissal, and
 - b. the power to determine an appeal in connection with the dismissal of the Principal, the Clerk or the holder of a senior post, other than to a committee of Governors of the Corporation.
- 9.3 The Corporation shall make rules specifying the way in which a committee having functions under paragraph (1) shall be established and conducted.
- 9.4 The Principal may delegate functions to the holder of any other senior post or member of the Senior Management team other than-
- a. the management of budget and resources; and
 - b. any functions that have been delegated to the Principal by the Corporation.

10 Appointment and promotion of senior staff:

- 10.1 Where there is a vacancy or expected vacancy in a senior post, the Corporation shall—
- a. agree where to advertise the vacancy; and
 - b. appoint a selection panel consisting of—
 - I. at least five Governors of the Corporation including the Chair or the Vice-Chair or both, where the vacancy is for the post of Principal;
 - II. or the Principal and at least three other Governors of the Corporation, where the vacancy is for any other senior post.
- 10.2 The Governors of the selection panel shall—
- a. decide on the arrangements for selecting the applicants for interview;
 - b. interview the applicants; and
 - c. where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

- d. If the Corporation approves the recommendation of the selection panel, that person shall be appointed.
- 10.3 If the Governors of the selection panel are unable to agree 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.
- 10.4 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-
 - a. may be required to act as Principal or in the place of any other senior post holder; and
 - b. if so required, shall have all the duties and responsibilities of the Principal or such other senior post holder during the period of the vacancy or temporary absence.
- 10.5 The Principal shall have responsibility for selecting for appointment all members of staff other than -
 - a. senior post holders; and
 - b. where the Clerk is also to be appointed as a member of staff, the Clerk in the role of a member of staff.

11 Academic freedom

- 11.1 In making rules under article 11, the Corporation shall have regard to the need to ensure that academic staff at the institution 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 institution.

12 Grievance, suspension and disciplinary procedures

- 12.1 After consultation with staff or their recognised or elected representatives, the Corporation shall make rules setting out the grievance, disciplinary and dismissal procedures for senior post-holders.
- 12.2 Any rules made under paragraph (12.1) 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 (12.1) 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 Clerk

- 13.1 Where the Clerk is also a member of staff at the institution, the Clerk is to be treated as a senior post holder for the purposes of article 12.
- 13.2 Where the Clerk is suspended or dismissed under article 12, that suspension or dismissal shall not affect the position of the Clerk in the separate role of Clerk to the Corporation.

14 Students

- 14.1 In the event of their being a students' union at the college, the union shall conduct and manage its own affairs 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 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 Internal audit

- 15.1 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.
- 15.2 The Corporation may arrange for the examination and evaluation mentioned in paragraph (1) to be carried out on its behalf by internal auditors.

16 Accounts and audit of accounts

- 16.1 The Corporation shall keep proper accounts and proper records in relation to the accounts; and prepare a statement of accounts for each financial year of the Corporation.
- 16.2 The statement shall—
 - a. 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
 - b. comply with any directions given by the CE of Skills Funding 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.
- 16.3 The accounts and the statement of accounts shall be audited by external auditors appointed by the Corporation in respect of each financial year.
- 16.4 Auditors shall be appointed and audit work conducted in accordance with any requirements of the legal or regulatory requirements.
- 16.5 The "financial year" means the first financial year and, except as provided for in paragraph (8), each successive period of twelve months.
- 16.6 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 CE of Education and Skills Funding's approval.
- 16.7 If the Corporation is dissolved-
 - a. the last financial year shall end on the date of dissolution; and
 - b. the Corporation may decide, with the CE of Education and Skills Funding's approval, that what would otherwise be the last two financial years, shall be a single financial year for the purpose of this article.

17 Rules and bye-laws

- 17.1 The Corporation shall have the power to make policies and procedures 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.

18 Copies of Articles of Government and rules and bye-laws

- 18.1 A copy of these Articles, and of any policies and procedures, shall be given free of charge to every Governor of the Corporation and shall be available for inspection at the College upon request, during normal office hours, to every member of staff and every student.

19 Modification or replacement of the Instrument and Articles of Government

- 19.1 Subject to paragraph (2) the Corporation may by resolution of the Governors modify or replace its instrument and articles of government, after consultation with any other person who, in the Corporation's view, are likely to be affected by the proposed changes.
- 19.2 The Corporation shall not make changes to the instrument and articles of government that would result in the body ceasing to be a charity.

20 Dissolution of the Corporation

- 20.1 the Corporation may by resolution dissolve itself and provide for the transfer of its property, rights and liabilities.
- 20.2 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.