



OXFORD
TUTORIAL COLLEGE

Governance Policy

Written: January 2017

Review date: August 2017

Introduction

As a privately owned independent college the governance is provided, as per the Education (Independent School Standards) Regulations 2014, by a body consisting of the proprietor of the parent company, Oxford International Education Group (OEIG), members of the Executive Board and Senior Directors (collectively “the Governing Body” or “GB”).

In common with all companies, the Board of Directors have delegated responsibility to operate the Company and are subject to fiduciary duties (under the Companies Act and under common law). The Board has a number of regulatory responsibilities:

- resting with individual directors personally;
- resting collectively with the Board of Directors;
- for protection of the assets of the company and ensuring that all decisions are carried out solely in the company’s best interests

Current GB structure:

David Brown	Proprietor (with safeguarding responsibilities)
Chris Spanoudakis	Chair
Kit Tse	Director of Operations (with Teaching, Learning and Assessment responsibilities)
Vishal Verma	Finance Director
Robin Fry	HR Director

The governance is underpinned by the requirements of Keeping Children Safe in Education (September 2016); the National Minimum Standards for Boarding and the Educational (Independent Schools Standards) regulations.

Key Function

The functions of the GB include:

- Ensuring that the vision, ethos and strategic direction of the College are clearly defined
- Ensuring that the Principal performs their responsibilities for the educational performance of the College
- Ensuring the College maintains compliant and robust safeguarding practices
- Ensuring the sound, proper and effective use of the school’s financial resources
- Acting with integrity, objectivity and honesty and in the best interests of the College

It is the Principal’s role to ensure the Governing Body is provided with sufficient information in the format it needs to do it’s job well. It is likely the information will cover the following areas of responsibilities:

Overall responsibilities include that the GB ought to:

1. Ensure that statutory duties under company law legislation are met (Companies Act 2006)
2. Ensure compliance with the Department for Education regulations; OFSTED regulations; Independent Schools Inspectorate and the National Minimum Standards for Boarding

(Education and Skills Act 2008; Education Act 2002; Education (Independent School Standards) Regulations 2014)

3. Be a critical friend: asking supportive and challenging questions; providing effective oversight and holding the Principal and Senior Management Team to account
4. Review and agree the College's planning and policies annually
5. Review and agree the College Quality Improvement Plan
6. Ensure the College meets H&S legislation and compliance (Health & Safety at Work Act 1974 & Regulatory Reform (Fire Safety) Order 2005)
7. Ensure Safeguarding procedures are compliant (Keeping Children Safe in Education Sept 2016; Prevent Duty; FGM multi agency statutory guidance)
8. Ensure the College's behaviours are mindful of Corporate Social Responsibility
9. Ensure compliance with the data protection law (Data Protection Act 1998)

In relation to Finance, that the GB ought to:

1. Work with the Principal to agree the annual budget
2. Monitor the College's financial performance monthly
3. Ensure the College manages its business performance responsibly

In relation to Teaching, Learning and Assessment, the GB ought to:

1. Agree the Curriculum Policies and programmes to be delivered
2. Ensure the College has a robust PSHE programme, including SRE, FGM, E-Safety are clearly included
3. Monitor the standards of teaching, learning and assessment
4. Ensure that student progress, course outcomes and examination results are continually supported, tracked and reviewed to maximise student success

In relation to People, the GB ought to:

1. Work with the Principal to agree the organigram and staffing levels of the College, with the mechanics of recruitment left to the Principal
2. Appoint the Principal
3. Input into discussion around levels of staff pay
4. And will participate in any grievance against the Principal, and possibly other senior management
5. Ensure compliance with equality and discrimination law
6. Ensure compliance and fairness in application of the Admissions Policy and compliance with the UKVI (Immigration Act 1986)

Note: the responsibilities of the GB are not limited to the above

Reporting

College to GB:

1. The SMT provides the Self Evaluation Form and the College Quality Improvement Plan termly to the GB for review and comment
2. The minutes of the fortnightly SMT meetings are sent to the Proprietor and Director of Operations
3. The Principal provides a monthly Executive Board report
4. The Principal provides a weekly update to the Director of Operations

5. The student exam results are shared with the GB
6. The student destination reports are shared with the GB
7. The monthly report for Appendix 3 of the National Minimum Standards is shared with the GB
8. Student performance and attendance data is shared with the GB
9. Termly visits by a member of the GB to the College
10. Annual visit by Governor responsible for Safeguarding to include premises walk

GB to College:

1. Attendance at the SMT by the Director of Operations
2. Discussion with the Director of Operations and Finance Director regarding monthly Exec Board Report
3. Discussion with the Director of Operations on weekly report from the Principal
4. Annual visit by David Brown to meet with SMT (safeguarding focus)
5. Attendance by a member of the GB termly
6. Visit to Head Office by a member of the SMT (twice per academic year as minimum) to meet with Board members and senior Directors

Accountability:

Due to the nature of the ownership, the accountability and governance comes from the parent company Head Office senior functions:

Finance:

The budget is agreed by OIEG's Finance Director, with the Executive Board (on which sit the Governors) and the Principal

Monthly management accounts are agreed with the Principal and the Finance Director and reported on monthly by the Principal to the Director of Operations who reports to the Executive Board (which included the Governors)

Safeguarding:

David Brown is the Governor with the safeguarding focus

Staffing:

The Principal works under the professional competence of OIEG's HR Director, who reports to the Executive Board

Teaching, Learning and Assessment:

The Principal and Academic Director work under the professional governance of the Director of Operations, who reports to the Executive Board