



OXFORD
TUTORIAL COLLEGE

Governance Policy

Written: October 2018

Review date: August 2019

Introduction

As a privately owned independent college governance is provided, as per the Education (Independent School Standards) Regulations 2014, by a body that includes a representative of the proprietor, Oxford International Education Group (OIEG). The governing body also includes members of the OIEG Executive Board.

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

The proprietorial representative and members of the OIEG Executive Board are herein and hereafter referred to collectively as "the Governing Body".

Current Governing Body Membership and Roles:

Chris Spanoudakis	OIEG Chairman, Proprietorial Representative and Chair of Governors
Mark Stanton	OIEG Chief Executive Officer and Governor
David Brown	OIEG Director and College Governor (including safeguarding responsibilities)
Kit Tse	OIEG Academic Pathways Operations Director and College Governor (including teaching and learning responsibilities)
Vishal Verma	OIEG Finance Director and College Governor
Robin Fry	OIEG Human Resources Director and College Governor

Governance is underpinned by the requirements of Keeping Children Safe in Education (September 2018); the National Minimum Standards for Boarding and the Educational (Independent Schools Standards) regulations.

Key Function

The functions of the governing body 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 adopts robust safeguarding practices
- Ensuring the sound, proper and effective use of the College'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 its' job well. It is likely the information will cover the following areas of responsibilities:

Overall responsibilities include that the governing body ought to:

1. Ensure that statutory duties under company law legislation are met (Companies Act 2006)
2. Ensure compliance with the Department for Education independent schools regulations; OFSTED regulations; 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 health and safety 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 2018; 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; General Data protection Regulation May 2018)

In relation to finance:

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:

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:

1. Work with the Principal to agree the organisational structures and staffing levels within 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. Participate in any grievance against the Principal, and where appropriate other members of the senior management team
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 governing body are not limited to the above

Reporting

1. The SMT provides the Self Evaluation Form and the College Quality Improvement Plan to the governing body for review and comment

2. The minutes of the SMT meetings are available for inspection by the governing body as and when required
3. The Principal provides a monthly report to the OIEG Executive Board
4. Student exam results are shared with the governing body
5. Student destination reports are shared with the governing body
6. The monthly report for Appendix 3 of the National Minimum Standards are made available to the governing body
7. Student performance and attendance data is made available to the governing body
8. Termly visits by a member of the governing body to the College
9. Annual visit by Governor responsible for Safeguarding to include premises walk
10. Discussion with the OIEG Chief Executive and OIEG Finance Director regarding monthly Exec Board Report
11. Annual presentation by the Principal to the OIEG Board

Accountability:

Accountability and governance comes from the OIEG 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 Finance Director 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 Human Resources Director, who reports to the Executive Board

Teaching, Learning and Assessment:

The Principal and Vice Principal work under the professional governance of the OIEG Academic Pathways Operations Director