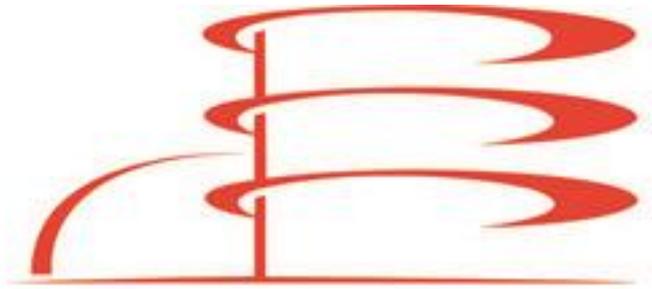


HANDBOOK



Bexhill 6th Form College

GOVERNORS' HANDBOOK 2016-17

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Welcome to the Corporation Handbook

Our Governors show a high level of commitment to the College and this was identified in the Ofsted Inspection of the College in 2010 as one of our key strengths. The Inspection report stated that “Governance is good. Governors make good use of their expertise and local knowledge to contribute to strategic planning. Their understanding of the college’s strengths and areas for improvement is good. Well-planned link visits help involve governors closely in the work of the college.”

There are currently fourteen members of the Corporation, representing the different categories of membership.

The purpose of this handbook is to provide Governors with information which supplements the contents of the Instruments and Articles of Government and the Standing Orders in respect of:

- Bexhill College and its vision.
- The Code of Conduct to which Governors are required to adhere.
- The Standing Orders.
- The Committees of Corporation, their terms of reference and membership.

Introduction to the Corporation

The Corporation currently has a membership of fourteen, consisting of:

- Independent Governors – 10
- Principal – 1
- Parent Governor – 1
- Staff Governor – 1
- Student Governor – 1

Staff and student Governors are nominated and elected by the groups which they represent. A full list of current members of the Corporation appears on the following pages.

The Clerk to the Corporation

The Clerk is appointed by the Corporation and is responsible for ensuring that all the activities of the Corporation are conducted in a professional manner, following agreed procedures. The Clerk has an advisory role and a particular responsibility to ensure that Corporation members operate within its delegated powers.

Our Clerk is Alison Dennett. She works on a part-time basis and reports directly to the Chair of the Corporation and also works closely with the Principal.

Contact details are as follows: t: 01424 214545 ext 1142 e: clerk@bexhillcollege.ac.uk

Correspondence can be addressed to Bexhill College, Penland Road, Bexhill on Sea, TN40 2JG.

Introduction to Bexhill College

Bexhill College is an independent Sixth Form College providing post-16 education in the East of the County of East Sussex. It traditionally has four partner 11-16 schools: Bexhill High School, St. Richards Catholic College, Claverham Community College and Robertsbridge Community College;

however a high proportion of the students come from the surrounding areas. Recruitment reaches as far out as Rye and the Kent borders. There is also strong recruitment from Hastings and St Leonards-on-Sea which currently has two 11-16 Academies, two 11-18 Academies with a combined sixth form, and an FE College.

As a high proportion of students live outside Bexhill in the rural areas, many use public transport to travel to College.

There is a poor transport network to the area and therefore limited large manufacturing firms are based in the locality. The major businesses are retail, distribution, insurance, leisure and tourism and banking. The care sector continues to be a major employer in the area. There is high unemployment in three areas of the town, which are classified as areas of social and economic stress.

The College offers a broad range of courses to meet the needs of the local community. The core focus of the College work is with the 16-19 age group offering a broad range of academic and vocational courses across foundation, intermediate and advanced level. At Level 3 it offers: 'AS'/'A' Levels, BTEC Diplomas and the International Baccalaureate. The College attracts approximately 1900 full time, 16-19 year old students, of which approximately 90% are studying advanced programmes and the remaining 10% intermediate/foundation level.

The college has a reputation for consistently good results. Its 'A' Level pass rate has been above the national average for the past 20 years. Vocational results are equally as strong.

The college moved to new purpose-built accommodation in August 2004 and has now established itself in the new location. A new theatre block opened in November 2013. The College is co-located with the post-16 section of Glyne Gap Special School offering new opportunities for an enriched educational environment.

In recent years, the college has developed a broad adult education offer which provides a range of academic and recreational courses. These courses mainly take place in the evening when approximately 500 adults attend evening class courses.

The college places a strong emphasis on pastoral support and tutorial provision. The tutor programme is designed to work closely with students to improve retention and achievement.

College Vision Statement

Strategic Plan and Mission Statement

The Strategic Plan details the context, vision, mission, strategic objectives and values of the College. The plan is devised in consultation with Corporation members, managers, staff, students, our local community and other key stakeholders.

A cycle of planning, target setting, monitoring and review to meet the challenging targets of the plan, has been developed. The Strategic Planning, Policy and Quality Assurance Committee monitor and review progress towards achievement of the College Annual Improvement Plan on an annual basis, and if necessary, will identify any areas of concern.

VISION

'Outstanding College, Outstanding Opportunities'

MISSION STATEMENT

Bexhill College provides outstanding educational opportunities for the young people and the wider community of Rother and Hastings and beyond.

STRATEGIC OBJECTIVES

1. To deliver, in partnership, an engaging, exciting, relevant and responsive curriculum offer, which contributes to the educational wellbeing of the community.
2. To achieve outstanding results that places the College in top 25% nationally.
3. To provide enriching opportunities which develop students' broader skills and increase their enjoyment, achievement and future participation in society.
4. To provide high quality personalised support which enhances learning through outstanding teaching.
5. To deliver outstanding learning, teaching and assessment through a well-trained, effective staff and high quality resources supported by excellent leadership and management at all levels.
6. To promote and celebrate diversity respecting and valuing the individual ensuring all groups are equally successful.
7. To continue to promote a safe and inspirational learning environment.
8. To maintain the College's strong financial base as 'outstanding' to support the delivery of the College's objectives.

Core Values

The College has identified the following six values to underpin our work:

- Excellence: Pursuing excellence in everything we do.
- Can do attitude: Looking for solutions in every challenge.
- Courage: Taking the right decisions in each situation.
- Respect: Always acting with integrity and treating others with dignity.
- Team working: Achieving success through working with others.
- Achievement driven: Having the energy and enthusiasm to achieve outstanding results.

The Role and Responsibility of Governors

Your role as a member of the Corporation carries a number of responsibilities as detailed in the **Statutory Instrument and Articles of Government of Further Education Corporations**.

Modifications to the Instruments and Articles of all Further Education and Sixth Form College corporations came into force as a result of the Education Act 2011. Bexhill College Corporation has created a set of fit for purpose I&As.

The **Articles of Government** describe the responsibilities of the Corporation and the Principal and issues relating to staff and students, whilst the **Instrument of Government** explains the arrangements that are required for meetings of the Corporation and its committees.

The main responsibilities of the Corporation are defined in Article 3 of the Statutory Articles of Government and may be summarised as:

- The determination and periodic review of the educational character and mission of the College and for the oversight of its activities.
- Publishing arrangements for obtaining the views of staff/students on the above.
- Approving the quality strategy of the College.
- The effective and efficient use of resources, the solvency of the College and the safeguarding of its assets.
- Approving annual estimates of income and expenditure.
- The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the Principal and other Senior Post Holders and the Clerk to the Corporation.
- Setting a framework for the pay and conditions of service of all other staff.

Responsibilities of the Corporation and Management

Management and governance in the College should work together to achieve the highest quality outcomes for the College. The balances of activities and responsibilities between the two may vary from time to time according to a particular situation at the College but there are clear distinctions between the roles. Below are some examples of the different responsibilities:

Corporation	Senior management
Defines the College's vision and mission; sets and measures targets for achievement.	Proposes the College's vision, mission and strategy.
Deals with strategic thinking and direction.	Handles strategic planning and implementation.
Determines and approves appropriate policy.	Proposes appropriate policies and implements board decisions.
Oversees effectiveness of management.	Conducts the day-to-day running of the College.
Monitors the quality of the College's performance locally and in relation to the national average.	Assumes leadership of the staff.

Corporation	Senior management
Reviews the board's own effectiveness in order to improve continuously.	Undertakes executive management and development of the College and staff. Self-assesses in order to improve continuously.
Ensures financial solvency and probity.	In colleges, the Principal is the accounting officer, responsible for the financial well-being of the college and accountable to the Corporation and Parliament.
Determines pay and remuneration framework.	Determines the pay and conditions of service of staff - other than Senior Post Holders and the Clerk - within the framework set by the Corporation.
Maintains the College's assets.	Prepares annual estimates of income and expenditure.
Ensures that the college's educational character meets the needs of the community which the college serves.	Ensures the provision of a quality curriculum and customer service.
Provides the community's voice within the College and represents the College to the community.	The day-to-day running of the college and determination of its academic activities within the College and in the wider community. Developing and managing services and academic activities.
Promotes collaborative partnerships.	Represents the College locally and nationally; builds positive working relationships and collaborative partnerships.
Supported by Clerk, works with management to monitor, challenge and improve performance.	Supports and informs the Corporation; provides briefings and advice.

Legal Responsibilities and Liability - All Governors are asked to complete a declaration of interest form annually which covers any financial or other interests relating to the College and Governors are asked to declare any conflicts of interest at the start of each Corporation and Committee Meeting. It is the Corporation's responsibility not to breach duties imposed by the Articles of Government to ensure Governors are not personally liable. Governors do not have personal liability as long as they have acted honestly and reasonably. In addition the College has Governor Liability Insurance which is available to view on request from the Clerk.

Governors' Expenses - The College is not allowed to remunerate Governors for their services as members of the Corporation but does have the power to reimburse them for travelling costs which they have incurred in the execution of their duties. Expenses can be passed over to the Clerk to the Corporation.

Time Commitment - The Corporation meets four times a year. Meetings last for approximately two hours, commencing at 18.30. Most members also serve on one of the Corporation's six Committees. In addition members are asked to attend at least one Governors' Morning and two Training sessions per year. Attendance of 70% is expected.

The Code of Conduct for Corporation Governors

The Code of Conduct is intended as a guide to the standards of conduct and accountability which are expected of Governors, to enable them to understand their legal and ethical duties and to assist them in carrying out those duties. Governors should promote and support these principles by leadership and example.

1. Governors should support the aims and objectives of the College and promote the interests of the College and its students in the wider community.
2. Governors representing the College at events, (i.e.) Governors' Mornings, College social events, should abide by the protocols for the event.
3. Governors should work co-operatively with other Governors and co-opted Committee members in the best interests of the College at all times. Each Governor should act honestly, diligently and independently. The actions of Governors should promote and protect the good reputation of the College and the trust and confidence of those with whom it deals.
4. Governors must familiarise themselves with and observe the provisions of the College's Instruments and Articles of Government.
5. Governors should comply with the Standing Orders and Terms of Reference of the Corporation and its Committees, in order to ensure that the Corporation conducts itself in an orderly, fair and open manner.
6. Governors should act in accordance with the standards expected of public office (the Nolan Principles). Annex A provides an overview of the Nolan Principles.
7. Governors should comply with the Requirements of Good Governance, as defined by the Independent Commission on Good Governance in Public Services. Annex B provides an overview of the Requirements.

Collective responsibility

8. Governors should acknowledge that differences of opinion may arise in discussion of issues, but once a quorate decision is taken, all Governors are collectively responsible for it even if they have voted against it, abstained from voting or were absent when the decision was taken. It follows that all Governors are bound by a decision made in good faith and may not obstruct the execution of that decision. The Clerk shall ensure that all Board and Committee decisions will be recorded in the minutes.

Openness and Confidentiality

9. Any matters of a confidential nature must remain so outside the confines of the meeting.
10. Governors must not disclose information to third parties without the consent of the Chair of the Corporation or unless the Governor is required by law to do so.
11. Governors should ensure that access to information about the proceedings of the Corporation is available to students and staff with the exception of confidential matters. Minutes of Corporation and its Committee are available for public inspection unless of a confidential nature. The Corporation's Confidentiality Statement provides details of confidential matters.

Attending meetings

12. Governors should endeavour to attend all Corporation meetings and any meetings of committees which they are a member. Governors who are unable to attend a meeting should inform the Clerk as soon as possible. Where a Governor's inability to attend a series of meeting is likely to affect the ability of the Corporation to perform its duties that Governor should work with the Chair to consider any action needed. The expected attendance rate is 70%.
13. Governors should follow meeting protocols as set out in the Standing Orders.

Preparation for meetings and provision of information

14. Governors must read their papers in preparation for meetings.
15. The Clerk should be contacted if any clarification of papers is needed or if additional advice is required.

Managing Interests

16. Governors should declare openly and immediately any personal conflict of interest arising from a matter. Guidance for managing conflicts of interest is set out in the Declaration of Interests Policy.

Induction and Training

17. Governors will participate in induction and training sessions and be proactive in increasing their knowledge of the College.
18. Training may be identified by the annual self assessment reviews. It is the responsibility of Governors to inform the Clerk if they feel they need further guidance or training to carry out their role.

Staff and stakeholder interaction

19. Governors must adhere to the College's ICT Acceptable Use Policy.
20. Governors should contact the Principal about issues related to the running of the College or its activities, staff and students and all other matters through the Chair of Corporation.
21. A Governor must not speak on behalf of the Corporation or express their personal views about the Corporation and its work without express authority from the Corporation to do so. Public statements will only be made by the Principal and the Chair of Corporation except where explicitly agreed otherwise.

Equality and Diversity

22. Decisions made by Governors must promote equality and diversity in accordance with the College's Equality and Diversity Policy and equalities legislation.

Safeguarding

23. Governors must adhere to the College's Safeguarding Policy and inform the Clerk when attending the College, sign in, and wear badge at all times on College premises.

Exceptional Governance Mechanisms

24. It is the responsibility of each Governor to ensure that they fully comply with all aspects of the responsibilities and conduct specified in this policy, the Instruments and Articles of Government, the Standing Orders, the Declarations of Interests Policy and the Confidential Reporting Policy.
25. A Governor can confidentially raise concerns regarding any matter with the Clerk to the Corporation and the Chair of Corporation and should not normally raise issues of a more personal nature without first discussing it with the Chair of Corporation.

All Governors are asked to agree to observe this code of conduct to the best of their abilities and return a signed copy to the Clerk.

Annex A

The Seven Principles of Public Life

The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Annex B

Six Core Principles of Good Governance

The following is an extract from the Good Governance Standard for Public Services published by the Independent Commission on Good Governance in Public Services, January 2005

- 1. Good governance means focusing on the organisation's purposes and on outcomes for citizens and service users**
 - 1.1. Being clear about the organisation's purposes and its intended outcomes for citizens and service users;
 - 1.2. Making sure that users receive a high quality service;
 - 1.3. Making sure that taxpayers receive value for money.

- 2. Good governance means performing effectively in clearly defined functions and roles**
 - 2.1. Being clear about the functions of the governing body;
 - 2.2. Being clear about the responsibilities of the non-executives and the executive, and making sure that those responsibilities are carried out;
 - 2.3. Being clear about relationships between the governors and the public.

- 3. Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour**
 - 3.1. Putting organisational values into practice;
 - 3.2. Individual governors behaving in ways that uphold and exemplify effective governance.

- 4. Good Governance means taking informed, transparent decisions and managing risk**
 - 4.1. Being rigorous and transparent about how decisions are taken;
 - 4.2. Having and using good quality information, advice and support;
 - 4.3. Making sure that an effective risk management system is in operation.

- 5. Good governance means developing the capacity and capability of the governing body to be effective**
 - 5.1. Making sure that appointed and elected governors have the skills, knowledge and experience they need to perform well;
 - 5.2. Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group;
 - 5.3. Striking a balance, in the membership of the governing body, between continuity and renewal.

- 6. Good governance means engaging stakeholders and making accountability real**
 - 6.1. Understanding formal and informal accountability relationships;
 - 6.2. Taking an active and planned approach to dialogue with accountability to the public;
 - 6.3. Taking an active and planned approach to responsibility to staff;
 - 6.4. Engaging effectively with institutional stakeholders.

Declaration of Interests

Governors should declare an interest whenever their personal circumstances render their role in governance of the College vulnerable to accusations that they are not delivering to the highest standards of probity and honesty.

The Clerk will circulate a Declaration Form once a year, which should be returned even with a nil response. Changes to your position over the year should be notified directly to the Clerk. Should you become aware of a potential conflict of interest during a meeting, you should declare this to the Chair of the meeting.

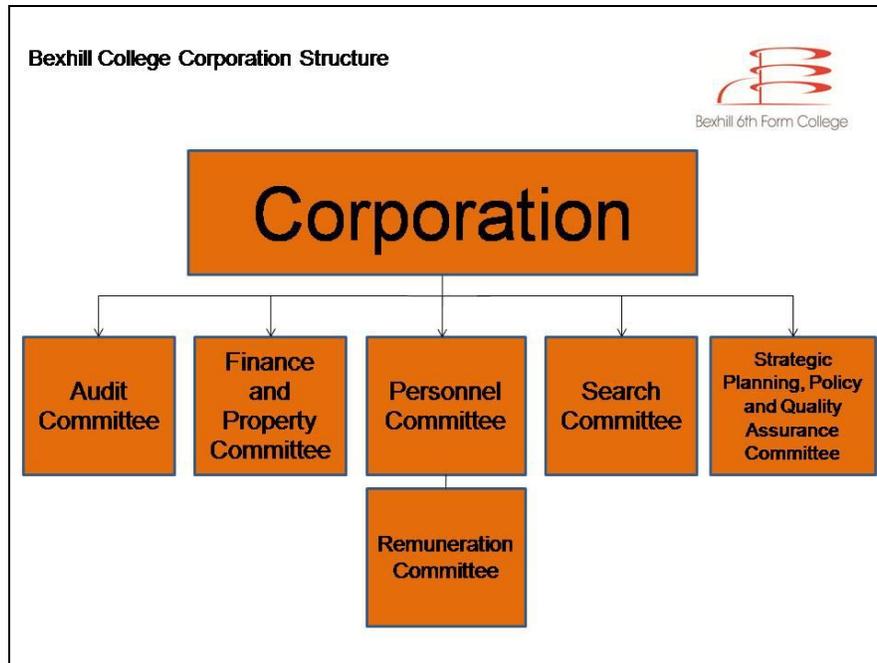
As guidance, the following would be interests that should be declared:

- Your employer (s).
- Close family relationships with college staff or the staff of related agencies, schools and colleges.
- Family relationships to College students.
- Financial holdings in individual companies (you do not have to declare how much, just the company where you hold an interest).
- Directorship, Partnership etc. in companies, charities and agencies.
- School and College members and similar roles.
- Elected offices in political parties and pressure groups.

It should be stressed that there is nothing “wrong” with these activities from a College Governor viewpoint. Often, Governors are valuable to the College because of just such links and experience. However, it is vital that they are clear to everyone so that when the College takes decisions there can be no suggestions of inappropriate influence.

Corporation Committees

Bexhill College has the following six Committees:



These committees carry out much of the detailed work, which would not be possible at meetings of the full Corporation. Most Governors serve on at least one of these Committees.

Audit Committee to advise the Corporation on all matters related to audit activities and the systems of internal control at the College. The Audit Committee meets at least twice per year.

Finance and Property Committee to advise the Corporation on the effective and efficient use of resources, the solvency of the College and the safeguarding of its assets. It also considers the annual estimates of income and expenditure and monitors implementation of the budget. It meets at least three times per year.

Personnel Committee to advise the Corporation on all matters connected with the staffing of the College, including current and projected staffing needs, staff retention, recruitment policy and contractual arrangements. It meets three times per year.

Remuneration Committee to advise the Corporation on the remuneration, condition of service, appraisal and development of the Principal, Clerk and Senior Post Holders. The Remuneration Committee meets once a year.

Search Committee to advise the Corporation on the appointment of new Governors and the reappointment of existing members. The Committee is also responsible for providing general advice to the Corporation on governance matters. The Search Committee meets at least three times a year

Strategic Planning, Policy and Quality Assurance Committee to advise the Corporation and make recommendations relating to the range, responsiveness and quality of the teaching and support services of the College, the effectiveness of marketing and the adequacy of the premises and equipment for those services. It meets three times per year.

Audit Committee

Membership	At least three Governors (excluding the Chair of Corporation, the Principal and members of the Finance and Property Committee)
Attendance	Principal, Director of Finance
Quorum	40%
Schedule	Two meetings per year

Key purpose

To advise the Corporation in fulfilling its responsibilities with respect to the adequacy and effectiveness of the College's systems of internal control and its arrangements for risk management, control and governance processes and securing value for money.

Delegations

1. To establish, in conjunction with College management, annual performance measures and indicators to monitor the effectiveness and value for money of any internal review service and external audit service.
2. To ensure the Confidential Reporting Policy is in place and monitored.
3. To produce an annual report for the Corporation and accounting officer which includes the Committee's advice on the effectiveness of the College's risk management, control and governance processes, and any significant matters arising from the work of any internal review or external audit.

Duties

To review and make recommendations to the Corporation on:

4. The adequacy and effectiveness of the audit arrangements and systems of internal control.
5. The appointment, re-appointment or removal, scope and fees of any internal review activity and approval of any internal review programme.
6. The appointment, re-appointment, dismissal and remuneration of the external auditors.
7. The policies and procedures for reporting financial and non-financial matters including risk management and audit opinions and recommendations and management responses.
8. The effectiveness of the risk register, and what constitutes acceptable residual risk.
9. The approval of the Risk Management Policy.
10. The internal audit assignment reports and annual reports.
11. Control issues included in the management letters of the external auditors and the management response to these.
12. The Annual Report and Accounts prior to Corporation approval, focusing particularly on the statement of internal control and the process for review of the accounts and the levels of errors identified.

To monitor:

13. And ensure effective coordination between any internal review process and the external auditor as appropriate.
14. And ensure that additional services undertaken by any auditors are declared.
15. And ensure that the auditors have direct access to the Chair of Audit and are accountable to the Audit Committee.
16. And ensure that all allegations of fraud and irregularity are properly followed up.
17. Within an agreed timescale the implementation of agreed recommendations relating to internal audit assignment reports, annual reports and spot-check reports and the financial statements auditor's management letter.

18. To annually self assess the effectiveness of the Committee.
19. To consider other relevant matters delegated by the Corporation from time to time.

Finance and Property Committee

Membership	At least three Governors, Principal (excluding members of the Audit Committee)
Attendance	Director of Finance
Quorum	40%
Schedule	Three meetings per year

Key Purpose

To oversee the College's financial affairs and estates and maintenance projects.

Delegations

1. To review the Estates Project and the Planned Maintenance Programme.
2. To review the security of the College premises and personnel.
3. To review the efficiency of Plant and Energy systems in the College.
4. To approve the appointment of consultants and planning applications.
5. To authorise purchases and expenditure as set out in the Financial Procedures.
6. To ratify the Disaster Recovery Plan.

Duties

To review and make recommendations to the Corporation on:

7. The financial strategy and three year financial plan, quarterly financial and management reports and annual budgets.
8. Approving annual estimates of income and expenditure.
9. Maximising income from all sources, the effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding their assets.
10. The Financial Procedures.
11. The appointment of bankers.
12. The setting of student fees and the Charging Students Policy.
13. Investments and loans.
14. The College Accommodation Strategy.
15. The best use of College land and buildings to ensure that it is an environment for high quality teaching and learning together with effective maintenance, a cost effective use of space and compliance with health and safety legislation.

To review:

16. The Financial Statements and management letters.
17. Governors' and Senior Post Holders' expenses on an annual basis.
18. The annual accounts prior to review by the Audit Committee and the Corporation to ensure their delivery is in line with projected budgets and outcomes.
19. Reports covering property issues and the health and safety and security of students, staff, visitors and property and ensure procedures are being properly monitored.

To monitor:

20. Progress against budgets and plans and recommend appropriate actions.
21. Relevant contracts taken out by the College (e.g. catering, grounds maintenance)
22. The financial performance of the Sports Complex, the Nursery and any other semi-autonomous units
23. Significant Estates Projects including "Capitals Buildings Projects"
24. Treasury management
25. Monthly management accounts

26. To ensure compliance with the relevant statutory and legislative requirements regarding financial and premises matters, and consider and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
27. To consider Health and Safety, Equality and Diversity and Safeguarding issues where relevant to the work of the Committee.
28. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
29. To annually self assess the effectiveness of the Committee.
30. To consider other relevant matters delegated by the Corporation from time to time.

Personnel Committee

Membership	At least three Governors (excluding Staff Governors)
Attendance	Principal, Director of Human Resources
Quorum	40%
Schedule	Three meetings per year

Key Purpose

To advise and provide support to the College regarding the framework for pay and conditions of service of staff.

Delegations

1. To ensure that formal, rigorous and transparent employment policies and systems are in place and kept under review for all staff including recruitment, terms and conditions of employment, complaints, equality and diversity, health and safety, pay, pensions, discipline (including dismissal) and redundancy.

Duties

To review and make recommendations to the Corporation on:

2. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk.
3. The framework for the pay and conditions of service of staff other than senior staff.
4. Personnel Policies
5. Issues relating to discipline, conduct of staff, grievances, industrial dispute, redundancy.
6. Issues relating to recruitment and retention, staff development, training and welfare.

To review:

7. Policy on union recognition and liaise as appropriate with union staff representatives.
8. The system for staff appraisal and performance management.

To monitor:

9. Equal Opportunities as applicable to all Staff in the College.
10. To ensure compliance with the relevant statutory requirements and employment law, and consider and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
11. To consider Health and Safety, Equality and Diversity, Safeguarding and PREVENT issues where relevant to the work of the Committee.
12. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
13. To annually self assess the effectiveness of the Committee.
14. To consider other relevant matters delegated by the Corporation from time to time.

Remuneration Committee

Membership	At least three members of the Personnel Committee (excluding the Principal)
Attendance	Principal
Quorum	40%
Schedule	At least one meeting per year

Key Purpose

To consider the remuneration, conditions of service and the appraisal and development of the Principal and Senior Post Holders.

Delegations

1. To establish a transparent procedure for the remuneration of the Principal and Senior Post Holders.
2. To ensure that rewards are made in a fair and responsible manner and are linked to the individuals contributions to the success and successful performance of the College.

Duties

To review and make recommendations to the Corporation on:

1. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk to the Corporation.
2. The remuneration of the Principal and the Clerk to the Corporation.
3. The appraisal and performance management of the Principal and Senior Post Holders.
4. Any severance arrangements in the event of early termination of employment of the Principal and Senior Post Holders.
5. Succession planning and the recruitment of Senior Post Holders.
6. To ensure compliance with the relevant statutory requirements and employment law, and consider and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
7. To consider Health and Safety, Equality and Diversity, Safeguarding and PREVENT issues where relevant to the work of the Committee.
8. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
9. To annually self assess the effectiveness of the Committee.
10. To consider other relevant matters delegated by the Corporation from time to time.

Search Committee

Membership	Chair of Corporation, Principal, at least one other Governor
Attendance	None
Quorum	40%
Schedule	Two meetings per year or as required

Key Purpose

To advise on the appointment of Governors and other matters relating to membership and appointments.

Delegations

1. To determine the process for Governors' Self Assessment, skills audit and training needs.
2. To determine the induction procedures for Governors .

Duties

To review and make recommendations to the Corporation on:

3. Committee structure and terms of reference.
4. Membership of Committees.
5. The terms of appointment of Governors .
6. Succession planning for Governors .
7. The Standing Orders.
8. Policies relating to Corporation matters and membership.

To review:

9. Governors' attendance.
10. The Confidentiality Policy and annually review the sensitivity of confidential minutes and papers to determine whether confidentiality is maintained and ensure that information is released in to the public domain when the criteria for confidentiality are no longer met.
11. To ensure compliance with the relevant statutory requirements and consider and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
12. To ensure compliance with good governance.
13. To consider Health and Safety, Equality and Diversity and Safeguarding issues where relevant to the work of the Committee.
14. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
15. To annually self assess the effectiveness of the Committee.
To consider other relevant matters delegated by the Corporation from time to time.

Strategic Planning, Policy and Quality Assurance Committee

Membership	At least three Governors, Principal (excluding Staff Governors and members of the Audit Committee)
Attendance	Vice-Principals Director of Services Supporting Learning
Quorum	40%
Schedule	Three meetings per year

Key Purpose

To monitor, evaluate and advise the Corporation on the quality and effectiveness of the College's provision to students and stakeholders.

Delegations

Duties

To review and make recommendations to the Corporation on:

1. The determination and periodic review of the educational character and mission of the College through the Strategic Policy, and the oversight of its activities through the development and implementation of the strategic plans.
2. Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the College and the oversight of its activities
3. The College SAR and the Quality Improvement Plan.
4. The effectiveness of the College's Quality Assurance Procedures.

To review:

5. College Marketing practices.
6. The annual College complaints report.
7. Curriculum development and change.

To monitor:

8. The College's Quality Assurance Procedures.
9. The achievement of targets set by the Corporation for student achievement and retention and to recommend new targets as required.
10. The progress by the College against Action Plans adopted by the Corporation.
11. The value of partnerships for the College.
12. To keep up to date with Post 16 policies and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
13. To consider Health and Safety, Equality and Diversity, Safeguarding and PREVENT Issues where relevant to the work of the Committee.
14. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
15. To annually self assess the effectiveness of the Committee.
16. To consider other relevant matters delegated by the Corporation from time to time.

Corporation Links

In addition to Corporation and Committee attendance the Corporation has a Corporation Links Policy. The aim of the Policy is:

- To develop Governors' knowledge of curriculum, business support and other areas of the College's operations.
- To encourage Governors to use their existing skills and experience to benefit the College.
- To raise the profile of the Corporation by providing opportunities for staff and students to meet informally with Governors.
- To familiarise Governors with the College's physical environment.

The Principal and Clerk will arrange a number of Governors' Mornings each year which will be planned annually in advance. Governors' Morning dates for 2016-17 are 17 November 2016 and 25 April 2017.

Governors will be linked with designated areas of the College for the Governors' Morning. The aim is to provide Governors with an insight across all areas of the College. Link areas will be circulated in advance of the Mornings and Governors are welcome to express a wish to visit specific areas of interest.

All Governors, except the Principal, Staff and Student Governors, are assigned a link area.

Governors are asked to:

- Attend at least one Governors' Morning during the academic year.
- Provide the Principal and Clerk with a brief report on their visit as soon as practically feasible after the visit. This should include feedback on the nature of the visit, key issues discussed, lessons learnt, any issues of concern they may have and any ways the visit could have been improved.

Attendance at College Meetings

Some cross College issues provide opportunities for Governors to attend meetings. Currently these are:

ATTENDANCE AT COLLEGE MEETINGS		
AREA	FREQUENCY	MEMBER LINK
Health and Safety	Termly	Sue Adams
Safeguarding	Termly	Carole Shaves
Equality and Diversity	Termly	David Padmore

Wayne Marley acts as the Link Governor for Careers Information, Education, Advice and Guidance. The Search Committee reviews the Policy on an annual basis.

Mike Boakes acts as the Link Governor on the Information Consultation Forum.

Corporation Governor Profiles

Sue Taylor (Chair) Sue is a retired teacher who has been an Assistant Headteacher at Bexhill High School and a Secondary School Consultant with the East Sussex School Improvement Service. Sue is Chair of the Corporation and chairs the Search Committee.

Carole Shaves MBE JP (Vice-Chair) Carole is a retired Deputy Headteacher. She has been a magistrate since 1989 and is Chair of the Sussex Eastern Bench where she is a chair of the Adult and Family Courts. Carole is Vice-Chair of the Corporation, chairs the Strategic Planning, Policy and Quality Assurance Committee, is Vice-Chair of the Audit and Search Committees and is the Link Governor for Safeguarding.

Sue Adams Sue is a retired HR consultant but has previous experience in the private and not for profit sectors including manufacturing, retail, local and central government, education and teaching. She is the link Governor for Health and Safety.

Michael Boakes Michael was Head of English at St Richard's RC College and is now semi-retired and Exams Officer at the School. He is Chair of the Personnel Committee and the Vice-Chair of Remuneration Committee.

Nichollas Hollingsworth Nichollas is retired from a local business but still a company director and a director of the trading board of St Michael's Hospice, a member of Rotary, president of a horticultural society and president of a golfing society. Nick is Vice-Chair of the Finance & Property Committee.

Karen Hucker Karen is Principal of Bexhill College.

Elisabeth Lawrence Elisabeth is the Student Services Manager at the College. She has a wealth of post 16 experience in both FE and Sixth Form Colleges. She has also been a consultant in FE.

Wayne Marley Wayne works in the construction industry. He is Chair of the Finance & Property Committee

Dave Padmore Dave was Director of Operations in McDonald's corporate for 300 stores in London and the South (Company and Franchised stores). In 2005 Dave decided to become a Franchisee and now has stores in the Hastings, Eastbourne and Uckfield area. Dave is Chair of the Audit Committee and the link Governor for Equality and Diversity.

Nick Porter Nick Porter has recently retired from Sussex Police having served as a DI for the past 13 years. He currently runs his own Childcare business – Total Childcare Services.

John Stebbing John is a Partner at Stephen Rimmer LLP Solicitors specialising in Family Law. He is Vice-Chair of the Personnel Committee and Chair of the Remuneration Committee.

Jessica Stubbings Jessica currently works for the East Sussex Standards and Learning Effectiveness Service as a Senior Manager responsible for place planning, increasing the participation of learning of 16-18 year olds and supporting schools to develop partnerships including federations and multi-academy trusts. Prior to this role Jessica worked for the Learning and Skills Council.

Lloyd Taylor Lloyd runs The Detective Agency, a UK design agency. He is the Parent Governor on the Corporation and the Vice-Chair of the Strategic Planning, Policy and Quality Assurance Committee.

Committee Membership 2016-17

Audit Committee	<p>David Padmore (Chair) Carole Shaves (Vice-Chair) Sue Adams In attendance Karen Hucker, Principal Director of Finance</p>
Finance and Property Committee	<p>Wayne Marley (Chair) Nichollas Hollingsworth (Vice-Chair) Nick Porter Sue Taylor Karen Hucker, Principal In attendance Director of Finance Property Manager</p>
Personnel Committee	<p>Michael Boakes (Chair) John Stebbing (Vice-Chair) Sue Adams Carole Shaves In attendance Karen Hucker, Principal Director of HR Vice Principals as appropriate</p>
Remuneration Committee	<p>John Stebbing (Chair) Mike Boakes (Vice-Chair) Carole Shaves Sue Taylor In attendance (as appropriate) Karen Hucker, Principal</p>
Search Committee	<p>Sue Taylor (Chair) Carole Shaves (Vice-Chair) Karen Hucker, Principal</p>

**Strategic Planning, Policy and
Quality Assurance**

Carole Shaves (Chair)

Lloyd Taylor (Vice-Chair)

Jessica Stubbings

Sue Taylor

Karen Hucker, Principal

In attendance

Elisabeth Lawrence

Vice-Principal

Director of Services Supporting Learning

Members Terms of Office		
NAME	TERM	
	FROM	TO
ADAMS Sue	05.07.14	04.07.18
BOAKES Michael	27.04.16	26.04.20
HOLLINGSWORTH Nichollas	17.10.13	16.10.17
MARLEY Wayne	05.10.12 05.10.16	04.10.16 04.10.20
PADMORE David	16.10.14	15.10.18
PORTER Nick	02.02.15	01.02.19
SHAVES Carole	05.02.14	05.02.18
STEBBING John	11.10.12 11.10.16	10.10.16 10.10.20
STUBBINGS Jessica	01.02.16	31.01.17
TAYLOR Sue	05.07.14	04.07.18
Parent Member		
NAME	TERM	
	FROM	TO
TAYLOR Lloyd	12.07.16	11.07.20
Principal		
NAME	TERM	
	FROM	TO
HUCKER Karen	On-going for duration of time as Principal	
Staff Member		
NAME	TERM	
	FROM	TO
LAWRENCE Elisabeth	01.07.14	30.06.18
Student Member		
NAME	TERM	
	FROM	TO
CORNFORD Bella	01.09.16	01.09.17

CORPORATION 2016-17

GOVERNORS

Sue Taylor
 Carole Shaves MBE JP
 Karen Hucker
 Sue Adams
 John Stebbing
 Nichollas Hollingsworth
 Wayne Marley
 Jessica Stubbings
 Bella Cornford
 (student governor)

Chair
Vice-Chair
Principal

Michael Boakes
 David Padmore
 Lloyd Taylor
 Nick Porter
 Elisabeth Lawrence
 (staff governor)



Carole Shaves MBE



Elisabeth Lawrence



Wayne Marley



Bella Cornford



Sue Taylor



Lloyd Taylor



John Stebbing



Karen Hucker



Nick Porter



Sue Adams



Michael Boakes



David Padmore



Nichollas Hollingsworth



Jessica Stubbings

FINANCE/PROPERTY

Wayne Marley (Chair)
 Nichollas Hollingsworth (Vice-Chair)
 Nick Porter
 Sue Taylor
 Karen Hucker

STRATEGIC PLANNING

Carole Shaves (Chair)
 Lloyd Taylor (Vice-Chair)
 Karen Hucker
 Sue Taylor
 Jessica Stubbings

SEARCH

Sue Taylor (Chair)
 Carole Shaves (Vice-Chair)
 Karen Hucker

REMUNERATION

John Stebbing (Chair)
 Michael Boakes (Vice-Chair)
 Sue Taylor
 Carole Shaves

PERSONNEL

Michael Boakes (Chair)
 John Stebbing (Vice-Chair)
 Karen Hucker
 Carole Shaves
 Sue Adams

AUDIT

David Padmore (Chair)
 Carole Shaves (Vice-Chair)
 Karen Hucker
 Sue Adams



Bexhill 6th Form College

Standing Orders for the Bexhill College Corporation



Bexhill 6th Form College

1. Election of Chair and Vice-Chair

- i. The Chair and Vice-Chair of the Corporation will be elected annually at the last full Corporation meeting of each academic year for the ensuing year.
- ii. Nominees for both posts must be proposed and approved by other Corporation members attending the meeting and must accept the nomination.
- iii. If there is more than one nomination the Corporation (including the nominees) will vote by secret ballot for which the Corporation will appoint the Clerk to the Corporation as scrutineer. This will be conducted by post and all members will be entitled to vote.
- iv. If there are three or more candidates but it is only the first two who receive equal votes there should be a fresh ballot as between those two only.
- v. The Chair and Vice-Chair of all committees of the Corporation will be elected in the same manner by each committee at their last meeting of each academic year.
- vi. Non-Corporation members co-opted onto committees cannot be elected Chair or Vice-Chair and do not vote.

2. Convening Meetings

- i. The Corporation will adopt a calendar of meetings for full Corporation meetings and Committee meetings for the next year at the Spring Corporation meeting.
- ii. The Clerk to the Corporation will set up agendas for Corporation and Committee meetings in consultation with the respective Chair for publication to all attending Governors one week before the meeting. Agendas may be sent out electronically or in paper copy.
- iii. Extra-ordinary meetings of the full Corporation can be called at the discretion of the Chair (or in his/her absence by the Vice-Chair or Principal). These should be for exceptional reasons and Governors should normally be given at least one week's written notice to include specific details of the reason for calling an extra-ordinary meeting. The officer calling the extraordinary meeting should endeavour to convene it on a date when the Chair can attend.
- iv. Any committee or the full Corporation can make an amendment to the calendar for their own cycle of meetings at a quorate meeting of that committee. Between meetings the Chair of Corporation or Chair of the Committee or the Clerk may confer with individual Governors as far as they are available in order to alter the date unless the majority of the committee are opposed to such a change. All members of any committee and the Principal and Chair of Corporation must be informed in writing of such a change by the Clerk.

3. Conduct of Meetings

- i. Meetings are normally held at Bexhill College.
- ii. Meetings are held in person. By exception decisions can be made by written resolution by approval of the Chair.

- iii. Meetings of the Corporation and its Committees are formal occasions. When addressing a meeting Governors should address the Chair and confine their remarks to the subject under consideration at that particular time.
- iv. Meetings will be chaired by the Chair of the Corporation or Chair of the Committee. Where the Chair is absent the Vice-Chair will act as Chair. Where the Vice-Chair is absent another full member will act as Chair.
- v. Meetings of Corporation and its Committees shall be quorate if the number of members present is at least 40% of the total number of members. If the meeting is not quorate it may still go ahead with items for discussion and information only. If the meeting cannot be held the Chair may call a special meeting as soon as it is convenient.
- vi. Approval of an item can be agreed via email from Corporation and Committee members in exceptional circumstances with the prior consent of the Chair of Corporation.
- vii. Governors should endeavour to attend all Corporation meetings and any meetings of Committees which they are a member. Members who are unable to attend a meeting should inform the Clerk as soon as possible. The expected attendance rate is 70%. This includes attendance at Governors' Morning and Training Sessions.
- viii. Governors should endeavour to attend meetings on time.
- ix. Governors should read their papers in preparation for meetings.
- x. The Clerk should be contacted if any clarification of papers is needed or if additional advice is required.
- xi. All Corporation meetings shall be summoned by the Clerk to the Corporation who shall send to the members written or electronic notice of the meeting and a copy of the agenda at least seven clear days ahead of the meeting.
- xii. The Clerk shall endeavour to send the agenda and papers by email/post so as to arrive seven clear days ahead of the meeting.
- xiii. Decisions at meetings of the Corporation and its Committees must not be for any improper use or personal motive. Decisions taken must always be for the benefit of the College, its students and staff and other users of the College and must be taken with a view to safeguarding public funds.
- xiv. Governors should acknowledge that differences of opinion may arise in discussion of issues, but once a quorate decision is taken, all members are collectively responsible for it even if they have voted against it, abstained from voting or were absent when the decision was taken. It follows that all members are bound by a decision made in good faith and may not obstruct the execution of that decision. The Clerk shall ensure that all Corporation and Committee decisions will be recorded in the minutes.

- xv. If a Governor disagrees with a decision s/he can ask to have that disagreement discussed and minuted. If the Governor strongly disagrees, s/he should consult the Chair outside the meeting within five days.
- xvi. It is important that the Corporation and its Committees have full and frank discussions in order to take decisions collectively. To do so there must be trust between Governors with a shared corporate responsibility for decisions. Governors should keep confidential any matter which by reason of its nature the Chair or members of the Corporation are satisfied should be dealt with on a confidential basis.
- xvii. Governors should make contributions to discussions in a professional manner respecting other Governors points of view which may differ from their own. Once the point has been made, Governors should allow the discussion to move forward.
- xviii. Governors should be mindful of discussion of issues related to subjects or individual members of staff when student and staff members present. If Governors wish to discuss such issues, they should be part of the reserved section of the meeting.
- xix. Governors should declare openly and immediately any personal conflict of interest arising from a matter. Guidance for managing conflicts of interest is set out in the Declaration of Interests Policy. Governors may be asked by the Chair to withdraw from that part of the meeting at which the matter giving rise to the interest is considered, and on no account may vote in relation to the matter nor be counted in the quorum. Any Governors who is in doubt as to whether to declare an interest should ask the Clerk for guidance.

4. Voting

- i. Voting at any meeting will be by show of hands.
- ii. The Chair or respective Chair of Committee should establish the specific item being put to vote and the Clerk should record the exact wording of the proposal and any amendment(s) being put to the vote.
- iii. In the event of a tied vote the Chair, (or Vice-Chair in his/her absence) may make a casting, second vote, or allow the tied vote to stand.
- iv. If the Chair does not cast his/her deciding vote the college will act on the basis that the status quo continues.
- v. Only full members of the Corporation may vote subject to the following exclusions:
 - The Principal & Staff Governors on the Personnel Committee.
 - The Principal, Staff and Student nominees in any disciplinary situation.
 - The Principal when considering recommendations of the Remuneration Committee.
- vi. Voting will be recorded by the Clerk as either approved or not approved unless any Governors requests a numerical record is kept. The Clerk need not record the way individuals vote. Any Governors who wishes to abstain or object to a decision or wishes a note to be made of the number of votes should notify the Clerk at the time of the vote who will record in the minutes.

5. Publication of Agendas and Minutes

- i. Agendas approved by Chair will be published to all Governors entitled to attend any meeting and to co-optees at least one week in advance. The Clerk will also place open papers circulated before and at the meeting in the Corporation File in the Bexhill College Learning Resources Centre (LRC).
- ii. Agenda items must be notified to the Chair of any meeting and should be with the Chair one week before publication.
- iii. Minutes will be published as soon as possible after each meeting with an open copy placed in the Corporation file in Bexhill College LRC by the Clerk.
- iv. Open approved Minutes will be placed on the College's website by the Clerk.
- v. Minutes indicated as "Confidential" at any meeting will be circulated to committee members and held by the Clerk, but not published in the Corporation File or put on the College's website.
- vi. Non-confidential minutes are available for public inspection on written application to the Clerk.
- vii. Agendas include current Governors Attendance Statistics.

6. Policy on non-attendance and lapsing of membership

- i. Governors' attendance at all meetings will be formally recorded by the Clerk and reviewed each year as part of the self-assessment process.
- ii. Details of any Governor who does not attend any Corporation or Committee meetings for one full College term will be referred to the Chair who will contact them informally.
- iii. Governors who do not attend any such meetings over two consecutive College terms will be considered to have resigned membership of the Corporation at the end of the second term if the Chair so informs the Clerk in writing having first contacted the Governor to invite him/her to put forward reasons against such deemed resignation.
- iv. A Governor who does not attend any meeting of the Corporation or committee for three consecutive College terms will be considered to have resigned at the end of their third term if the Chair so informs the Clerk in writing.
- v. Any Governors who is to be considered as having resigned by virtue of standing order 6.iii. or 6.iv. may appeal in writing to the Clerk (sending a copy to the Chair) within ten working days of written notification being sent to him/her by the Clerk or the Chair of deemed resignation. Such appeal for reinstatement as a Governor will be considered by the next meeting of the Corporation convened to be held at least five working days after receipt by the Clerk of the written notice of appeal. The Governor appealing shall not attend that meeting but may require the Clerk to make available to all Governors such written representations as he/she wishes. The decision of the Corporation shall be final.

7. Declarations of Personal Interest

- i. The Clerk will maintain a register of interests which will be available for inspection alongside minutes.
- ii. All Governors should update the register as their situation changes and the Clerk will ensure that it is reviewed by each Governor at least once a year.
- iii. Governors should declare in the register any interest which could be considered to prejudice decisions they take as members of the college. This should include in brief:
 - Paid employment, businesses in which they have a proprietary interest as sole owner, partner, shareholder etc (unless shareholding amounts to less than 5% of the issued capital) and directorships.
 - Offices in political parties, pressure groups and trade unions or professional associations.
 - Family or intimate relationships with students of the college, members of the college staff, staff of funding agencies, competitors or advisors/service providers to the college.
 - Governorships, charitable and similar trusteeships and other similar public or semi-public offices.
- iv. Governors shall also openly declare any potentially prejudicial interest at the outset of any discussion at a meeting, shall only participate in the discussion if the Chair of the meeting permits it and shall not vote on any resolution related to the agenda item in question.

8. Delegation of Authority

- i. The full Corporation and committees may delegate authority to the Chair, the Principal or a group of Governors except in those circumstances prohibited by law.
- ii. Authority can also be delegated to the Chair subject to further approval in the form of a pro-forma response from all members of the committee. This allows the committee to make a decision subject to confirmation on receipt of further information.
- iii. Such delegated authority must be clearly set out and recorded in the minutes of the committee delegating authority and must be authorised through a formal vote.
- iv. Such delegations should be as specific and clear as possible and used only where helpful to ensure effective delivery of College business.
- v. Decisions arising from delegated authority must always be reviewed by the full committee at their next calendared meeting.

9. Committee Terms of Reference and Membership

- i. Terms of Reference are reviewed each year by the Search Committee.
- ii. Committees of the full Corporation requiring terms of reference are:
 - Audit Committee
 - Finance & Property Committee
 - Personnel Committee & Remuneration Committee

- Search Committee
 - Strategic Planning, Policy & Quality Assurance Committee
- iii. Membership of Committees will be reviewed at the end of each year by the Chair of Corporation who will agree membership with each individual member based on their expertise and personal circumstances. Governors complete a committee pro forma at the Spring meeting of the Corporation.
 - iv. In the absence of the Chair the Vice-Chair may deal with any matter arising under Standing Order 8.
 - v. The Chair can agree changes mid-year to reflect changing membership and needs.
 - vi. The decision of the Chair on matters of committee membership is final.
 - vii. In exceptional circumstances the Chair can call a meeting of committee chairs to advise the college of Governors' opinion between full meetings.

10. Confidential Business

The Corporation adopts the following criteria against which Chairs of Committees can register items of business as confidential:

- **Personnel** - Details of personal information relating to staff employment and remuneration;
- **Commercial Confidence** - Details of commercial transactions involving the College. The terms of, or expenditure under, a tender or contract for the purchase or supply of goods or services or the acquisition or disposal of property.
- **Legally privileged information** and any issue or papers relating to legal proceedings which are being contemplated or instituted by or against the Corporation or Bexhill College.
- **Information given to the Corporation in confidence.**
- **Department for Education (DfE), Education Funding Agency (EFA) and Skills Funding Agency (SFA)** – Information provided by the college to the DfE, EFA and SFA which is not normally placed in the public domain will not be reproduced on this site unless the DfE, EFA or SFA give permission to publish.
- **Any other matter**, the public disclosure of which would or would be likely to prejudice the effective discharge of the College's functions.

Items defined as confidential are fully minuted but the Minutes are held by the Clerk and Governors on a confidential basis. They are not placed in the file in the College LRC and are not available for public inspection.

The sensitivity of confidential minutes and papers will be reviewed annually by the Search Committee. They will determine whether confidentiality is maintained and ensure that information is released in to the public domain when the criteria for confidentiality are no longer met.

11. Member Eligibility

The Corporation adopts the following procedure to ensure eligibility of all Governor appointments and continued eligibility of all Governors. In order to be eligible as a member of the Corporation, a person must be eligible to act as a charitable trustee.

The following persons are ineligible to be appointed as a member of, or from continuing to be a member of, the Corporation:

- (a) anyone under the age of 18 years, except as a student Governor;
- (b) the Clerk;
- (c) a person who is a member of staff of the College, except as a staff Governor or in the capacity of Principal.

Restrictions on eligibility are as for the Charities Act 2011, the relevant section of the Act is available on request from the Clerk.

When the Search Committee recommends appointment, or nominations are received for Staff, Parent and Student Governors the following checks will be made:-

Checks through Disclosure that the person has no record of activity making them unsuitable for such a role.

The proposed Governor shall confirm in writing to the Clerk that he or she has not been adjudged bankrupt or made a composition or arrangement with his or her creditors.

The proposed Governor shall confirm in writing to the Clerk that he or she has not, within five years before the proposed date of appointment, been convicted of an offence which has led to a sentence of imprisonment (whether suspended or not) of a period of not less than three months without the option of a fine.

The Clerk will prepare a pro-forma for these declarations and will consult with the Chair and Principal to enforce the Instrument and Articles if required.

Once the Corporation has confirmed the appointment of a new Governor, the Clerk or Principal will write formally to confirm the appointment.

The pro-forma relating to bankruptcy and convictions will be circulated to all Governors annually along with Declaration of Interest Forms to ensure the Corporation knows when Governors become ineligible.

Co-opted Governors

Appendices are available on the website

Statutory Instrument & Articles of Government
Further & Higher Ed Act 1992 (Instruments and Articles for Further Education Corporations Order 2007) Schedule 1 & 2; Schedule 3 - Colleges

Campus Map

Schedule of Corporation & Committee Meetings for 2016-17