

Policy 1 Governance					
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**Policy and procedures issued:** April 2014

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November 2015 (procedure added); June 2018; December 2019; December 2020; August 2021

**Policy owners:** Directors and CEO / Principal

## 1 Introduction

This policy clarifies the Academy's overall approach to governance, which makes a critical contribution to the success both of the Academy and its students.

## 2 Terminology

The term 'governance' covers values, objectives, structures and arrangements for the strategic direction and management of the Academy.

## 3 Scope

This policy covers the Academy's overall mission and goals, its organisation, Board of Governance and committees, objectives and decision-making processes. It also covers arrangements for document preparation and control and arrangements for effective strategic use of student data.

## 4 Aims

The overall aim of the policy is to ensure that the Academy clearly defines its expectations in terms of governance and strategic direction.



The policy relates to other relevant policies, including the Academic Management Policy (2) the Human Resources and Staff Development Policy (6) and the Information Policy (7).

## **5 Objectives**

The objectives of the Governance Policy and its related procedures are to:

- set out the Academy's mission and to articulate its core values and vision
- clarify the Academy's organisational structure, including management and employee reporting lines and key responsibilities, as well as board and committee reporting lines, external involvement and interrelationships
- clarify the Academy's financial management arrangements
- set out the Academy's objectives and targets, within a defined timescale and with clear indication of review and revision timescales
- clarify the business planning and decision-making processes within the Academy
- clarify the nature and responsibilities of the Academy Board of Governance and its related committees
- set out key expectations about communication within the Academy: to students, stakeholders, employees and others
- ensure that all documents and materials are produced in a format which is standardised and consistent and that all revisions and versions are controlled and recorded
- maintain regular oversight of all policies and procedures and to ensure that their content remains current and appropriate to the needs of the organisation
- to clarify the ways in which student data will be collected, analysed and used in the strategic management of the Academy

## **6 Related Documents**

### **6.1 Procedures**

1.1 Academy strategic plan, mission and core values

1.2 Organisational structure

1.3 Committee structure, terms of reference and responsibilities

1.4 Financial management protocols

1.5 Equal opportunities statement

1.6 Ethics protocols

1.7 Data protection

1.8 Document preparation and change control

## 1.9 Policy and procedure review arrangements

## 6.2 Student Terms and Conditions

## 6.3 External Reference Points

- Office for Students (OfS) Requirements and Guidance at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- UK Quality Code Advice & Guidance – Admissions, Recruitment and Widening Access at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>
- UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- UK Quality Code Advice & Guidance – Partnerships at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- Pearson Recognition of Prior Learning Policy at [https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf)
- Competition and Markets Authority Guidance for HE Providers at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- UKCISA Code of Ethics at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- UK Visa & Immigration (UKVI) regulations at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>