

Terms of Reference - Corporation and Committees of the Corporation

The following documents provide a framework within which the Corporation undertakes its duties and responsibilities:

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| <p>Instrument and Articles of Government</p> | <p>This document meets the requirements under Schedule 4 of the Education Act 2011. (The Corporation may amend the Instrument and Articles of Government but must adhere to the requirements of Schedule 4.)</p> <p>The Articles of Government contain a list of responsibilities distinguished by Corporation, Principal and Clerk and a further designation of what is non-delegable. See extracts provided below.</p> |
| <p>Standing Orders</p> | <p>This document is provided to describe operational parameters of the Corporation, which supplement the Instrument and Articles of Government.</p> <p>The Corporation may amend these Standing Orders.</p> |
| <p>Corporation and Committee Terms of Reference</p> | <p>These terms of reference are provided to address the scope and role of the Corporation and each Committee. This includes areas of work delegated to Committees. Where delegation is provided for, this does not remove the overall corporate responsibility of the Corporation.</p> |
| <p>Scheme of Delegation</p> | <p>This is a supportive scheme to illustrate levels of decision making.</p> |
| <p>Cycle of Business</p> | <p>The cycle of business provides the distribution of work to fulfil governance across Strategic Direction, Performance and Quality, Policy and Compliance, on an annual basis, in line with annual required returns to agencies, College learning and teaching cycles.</p> |
| <p>Financial Regulations</p> | <p>The Financial Regulations are provided to describe the protocols for College staff and governors to act appropriately. These regulations are kept under review with responsibility for approval lying with the Corporation.</p> |
| <p>Post 16 Audit Code of Practice</p> | <p>This Code sets out how the ESFA obtains assurance from providers to meet its duty to demonstrate that they:</p> <ul style="list-style-type: none"> - spend public money in accordance with HM Treasury's guidelines - have properly discharged any statutory and other legal requirements <p>The requirements for College compliance are clearly outlined in this Code. The Audit Committee keeps its terms of reference up to date in relation to the requirement of this Code.</p> |

The Department for Education – Core duties of a College Corporation

While the Corporation may amend the Instrument and Articles of Government (subject to required items of retention), the core duties of a College Corporation, as determined by the Department for Education are:

- setting and communicating the College’s educational character, strategy, and goals
- holding executive leaders to account for the educational performance and quality of the College, and for the performance of staff
- exercising effective control to ensure that funds and assets are protected, and legal obligations are met

The responsibilities of the Corporation are set out in the Articles of Government:

1. (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;
 - (aa) publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
 - (b) approving the quality strategy of the institution;
 - (c) the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
 - (d) approving annual estimates of income and expenditure;
 - (e) 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
 - (f) setting a framework for the pay and conditions of service of all other staff.

Delegable and non-delegable functions

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, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk’s appointment in the capacity of a member of staff); and
 - (f) the modification or revocation of the Instrument of Government and these Articles;
 - (g) the dissolution of the Corporation.
2. (1) The Corporation may not delegate 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 members of the Corporation.
 - (2) The Corporation shall make rules specifying the way in which a committee having functions under paragraph (1) shall be established and conducted.

Charity Law

Under charity law the six main duties of the Corporation are to:

- ensure the Corporation carries out the charitable purpose for which it was set up, and no other purpose

- comply with the Corporation's governing document and the law
- act in the Corporation's best interests
- manage the Corporation's resources responsibly
- act with reasonable care and skill
- ensure the Corporation is accountable.

The Corporation and Committees

The Corporation has a designated committee structure and scheme of delegation, however these do not replace the Corporation's overall responsibility to discharge its duties.

Corporation

The Corporation will:

Appoint:

- All governors and officers of the Corporation
- Internal and External Auditors (including annual letters of engagement)
- All designated senior postholders and the Clerk to the Corporation

Review and Approve:

- Changes to governance framework documents
- College Self-Assessment Report and Quality Improvement Plan
- College Strategic Plan, stated purpose and educational character
- College Annual Plan and Annual Targets
- Annual Budget
- New ventures/mergers/disaggregation/property purchase
- Borrowing and loans
- Material changes to the contract of employment and single pay spine
- Pay offer for all staff
- Pay, conditions and remuneration of senior postholders
- Remuneration statement to be published
- Risk Policy and risks outside the risk appetite
- Annual Audit Plan
- Annual Members' Report and Financial Statements
- Halesowen College Enterprises Limited Directors' Report and Financial Statements.
- Relevant policies, where recommended by management or committee but including:
 - Safeguarding
 - Prevent
 - Health and Safety
 - Equality and Diversity

Receive:

- Audit Committee Annual Report
- External Audit Findings Report Financial Statements and Regularity
- Remuneration Committee Annual Report
- Search Committee Annual Report

Monitor:

- Strategy
- Performance
- Complaints
- Conflicts of Interest
- Governance
- Sustainability

Committee Terms of Reference:

- **Audit Committee**
- **Finance and Resources Committee**
- **Personnel Committee**
- **Remuneration Committee**
- **Search Committee**
- **Students, Curriculum and Quality Committee**
- **Appeals Committee**
- **Grievance Committee**

Audit Committee

The Audit Committee is established under the requirements of the Corporation's Instrument and Articles of Government and as a condition of funding.

The terms of reference are drawn to comply with the Post 16 Audit Code of Practice as published by the Education and Skills Funding Agency (ESFA).

Role

The Audit Committee must advise the Corporation on the adequacy and effectiveness of the Corporation's assurance framework. The Audit Committee must play a robust role in good stewardship and risk management and may refer to the ESFA's guidance on the scope of work of audit committees and internal auditors in college corporations. In addition, the Audit Committee advises and supports the Corporation in explaining, in its annual accounts, the measures taken to ensure it has fulfilled its statutory and regulatory responsibilities. The College Accounts Direction sets out the ESFA's specific requirements including the required format of the Corporation's statement of corporate governance and internal control.

Committee Membership and Attendance

Members

1. At least three members appointed by the Corporation, the majority of whom must be governors at the College, who collectively have recent relevant experience in risk management, finance and assurance. The members must not include the Chair of the Corporation nor the Principal and should not include staff governors. The abilities of the membership of the Audit Committee should reflect the needs of the Corporation and should extend to expertise in all relevant financial and non-financial areas.
2. The Chair of the Audit Committee is appointed by the Corporation. Any co-opted or non-governor members should not be appointed as Chair. Where the Chair is no longer a member of the Committee their replacement will be appointed.
3. The Corporation may appoint co-opted members to the Committee. However, any co-opted members may not be drawn from the College auditors, bankers, insurers or anyone where there is potentially a conflict of interest.

Attendees

1. The internal and external auditors shall be entitled to attend and speak at all meetings of the Committee, but not to vote.

2. Senior management may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
3. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate, who shall be entitled to speak, but not to vote.

Meetings

1. The Committee shall meet at least three times a year.
2. The quorum is two members. Co-opted members are full members of the Committee and are entitled to attend and speak at all meetings and to vote.
3. Where a matter is put to a vote and cannot be carried, it will be deferred until the next meeting of the Committee.
4. The external or internal auditor may request a meeting of the Committee if they consider that one is necessary, and the Committee will endeavour to comply with such requests. In any event, the Committee must consider a minimum number of items of business each year for it to be able to function effectively and those items of business are set out in the Cycle of Business approved by the Corporation.
5. At each meeting the Committee have the option to ask management to leave, however this does not impact on the Corporation's access to College auditors at any point should there be any serious concerns.

Overview

1. The Audit Committee has the right to scrutinise any activity within its terms of reference, which may involve engaging a third party to assist, and has the right to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit.
2. The Committee has no delegated financial powers.
3. The items within the decision-making powers of the Committee are itemised in the remit.
4. The Committee shall be entitled, whenever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy set out above) to exclude any or all participants and observers.
5. Nothing has been added to the remit of the Committee that would cause it to adopt an executive role.
6. The Corporation recognises its responsibility in appointing members, to maintain the committee's independence and objectivity.

Remit

The Committee will consider the following and make recommendations to the Corporation:

1. To assess and provide the Corporation with an opinion on the adequacy and effectiveness of the College's assurance arrangements, framework of governance (which may include the board assurance framework), risk management and control processes for the effective and efficient use of resources, the solvency of the institution and safeguarding of its assets.
2. To consider and advise the Corporation on the annual audit strategy.
3. To ensure the policy for regular retendering for external audit service is in place and advise the Corporation on the appointment, reappointment, dismissal and remuneration of the external auditor, reporting accountant and other assurance providers, including internal auditors (where appointed), and establish that all such assurance providers adhere to relevant professional standards.
4. To inform the Corporation of any additional services provided by the external auditor, reporting accountant and other audit assurance providers, including internal auditors (if applicable) and explain how independence and objectivity are safeguarded.

5. To advise the Corporation on relevant reports by the National Audit Office, the ESFA and other funding bodies and where appropriate, management's response to these.
6. To produce an Audit Committee Annual Report for the Corporation which summarises the Committee's activities relating to the financial year under review in accordance with the most recent Audit Code of Practice, and which will:
 - be submitted to the Corporation before the Statement of Corporate Governance and Internal Control in the annual accounts is signed; and
 - be submitted to the relevant funding body with the annual accounts.
7. To recommend the Annual Members' Report and financial statements to the Corporation for approval.
8. Oversee compliance with conditions of registration with the Office for Students
9. To keep under review the terms of reference and cycle of business of the Committee, recommending changes to the Corporation.
10. To consider and advise the Corporation on any other matter which the Corporation refers to the Committee.

The Committee has delegated power to address and monitor:

1. The development of its members and put in place appropriate training to ensure their skills and knowledge are up to date. Where the Audit Committee identifies a gap in its existing skillset, training and development should be provided to address this in the first instance.
2. To notify the ESFA immediately of the resignation of auditors, with the explanation from the auditors, or where the Corporation has removed auditors before the expiry of their term of office, giving the reasons.
3. To determine relevant annual performance measures and indicators and to monitor the effectiveness of the external auditor and internal audit service (where appointed) and through these measures and indicators, decide whether a competition for price and quality of the audit service is appropriate.
4. To review and consider the reports of the external auditor, reporting accountant and other assurance providers, including internal auditors (if applicable) and to monitor, the implementation of recommendations to agreed timescales.
5. To approve the College's policies on and processes around fraud, irregularity, impropriety and whistleblowing, and ensure:
 - the proper, proportionate, and independent investigation of all allegations and instances of fraud and irregularity
 - that investigation outcomes are reported to the Audit Committee
 - that the external auditors (and internal auditors where appointed) are informed of investigation outcomes and other matters of fraud, irregularity and impropriety and that appropriate follow-up action has been planned/actioned.
 - that all significant cases of fraud or suspected fraud, theft, bribery, corruption irregularity, major weaknesses, or breakdown in the accounting or other control framework are reported to the ESFA, and other relevant funding authority, as soon as possible.
 - that risks around fraud have been identified and controls put in place to mitigate them.
6. To have oversight of data breaches and GDPR issues.
7. To keep under review and approve the College Health and Safety Policy and have oversight of health of and safety incidents.

Finance and Resources Committee

Role

The Finance and Resources Committee supports the Corporation in its responsibilities for the:

1. effective and efficient use of resources (for the purposes for which they were intended), the solvency of the institution and the safeguarding of assets
2. approving annual estimates of income and expenditure
3. setting a framework for the pay of staff (other than senior postholders and the Clerk to the Corporation).

Committee Membership and Attendance

Members

1. Four or more members appointed by the Corporation, the majority of whom must be governors at the College, who may not serve simultaneously on the Audit Committee.
2. The Corporation may appoint co-opted members to the Committee.
3. The Chair of the Committee is appointed by the Corporation. Neither the Principal nor any co-opted members should be appointed as Chair.

Attendees

1. Senior management (who are not members of the Committee) may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
2. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate, who shall be entitled to speak, but not to vote.

Meetings

1. The Committee shall meet at least three times a year.
2. The quorum is three members.
3. Co-opted members are full members of the Committee and are entitled to attend and speak at all meetings and to vote.

Remit

The Committee will consider and recommend to the Corporation for approval:

1. Annual College Budget for revenue and capital.
2. Financial Health Targets.
3. Funding authority returns as required (*Submission of the CFFR to the ESFA by 31 July*).
4. Due diligence for new ventures/merger/disaggregation/property purchase.
5. Borrowing and loans where Corporation approval is required.
6. Annual Members' Report and Annual Statements of Accounts for Halesowen College Corporation (*Submission to the ESFA by 31 December*).
7. Halesowen Colleges Memorandum of Understanding and Gift Aid Treatment.
8. Recommendations from annual review of pay.
9. Material changes to the single pay spine.
10. Tuition Fees Policy.
11. Changes to College's Financial Regulations and scheme of financial delegation.
12. Committee's terms of reference and cycle of business.
13. Any other matter which the Corporation refers to the Committee.

The Committee has delegated authority to review and approve the following, advising or recommending to the Corporation where required by the Financial Regulations or where the decision would have a material impact on the College's surplus or financial health:

1. Budgeting Policy.
2. Revisions to the annual revenue and capital budgets.
3. College's cash management, liquidity position and covenants.
4. Arrangements for securing Value for Money.
5. Arrangements for the management of bursary and hardship funds.
6. Curriculum costing.
7. Appointment of bankers, and banking arrangements.
8. Related Party Transactions.
9. Revision of the Estates and Accommodation Strategy and Plans.
10. Revision of the Digital Strategy.
11. Revision of Procurement Strategies.
12. Impact of Halesowen College Enterprises Limited on College financial position.

The Committee will monitor and report to the Corporation where it considers necessary:

1. Current financial data including management accounts, review of budget reports and resource dashboards.
2. Details of annual funding allocation(s).
3. Compliance with banking covenants.
4. Financial targets and financial health.
5. External Audit Findings Report.
6. Funding updates, sector changes and required actions.
7. Pension Schemes: TPS and LGPS.
8. Financial data for subsidiary company activity: Halesowen College Enterprises Limited.
9. College settlement agreements.
10. Students' Union Accounts

Personnel Committee

Role

The Personnel Committee has been formed to support the Corporation in its responsibility for 'setting a framework for the pay and conditions of service of all other staff' as stated in the Articles of Government ('other' being reference to the responsibilities to staff other than holders of senior postholders and the Clerk as being separately stated and addressed).

The Committee has oversight of personnel matters relating to the Corporation as employer of the College's staff and in meeting the requirements of employment and employment-related law and legislation. Matters of pay are addressed by the Finance and Resources Committee, the Remuneration Committee and the Corporation.

Committee Membership and Attendance

Members

1. Four or more members appointed by the Corporation, the majority of whom must be governors of the College.
2. The Corporation may appoint co-opted members to the Committee.
3. The Chair of the Committee is appointed by the Corporation. Neither the Principal nor any co-opted members should be appointed as Chair.

Attendees

1. Senior management (who are not members of the Committee) may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
2. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate who shall be entitled to speak, but not to vote.

Meetings

1. The Committee shall meet at least once a year.
2. The quorum is three members.
3. Co-opted members are full members of the Committee and are entitled to attend and speak at all meetings and to vote.

Remit

The Committee will consider and recommend to Corporation for approval:

1. Report on Safer Recruitment of Staff
2. Report on training and development of staff for Safeguarding and Prevent
3. Material changes to the contract of employment
4. Changes to the Committee's terms of reference and cycle of business.
5. Any other matter which the Corporation refers to the Committee.

The Committee has delegated authority to review and approve the following:

1. Substantive revisions to policies and strategies relating to staff including:
 - Staff recruitment and deployment in relation to the College's strategic priorities
 - Staff conduct, discipline and grievance
 - Staff satisfaction and wellbeing

The Committee will monitor and report to the Corporation where it considers necessary:

1. Monitoring of data and targets in relation to:
 - Staff recruitment, staffing profile, sickness and absence, turnover and satisfaction, equality and diversity
 - Staff training and development
 - Staff conduct, discipline and grievance
 - Staff wellbeing
2. Consider updates to legislation and potential impact on the College.

Remuneration Committee

Role

The Remuneration Committee has been formed to support the Corporation in meeting its responsibilities:

1. under the Articles of Government for the determination of pay and conditions of senior postholders and the Clerk
2. under The Colleges Senior Post Holder Remuneration Code, for ensuring an appropriate approach to and reporting on the remuneration of senior postholders and the Clerk

Committee Membership and Attendance

Members

1. The Chair of the Corporation
2. Three members of the Corporation appointed by the Corporation. The Principal may not be a member*. Staff and student governors may not be members.

The Chair of the Committee is appointed by the Corporation. The Chair should not be the Chair of the Corporation.

Attendees

1. Senior management may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
2. *The Principal may advise the Committee on the performance of other senior postholders.
3. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate who shall be entitled to speak, but not to vote.

Meetings and Attendance

1. The Committee shall meet at least once each year.
2. The quorum is any two members.

Remit

The Committee will consider and recommend to Corporation for approval:

1. The outcomes of the appraisal process regarding designated senior postholders and the Clerk.
2. Consider and make recommendations to the Corporation on the pay and conditions of designated senior postholders and the Clerk, including where the Clerk is, or is to be appointed as a member of staff, with reference to Article 3.1(e).
3. With due regard to The Colleges Senior Post Holder Remuneration Code, provide an annual report to the Corporation which provides sufficient assurance that the Committee has effectively discharged its responsibilities.
4. Have due regard to employer responsibilities and contractual obligations.
5. Keep under review the terms of reference and cycle of business of the Committee, recommending changes to the Corporation.
6. Consider and advise the Corporation on any other matter which the Corporation refers to the Committee.

Search Committee

Role

The Search Committee is established under the Corporation's Articles of Government to support the Corporation by:

1. having oversight of the composition, skills, and terms of office of governors, with a view to sustaining the Corporation to effectively carry out its functions and responsibilities
2. keeping under review procedures for search, nomination and appointment to support openness and accountability
3. identifying potential independent governors and co-opted members and recommending their appointment to the Corporation as the appointing authority.

Membership and Attendance

Members

1. The Principal and the Chair of the Corporation,
2. Two other members of the Corporation appointed by the Corporation.
3. The Corporation may appoint co-opted members to the Committee.
4. The Chair of the Committee is appointed by the Corporation. Neither the Principal nor any co-opted members should be appointed as Chair.

Attendees

1. Senior management (who are not members of the Committee) may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
2. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate who shall be entitled to speak, but not to vote.

Meetings

1. The Committee will meet at least once each year.
2. The quorum is any two members.
3. Co-opted members are full members of the Committee and are entitled to attend and speak at all meetings and to vote.

Remit

The Committee will consider and recommend to Corporation for approval:

1. Search for, consider nominations and applications and make recommendations to the Corporation on the appointment and reappointment of members of the Corporation and co-opted members.
2. An annual report to the Corporation on the effectiveness of the Committee in relation to the scope of its activities.
3. The Committee's terms of reference and cycle of business.
4. Any other matters which the Corporation refers to the Committee.

The Committee is delegated to review and approve the following:

1. The ideal skills composition/profile of the Corporation
2. Succession plan

The Committee will monitor and report to the Corporation where it considers necessary:

1. Monitor/audit the skills of the membership against the profile
2. Monitor the terms of office of members of the Corporation
3. Consider succession needs

Students, Curriculum and Quality Committee

Role

The Students, Curriculum and Quality Committee has been formed to support the Corporation in oversight of the effectiveness of provision for learners including appropriate curriculum offer, effective teaching and learning, good learner support, the learner experience and achievement of learner outcomes.

Membership and Attendance

Members

1. Five or more members appointed annually by the Corporation, the majority of whom must be governors at the College.
2. The Corporation may appoint co-opted members to the Committee.
3. The Chair of the Committee is appointed by the Corporation. Neither the Principal nor any co-opted member should be appointed as the Chair.

Attendees

1. Senior management (who are not members of the Committee) may be invited to attend meetings of the Committee and shall be entitled to speak, but not to vote.
2. The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate who shall be entitled to speak, but not to vote.

Meetings

1. The Committee will meet at least three times each year.
2. The quorum is any three members.

3. Co-opted members are full members of the Committee and are entitled to attend and speak at all meetings and to vote.

Remit

The Committee will consider and recommend to the Corporation for approval:

1. Report on Students' Retention, Attendance and Achievement
2. College's Self-Assessment Report
3. College's Quality Improvement Plan (Development Plan)
4. Safeguarding Policy
5. Policies requiring Corporation approval, as set out in [the Appendix].
6. Committee's terms of reference and cycle of business.
7. Any other matter which the Corporation refers to the Committee.

The Committee has delegated authority to review and approve the following:

1. Matters relating to Curriculum, Learning and Teaching, Quality and Student Support including Staff Development plans and outcomes.
2. Quality Strategy
3. HE provision including QAA reports and information from the Office for Students.
4. Policy on Student Conduct.
5. Careers Strategy and Policy

The Committee will monitor and report to the Corporation where it considers necessary:

1. Policy linked to external priorities and strategic planning impacting on students and the delivery of the curriculum.
2. Reports on quality and standards of provision and appropriate management action, incorporating:
 - student enrolment and recruitment
 - student achievement, progression and destination data
 - curriculum review
 - student retention
 - student attendance
 - student progress
 - observations of teaching and learning
 - review of underperforming courses
 - student support, safeguarding and behaviour
 - equality and diversity
 - student complaints
 - British values
3. Engagement with and Stakeholder views, including student, staff and employers, and will keep under review methods of obtaining the views of staff and students (including in relation to the determination and periodic review of educational character, mission and oversight of activities which is published on the College website).
4. Pastoral review reports addressing extra-curricular activity, student success, disciplinary matters, EHCP/CLA and safeguarding.

5. Up to date inspection and external review requirements and monitor inspection or external review outcomes and action plans.
6. Developments in educational policy and national, regional, and local priorities that may impact on the College curriculum.
7. Annual targets within its remit.

Appeals Committee

Role

The Appeals Committee is formed as required to support the Corporation in the conducting and determining of all appeal hearings referred to it under the staff disciplinary procedures.

Membership and Attendance

Members

1. Three members drawn from and appointed by the Corporation excluding the Principal, staff and student members and any member involved in an earlier stage of investigation or committee to do with the case.
2. The Chair should be agreed by the members appointed to the Committee.

Attendees

1. The attendance of staff and advisors is in accordance with the agreed disciplinary procedures.

Meetings

1. The Committee is formed when required.
2. The quorum is three members.
3. Meetings of the Committee will be conducted in accordance with the relevant disciplinary procedure.

Remit

The Committee will:

1. Hear appeals that are appropriately referred to it under the College's procedures.
2. Determine if an appeal is upheld.

Grievance Committee

Role

The Grievance Committee is formed as required to support the Corporation in the conducting and determining of hearings under the staff grievance procedures.

Membership and Attendance

Members

1. Three members drawn from and appointed by the Corporation excluding the Principal, staff and student members and any member involved in an earlier stage of investigation or committee to do with the case.
2. The Chair should be agreed by the members appointed to the Committee.

Attendees

1. The attendance of staff and advisors is in accordance with the agreed grievance procedures.

Meetings

1. The Committee is formed when required.
2. The quorum is three members.
3. Meetings of the Committee will be conducted in accordance with the relevant grievance procedure.

Remit

The Committee will:

1. Conduct hearings for grievances raised against the Principal under the Staff Grievance Procedure.
2. Conduct final stage hearings under the Grievance Procedure for Senior Postholders.
3. Determine if a grievance is upheld.