

Terms of reference – Corporation and its committees

Approved by: Corporation
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1 Introduction

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

<p>The Department for Education – FE and sixth form college corporations guide</p>	<p>Core functions of the Corporation:</p> <ul style="list-style-type: none"> - determining the College’s educational character - setting and communicating the College’s 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, the College remains solvent and legal obligations are met
<p>Charity law</p>	<p>Under charity law the six main duties of the Corporation are to:</p> <ul style="list-style-type: none"> - 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.
<p>Instrument and Articles of Government</p>	<p>This meets the requirements under Schedule 4 of the Education Act 2011 and may be amended by the Corporation who must do nothing to contravene the requirements of Schedule 4.)</p> <p>The Articles of Government contain a list of responsibilities distinguished by Corporation, Principal and Director of Governance and a further designation of what is non-delegable.</p> <p>2. Responsibilities</p> <p>2.1 Corporation</p>

The Corporation will be responsible for the following functions

- the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- 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;
- approving the quality strategy of the institution;
- the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- approving annual estimates of income and expenditure;
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Director of Governance, including, where the Director of Governance is, or is to be appointed as, a member of staff, the Director of Governance's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- setting a framework for the pay and conditions of service of all other staff.

3. Delegable and non-delegable functions

3.1 The Corporation shall not delegate the following functions

- the determination of the educational character and mission of the institution;
- the approval of the annual estimates of income and expenditure;
- the responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding their assets;
- the appointment of the Principal or holder of a senior post;
- the appointment of the Director of Governance, (including, where the Director of Governance is, or is to be, appointed as a member of staff the Director of Governance's appointment in the capacity of a member of staff); and
- the modification or revocation of the Instrument of Government and these Articles;
- the dissolution of the Corporation.

3.2 The Corporation may not delegate the power to determine an appeal in connection with the dismissal of the Principal, the Director of Governance or the holder of a senior post, other than to a committee of members of the Corporation.

	3.3 The Corporation shall make rules specifying the way in which a committee having functions under paragraph 3.2 shall be established and conducted.
Standing Orders	Are provided to describe operational parameters of the Corporation, which supplement the Instrument and Articles of Government. The Corporation may amend these Standing Orders.
Corporation and Committee Terms of Reference (this document)	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. Cross reference with Scheme of delegation and Cycle of Business.
Scheme of Delegation	A supportive scheme to illustrate levels of decision making.
Cycle of Business	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.
Financial Regulations	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.
Post 16 Audit Code of Practice	<p>This Code sets out how the DfE 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, particularly now guided by ‘Managing Public Money’. - 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 requirements of this Code.</p>
Financial Handbook for Colleges	The guidance on requirements provided by Department for Education.

2 The Corporation and its 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.

2.1 Corporation

The Corporation will:

Appoint:

- All governors and officers of the Corporation
- Internal and External Auditors
- All designated senior postholders, including the Director of Governance

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
- Review how well the education and training provided meets local needs
- Accountability Agreement/Statement
- 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
- Relevant strategies and policies as set out in the Policy Framework, including:
 - o Safeguarding
 - o Prevent
 - o Health and Safety

- Equality and Diversity ,

Receive:

- Annual reports from its committees, in particular the Audit Committee and Remuneration Committee
- External Audit Findings Report Financial Statements and Regularity
- Halesowen College Enterprises Limited Directors' Report and Financial Statements.

Monitor:

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

2.2 Committee terms of reference:

Sections 3-9 provide terms of reference for each of the following committees:

- Audit Committee
- Finance & Resources Committee
- Personnel Committee
- Remuneration Committee
- Students, Curriculum & Quality Committee
- Appeals Committee
- Grievance Committee

3 Audit Committee

3.1 Role

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:

- FE college financial handbook,
- Framework and guide for external auditors and reporting accountants of colleges
- Colleges accounts direction .

3.2 Committee membership and attendance

Members

1. At least four 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 abilities of the membership of the Committee should reflect the needs of the Corporation and should extend to expertise in all relevant financial and non-financial areas).
2. The membership must not include the Chair of the Corporation nor the Principal, and should not include staff or student governors.
3. 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 by the Corporation.
4. The Corporation may appoint co-opted members to the Committee, as set out in the Appointment & Reappointment Procedure. 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.
4. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

3.3 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.
3. Where a matter is put to a vote and cannot be carried, the Committee Chair can choose to apply their casting vote or to refer the matter to the Chair of Corporation with regards to calling a Special Meeting.
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.
5. The Committee must consider a minimum number of items of business each year for it to be able to function effectively. These are set out in the Cycle of Business approved by the Corporation.
6. The Committee may on occasion defer an item (subject to timescales for meeting regulated required report deadlines) by noting this in the minutes and carrying forward as an action to be kept under review.

3.4 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; however, it may make recommendations to the Corporation that have a financial aspect.
3. 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. This includes management but does not impact on access to College auditors.
4. Nothing has been added to the remit of the Committee that would cause it to adopt an executive role.
5. The Corporation recognises its responsibility in appointing members, to maintain the committee's independence and objectivity.

3.5 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 Corporation's assurance arrangements and 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 (at least every 5 years) 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 DfE 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, and publication and that these comply with current responsibilities and requirements including those of the DfE and HM Treasury, addressed through Accounts Direction, 'Managing Public Money' and reclassification of colleges issued guidance.
8. To keep under review the terms of reference and cycle of business of the Committee, recommending changes to the Corporation.
9. 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 Audit Committee 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 DfE 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 (as outlined in the policy framework), and ensure:

- the proper, proportionate, and independent investigation of all allegations and instances of fraud and irregularity
 - investigation outcomes are reported to the Audit Committee
 - 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.
 - 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 DfE, and other relevant funding authority, as soon as possible.
 - 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 be consulted on the review of the Health & Safety and Disaster Management & Major Incidents Policies and have oversight of compliance with regulatory matters in relation to these policies
 9. Oversee compliance with OfS conditions of Registration

4 Finance and Resources Committee

4.1 Role

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

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

From the FE Financial Handbook:

2.1 Governors, the accounting officer and executive management **must** maintain robust oversight of the college's finances.

2.2 The college corporation **must** take responsibility for the college's financial affairs and for stewardship of assets and **must** use resources effectively, efficiently and economically, to maximise outcomes for learners

4.2 Committee membership and attendance

Members

1. At least four u members appointed by the Corporation, the majority of whom must be governors at the College, who collectively have relevant experience and who may not serve simultaneously on the Audit Committee.
2. The Corporation may appoint co-opted members to the Committee, as set out in the Appointment & Reappointment Procedure.
3. The Chair of the Committee is appointed by the Corporation. Neither the Principal nor any co-opted members should be appointed as Chair. Neither staff nor student governors should be appointed as Chair. Where the Chair is no longer a member of the Committee, their replacement will be appointed by the Corporation.

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.
3. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

4.3 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.
4. Where a matter is put to a vote and cannot be carried, the Committee Chair can choose to apply their casting vote or to refer the matter to the Chair of Corporation with regards to calling a Special Meeting.
5. The Committee may on occasion defer an item (subject to timescales for meeting regulated required report deadlines) by noting this in the minutes and carrying forward as an action to be kept under review.

4.4 Remit

These are now considered under the requirements of Managing Public Money, as a public sector body.

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 by 31 July*).
4. Due diligence for new ventures/merger/disaggregation/property purchase. Asset disposal and reinvestment requirements as required by 'Managing Public Money' with DfE or HM Treasury approval where required
5. Borrowing and loans where Corporation approval is required and in compliance with the requirements of 'Managing Public Money' (MPM), with DfE or HM Treasury approval where required. Annual Members' Report and Annual Statements of Accounts for Halesowen College Corporation (*Submission by 31 December*), and that these comply with current responsibilities and requirements including those of the DfE addressed through Accounts Direction, 'Managing Public Money', the Financial Handbook for FE Colleges and reclassification of colleges issued guidance.
6. HCE Ltd Gift Aid Treatment.
7. Recommendations from annual review of pay.
8. Material changes to the single pay spine.
9. Policies and strategies as set out in the policy framework
10. Changes to College's Financial Regulations and scheme of financial delegation, in compliance with the requirements of 'Managing Public Money' (MPM).
11. Committee's terms of reference and cycle of business.
12. 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. Policies and strategies as set out in the policy framework.
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.
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. Funding updates, sector changes and required actions.
6. Pension Schemes: TPS and LGPS.
7. Financial data for subsidiary company activity: Halesowen College Enterprises Limited.
8. College settlement agreements in line with 'Managing Public Money', with DfE or HM Treasury approval where required.
9. Students' Union Accounts.
10. Estates, capital projects and IT

5 Personnel Committee

5.1 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 senior postholders 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, although the Personnel Committee may be consulted/informed where deemed appropriate.

The Committee’s role includes the governance ‘search’ functions as follows:

1. having oversight of the composition, skills, and terms of office of governors, to sustain 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 and interviewing potential independent governors and co-opted members, and recommending their appointment to the Corporation as the appointing authority.

5.2 Committee membership and attendance

Members

3. Four or more members appointed by the Corporation, the majority of whom must be governors of the College and may include the Principal and the Chair of the Corporation. 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. Neither staff nor student governors should be appointed as Chair. Where the Chair is no longer a member of the Committee, their replacement will be appointed by the Corporation.

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.
3. The Committee may ask other members of the Corporation to assist in the interview of prospective governors.
4. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

5.

5.3 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.
4. Where a matter is put to a vote and cannot be carried, the Committee Chair can choose to apply their casting vote or to refer the matter to the Chair of Corporation with regards to calling a Special Meeting.
5. The Committee may on occasion defer an item (subject to timescales for meeting regulated required report deadlines) by noting this in the minutes and carrying forward as an action to be kept under review.

5.4 Remit

The Committee will consider and recommend to Corporation for approval:

3. Material changes to the contract of employment
4. 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.
5. The outcomes of the appraisal process regarding designated senior postholders
6. The Committee will support the Corporation Chair in processes of performance management of senior post holders where need arises, with due reference to procedures and committees in place and guidance with reporting on to the Corporation.
7. An annual report to the Corporation on the scope and effectiveness of the Search functions.
6. Changes to the 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. Substantive revisions to policies and strategies, as set out in the policy framework, 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 skills composition/profile of the Corporation

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

1. Reports on Safer Recruitment of Staff

2. Reports on training and development of staff including for Safeguarding and Prevent
3. 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
 - Governor training and development
 - Staff conduct, discipline and grievance
 - Staff wellbeing
2. Consider updates to legislation and potential impact on the college.
3. Monitor/audit the skills of the membership against the profile.
4. Monitor the terms of office of members of the Corporation.
5. Consider succession needs and planning.

6 Remuneration Committee

6.1 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
2. under The Colleges Senior Post Holder Remuneration Code, for ensuring an appropriate approach to and reporting on the remuneration of senior postholders
3. With reference to Government Senior Pay Controls for Colleges and with DfE or HM Treasury approval where required.

6.2 Committee membership and attendance

Members

1. The Chair of the Corporation
2. Three other members of the Corporation appointed by the Corporation. The Principal must not be a member*. Staff and student governors may not be members.
3. The Chair of the Committee is appointed by the Corporation. The Chair must not be the Chair of the Corporation. Where the Chair is no longer a member of the Committee, their replacement will be appointed by 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 be invited to 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.
4. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote. They will not; however, be in attendance when their own employment is being discussed.

6.3 Meetings and Attendance

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

6.4 Remit

The Committee will consider and recommend to Corporation for approval:

3. Review of Senior post holder policies and procedures, as set out in the policy framework.

4. With due regard to Government Senior Pay Controls for Colleges, with DfE or HM Treasury approval where required, consider and make recommendations to the Corporation on the pay and conditions of designated senior postholders, including where the Director of Governance is, or is to be appointed as a member of staff, with reference to Article 3.1(e).
5. 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.
6. Have due regard to employer responsibilities and contractual obligations.
7. Keep under review the terms of reference and cycle of business of the Committee, recommending changes to the Corporation.
8. Consider and advise the Corporation on any other matter which the Corporation refers to the Committee.

The Committee will consider as part of its deliberations regarding senior postholder pay:

1. The outcomes of the appraisal process regarding designated senior postholders, as reported to the Personnel Committee

7 Students, Curriculum and Quality Committee

7.1 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.

7.2 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. Neither staff nor student governors should be appointed as Chair. Where the Chair is no longer a member of the Committee, their replacement will be appointed by the Corporation.

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.
3. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

7.3 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.
4. Where a matter is put to a vote and cannot be carried, the Committee Chair can choose to apply their casting vote or to refer the matter to the Chair of Corporation with regards to calling a Special Meeting.
5. The Committee may on occasion defer an item (subject to timescales for meeting regulated required report deadlines) by noting this in the minutes and carrying forward as an action to be kept under review.

7.4 Remit

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

1. College's Self-Assessment Report and HE SAR
2. College's Quality Improvement Plan (Development Plan)
4. Policies and strategies, as set out in the policy framework
5. Committee's terms of reference and cycle of business.
6. 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. Policies and strategies, as set out in the policy framework
3. HE provision, including QAA reports and information from the Office for Students.

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 (EHCP and SEND)
 - 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 and wider student voices feedback
 - 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, SEND 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.

8 Appeals Committee

8.1 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 college procedures/policies.

8.2 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.
2. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

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 procedure/policy.

8.3 Remit

The Committee will:

1. Hear appeals as required under the College's procedures/policies.
2. Determine if an appeal is upheld and ensure timely communication of its decision

9 Grievance Committee

9.1 Role

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

9.2 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.
2. The Director of Governance will attend the meetings and shall be entitled to speak, in order to provide advice and guidance to the Committee and take minutes, but not to vote.

9.3 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.

9.4 Remit

The Committee will:

1. Conduct hearings for grievances raised against the Principal under the Staff Grievance Procedure (or where the Principal has been involved in earlier stages of the procedure).
2. Conduct final stage hearings under the Grievance Procedure for Senior Postholders.
3. Determine if a grievance is upheld and ensure timely communication of its decision