



Policy/Procedure:	Standing Orders of Corporation
Senior Manager Responsible:	Clerk to the Corporation
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Approved by:	Corporation
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Changes made:	Committee terms of reference updated



Standing Orders of Corporation

This document outlines the procedures which are to be adopted for the conduct of the business of the Corporation of Wyke Sixth Form College and its committees. Some of the orders are determined by the Instrument of Government, (these are indicated by the reference IoG). References to the Articles of Government are indicated by the abbreviation AoG.

1. Quorum

For full Corporation meetings the quorum is 40% of the total designated membership, regardless of whether or not there are any vacancies. (IoG)

For committee meetings the quorum is laid down in the terms of reference (App. A).

2. Voting

Decisions of Corporation shall be determined by a majority of the votes of the members present and voting: in the case of an equal division of votes the Chair shall have a casting vote (IoG).

Proxy votes will not be allowed (IoG). For eligibility and voting procedures for written resolutions sent by e-mail (IoG) see App.C below.

No decision of Corporation can be changed without a further decision of Corporation in a meeting for which the matter appears as a specific item on the agenda (IoG).

A staff member of Corporation shall withdraw from

- that part of any meeting of the Corporation, or any of its committees, at which staff matters relating solely to that member of the staff, as distinct from staff matters relating to all members of staff or all members of staff in a particular class, are to be considered;
- from that part of any meeting of the Corporation, or any of its committees, at which that member's reappointment or the appointment of that member's successor is to be considered;
- from that part of any meeting of the Corporation, or any of its committees, at which the matter under consideration concerns the pay or conditions of service of all members of staff, or all members of staff in a particular class, where the member of staff is acting as a representative (whether or not on behalf of a recognised trade union) of all members of staff or the class of staff (as the case may be); and
- if so required by a resolution of the other members present, from that part of any meeting of the Corporation or any of its committees, at which staff matters relating to any member of staff holding a post senior to that member's are to be considered, except those relating to the pay and conditions of all staff or all staff in a particular class (IoG).

A student member of Corporation under the age of 18 shall not vote on any matter which requires the expenditure of money by the Corporation or the entry into any contract which would incur a debt or liability (IoG).

A student member shall withdraw from any part of a meeting that considers their conduct, suspension or exclusion (IoG).

A student member shall not vote or take part in any discussion of any aspect of the conditions of service of a member of staff or a prospective member of staff, and shall withdraw if requested by a majority of other members present, excluding other student members (IoG).

The Corporation's eligibility and voting procedures for written resolutions sent by e-mail are included at Appendix C to these Standing Orders.

3. Declaration of personal interest

Members must disclose to Corporation any financial interest or any other interest of a description specified by Corporation that they may have in relation to the College's business. (IoG) This includes any interest their spouse or civil partner or close family members may have. Further details are included at section 11 of the Instrument of Government, in the Corporation Code of Conduct, and on the Corporation member register of interests form.

4. Public access to agendas and minutes

Access to agendas and signed Corporation or Corporation Committee minutes, draft Corporation or Corporation Committee minutes approved by the Chair and any report, document or other paper considered at a meeting of Corporation or of a Corporation Committee shall be available at the College premises during normal office hours, save that any material relating to a named employee or student, or a proposed employee or student applicant, or the Clerk to the Corporation, or any matter that the Corporation is satisfied should be treated as confidential, may be excluded (IoG and AoG).

The following documents shall also be placed on the College website: approved Corporation and Committee minutes, a written statement of Corporation's policy regarding attendance at Committee meetings by persons who are not Committee members, a copy of Corporation's policy and procedures for the appointment of Corporation members (IoG and AoG).

5. Appointment of Corporation members

The Corporation shall set up a Search and Governance Committee (AoG).

6. Appointment of Chair and Vice Chair

The Corporation and its committees shall each appoint a Chair annually, by a majority vote of the members present and voting. The appointment process itself shall be chaired by the Clerk. The period of office for Chair shall be one year, with the possibility of re-election for successive terms. The Corporation and its committees shall each in addition appoint a Vice Chair by means of the same process, with the exception that it shall be chaired by the Chair, not the Clerk.

Elections for Chair and Vice Chair of Corporation shall take place at the last Corporation meeting of the academic year. Elections for Committee Chairs and Vice-Chair shall take place at the first Committee meeting of the academic year.

Nominations forms for Chair and Vice-Chair of Corporation shall be distributed to Corporation members at the penultimate Corporation meeting of the academic year.

Where the Chair of Corporation, the Vice-Chair of Corporation, or a Committee Chair or Vice-Chair resigns or otherwise ceases to be Chair or Vice-Chair during the academic year, an election shall be held at the next Corporation or Committee meeting, as appropriate, held after the vacancy occurs.

7. Chair's action

The Chair (or Vice Chair if the Chair is unavailable) shall be empowered to act between meetings on behalf of Corporation or the appropriate committee, if the following circumstances pertain:

- The action is urgently required, and it is not possible to wait until the next scheduled meeting.
- The matter is relatively minor, in the judgement of the Chair, or, if the matter is more important, there is insufficient time to call a special meeting of Corporation: in this case the Chair should try to consult other members.
- The action taken is broadly within the principles that Corporation or the committee customarily adopt for matters of this kind, in the judgement of the Chair.

Any such actions shall be reported to the next scheduled meeting of the Corporation or the committee.

8. Special meetings

A special meeting may be called at any time by the Chair or at the request in writing of any 5 members. Where the Chair, or in his absence, the Vice-Chair so directs on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice convening the meeting and the proposed agenda are given within such period, being less than 7 calendar days, as he specifies (IoG).

9. Agendas

Members of Corporation and its committees shall be able to put an item on an agenda, provided they give the Clerk ten working days notice. If it is not possible to give this amount of notice they should nevertheless inform the Clerk of the item, so that it can be raised under Any Other Business, if this is possible. Agendas for all meetings shall be circulated a week in advance.

10. Minutes

Minutes for all meetings shall be circulated a week in advance. After approval, they shall be signed by the person chairing the Corporation or Committee meeting at which they are approved.

11. Attendance at Corporation and/or Committee meetings by senior staff and auditors

Members of the College's senior leadership team (SLT) shall normally attend full Corporation meetings.

Members of the College's SLT, and representatives of the College's internal and external auditors, attend meetings of the Corporation's Committees as outlined in the Committees' terms of reference (see App. A).

Other members of staff may attend Committee meetings by invitation.

12. Public access

Under section 16 of the Instrument of Government, it is for the Corporation to decide whether a person who is not a Corporation member, the Principal or the Clerk to the Corporation may attend a full Corporation meeting. If a member of the public is permitted to attend a full Corporation meeting, they will not be permitted to remain in attendance during items which are considered by the Corporation to be confidential. Members of the public who wish to attend a full Corporation meeting should contact the Clerk to the Corporation, giving at least 24 hours notice.

Meetings of Corporation Committees are not open to members of the public.

13. Expenses

Members may be paid travelling expenses for attending Corporation meetings, according to the same principles which apply to staff. Expenses incurred for other activities connected with the College, such as attendance at training events, and visits to other colleges, may be reimbursed according to the same procedures as apply to College staff.

14. Committees

Corporation is required to have an Audit Committee and a Search and Governance Committee by the Articles of Government. (AoG). The Corporation shall establish such other committees as it sees necessary to fulfil its proper functions.

Committees shall be set up with appropriate terms of reference, and each committee shall report on its work to full Corporation.

Committees shall be able to seek the attendance of non-members of Corporation as they see fit, but such people shall not be voting members of committee, nor shall they contribute to quorum.

Committee members will normally be Corporation members. A Committee may include external Co-opted committee members if this is permitted under the Committee's terms of reference. Co-opted committee members may vote and shall count towards the quorum of the Committee.

Corporation members, who express an interest in advance to the Clerk or Chair of a Corporation Committee, may attend Corporation Committee meetings, even if not members of the Committee attended, but may only speak during the meeting if invited to do so by the Committee Chair.

15. Clerking

Corporation and Committee meetings will be clerked by the Clerk to the Corporation except where discussions concern the pay and conditions of the Clerk when the Clerk will withdraw and the meeting will be clerked by a member of Corporation or Committee, as appropriate (AoG). The Clerk will be a senior post-holder.

15. Staff appointments

The College Principal shall be able to select and appoint all support staff, and teaching staff on salary scales up to and including management range D. For teaching staff on higher scales a member of Corporation shall also be involved in the selection process.

For senior post-holders the appointing panel shall include the Principal, and at least three other members of Corporation (AoG). An appointing panel which includes at least five members of the Corporation including the Chair and/or Vice-Chair is required where the vacancy is for the post of Principal (AoG). Vacancies for senior post-holders including the post of Principal must be advertised nationally (AoG).

17. Attendance

The Corporation has a policy on the attendance of members at meetings – see App. B.

18. Application of the Corporation seal

The seal of the Corporation shall be kept in the Finance Office safe.

The seal shall be applied to documents by the Clerk to the Corporation or, in the absence of the Clerk, by another named member of staff having specific written authorisation from the Clerk to the Corporation or from the Chair of Corporation.

Every application of the seal shall be authenticated by the signature of the Chair of Corporation and the Principal. Where the Chair or Principal is unavailable to sign, the Chair may appoint the Vice-Chair or other Corporation member to sign in their place.

Documents shall be sealed where this is a legal requirement or where general or specific advice received from the College's solicitors is that it is to the College's advantage to do so.

Approved by Corporation, 30 September 2014
Revised and approved by Corporation, 15 December 2015
Revised and approved by Corporation, 10 December 2020
Revised and approved by the Corporation, 15 July 2021

APPENDICES

- A. Committee terms of reference
- B. Attendance of Corporation members
- C. Eligibility and voting procedures for written resolutions sent by e-mail

COMMITTEE TERMS OF REFERENCE



The Corporation is required to establish an Audit Committee under 6. (1) of the Articles of Government.

Guidance on the role and membership of the Audit Committee is given in the Education & Skills Funding Agency's (ESFA's) Post-16 Audit Code of Practice 2020 to 2021 (March 2021).

Audit Committee of Corporation

Membership

- 4 members of Corporation plus a fifth member who may be a member of Corporation or who may be a co-opted Committee member with appropriate experience.
- To allow the Committee to discharge its duties effectively, its membership should include individuals with an appropriate mix of skills and experience, who collectively have recent relevant experience in risk management, finance and assurance
- In order to maximise the Committee's independence and objectivity, the following people shall not be eligible to be members of the Committee:
 - the Principal
 - college personnel and staff members of Corporation;
 - the Chair of the Corporation;
 - any member of the Finance and General Purposes Committee and
 - Corporation members or others who have significant interests in the College.
- A Corporation member will take the Chair. The Chair will be appointed by a majority vote of those members of the Committee present and voting. The appointment process will be chaired by the Clerk.
- Internal and external auditors and members of the College management may be invited to attend meetings as appropriate. Such persons shall not have a vote but will be entitled to speak at the meeting. They may be asked to withdraw from the meeting.
- The Clerk to the Corporation will clerk the Committee. Appropriate clerking arrangements must be established to ensure that the clerk to the Committee does not have financial responsibilities at senior management level within the College.
- Minutes will be presented to the full Corporation.
- Quorum: 3 members
- Meets: at least 4 times a year, with at least 2 meetings in the Autumn Term.

Audit Committee of Corporation

Terms of Reference

- To assess and provide the Corporation with an opinion on the adequacy and effectiveness of the College Corporation's assurance arrangements, its framework of governance (which may include a board assurance framework), risk management and control processes for the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets;
- To advise the Corporation on what assurance framework to have in place, and from where the assurances over the effective operation of the systems of control will come;
- To ensure that the College has a policy requiring the re-tendering of the external audit service at least every 5 years;
- To advise the Corporation on the appointment, reappointment, dismissal and remuneration of the external auditor, reporting accountant and other audit & assurance providers, including an internal audit service (IAS), and, where the appointment/re- appointment of such auditors has been approved by Corporation and any relevant auditors' letters of engagement have been considered by the Audit Committee, for any letters of engagement so considered to be signed by the Chair of the Audit Committee on behalf of Corporation;
- To ensure that all audit and assurance providers adhere to relevant professional standards;
- To advise the Corporation on the scope and objectives of the work of the IAS (where appointed), the external auditor, reporting accountant, and other providers of audit and assurance services;
- To ensure effective coordination between the IAS (where appointed) the external auditor, reporting accountant and other providers of audit and assurance services;
- To consider and advise the Corporation on the annual audit plans for the IAS (where appointed) and the strategy and annual audit plans of the external auditor and reporting accountant;
- To advise the Corporation on internal audit assignment reports and annual reports (if any) and on control issues included in the management letters of the external auditor, reporting accountant any other audit and assurance providers, and management's responses to these;
- To review and consider the reports of the external auditor, the reporting accountant, the IAS (where appointed) and other assurance providers (as applicable);
- To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports and internal audit annual reports (if any), and the reporting accountant and external auditor's management letter or any recommendations arising from any reports submitted by other providers of audit and assurance services;
- To consider and advise the Corporation on relevant reports by the National Audit Office (NAO), the funding bodies, and where appropriate management's response to these;
- To establish, in conjunction with the college management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS (where appointed), the external auditor, reporting accountant and other providers of audit and assurance services and to monitor their effectiveness through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate;
- To produce an annual report for the Corporation, summarising the Audit Committee's activities relating to the financial year under review, including:
 - A summary of the work undertaken by the Committee during the year,
 - The number of the meetings held in the year, and attendance records for each Committee member,
 - Any significant issues arising up to the date of preparation of the report,
 - Any significant matters of internal control included in the reports of audit and assurance providers,
 - Details of the date of appointment of the external auditors and the remaining term of the contract,
 - The Committee's view of its own effectiveness and how it has fulfilled its terms of reference,
 - The Committee's opinion on the adequacy and effectiveness of the Corporation's assurance arrangements, assurance over subcontracting (if applicable), framework of governance, risk management and control processes for the effective and efficient use of resources, solvency, and the safeguarding of assets;
- To submit its annual report to the Corporation and the Principal before the Statement of Corporate Governance and Internal Control in the annual accounts is signed:

- To ensure that a copy of its annual report is submitted to the relevant funding body with the annual accounts;
- To oversee the Corporation's policies on and processes around fraud, irregularity, impropriety and whistleblowing;
- To ensure the proper, proportionate and independent investigation of all allegations and instances of fraud and irregularity and that investigation outcomes are reported to the Audit Committee, that the external auditors (and internal auditors where appointed) have been informed, and that appropriate follow-up action has been planned/actioned, and that all significant cases of fraud or suspected fraud, theft, bribery, corruption, irregularity, major weakness or breakdown in the accounting or other control framework are reported to the Education & Skills Funding Agency (ESFA) and other relevant funding authority, as soon as possible;
- To ensure that risks around fraud have been identified and controls put in place to mitigate them;
- To be informed of all additional services undertaken by the IAS (where appointed), the external auditor, reporting accountant and any other audit and assurance providers, to advise the corporation on the provision of any such additional services and to explain how the auditors' independence and objectivity have been safeguarded;
- To notify the ESFA immediately of the resignation or removal of auditors before the expiry of their term of office;
- To consider the development of Audit Committee members and put in place appropriate training to ensure their skills and knowledge are up to date;
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation.

Powers

- The Audit Committee has the authority to investigate any activity within its terms of reference. In particular, when any significant instance of fraud, irregularity or major weakness or breakdown in the accounting or other control framework is suspected or discovered, the Audit Committee may commission a special investigation. The Audit Committee has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit.
- The Audit Committee does not have the power to adopt an executive role.

Approved by Corporation, 12 December 2019
Last reviewed by the Audit Committee, 15 June 2021
Last reviewed & approved by Corporation, 6 October 2021



Curriculum and Quality Committee of Corporation

Terms of Reference

- To monitor the curriculum offering of the College
- To monitor the quality assurance mechanisms of the College
- To review the College's quality strategy
- To review the examination performance of the College
- To consider the target-setting structure of the College, and monitor the targets set internally
- To review the College's Self-Assessment Report
- To report to Corporation on the above matters
- To consider the performance targets and make recommendations to Corporation for their formal approval
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation

Composition: six members of Corporation. Members of the College management to attend as necessary; the Clerk to the Corporation will clerk the committee; and the Deputy Principal, the Vice-Principal (Pastoral) and the Assistant Principal (Teaching, Learning and Assessment) will attend meetings. Minutes will be presented to the full Corporation.

Quorum: 3

Meets: Termly

Approved by Corporation, 10 December 2020

Last reviewed by the C&Q Committee, 21 June 2021

Last reviewed & approved by Corporation, 6 October 2021

**Composition increased from 5 to 6 members under Chair's action November 2021
(ratified by the Corporation 14 Dec. 2021)**



Finance and General Purposes Committee of Corporation

Terms of Reference

- To advise the Corporation on recommendations on major variations of expenditure, major capital expenditure, and major virement between budget heads
- To approve minor variations of expenditure, minor capital expenditure, and minor virement between budget heads
- To oversee the management of the College's assets; consider and make recommendations on investment and borrowing policies; and review arrangements for securing value for money, solvency and the safeguarding of assets
- To advise the Corporation on the College accommodation strategy including building extensions, and to monitor approved projects
- To consider for approval all tenders where the contract value is £25,001 or over (excluding VAT), in line with the College's financial regulations and tendering contracts procedures
- To consider for approval proposed severance payments to staff other than designated senior post-holders in excess of the statutory maximum or £10,000, if that is higher.
- To monitor interest rates relating to College loans and to consider for approval the placing of sums at a fixed interest rate where interest rates are at or lower than 5%
- To provide a forum for the preliminary discussion of general matters which are not appropriate to other committees
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation

In the above "major" is to be taken to refer to sums exceeding 5% of the annual budget; "minor" to refer to sums of more than 1% and less than 5%, decisions will be reported to the Corporation. Decisions on sums of less than 1% of the annual budget are delegated to the Principal who will report to the Finance and General Purposes Committee.

Composition: Chair and Vice-Chair of Corporation, the Principal, three other members of the Corporation. Members of the College management to attend as necessary; the Clerk to the Corporation will clerk the committee, the Vice-Principal (Finance, Resources & Systems) will attend the meetings. Minutes will be presented to the full Corporation.

Quorum: 3

Meets: At least every other month in term time.

Approved by the Corporation, 27 September 2018
Last reviewed & approved by the Corporation, 6 October 2021



The Corporation is required to establish a Search and Governance Committee under 5. (1) of the Articles of Government.

Search & Governance Committee of Corporation

Terms of Reference

- To support the maintenance of the full complement of Corporation
- To draw up, subject to approval of Corporation, procedures for the appointment, replacement and re-appointment of members of Corporation under the various categories of membership
- When a vacancy occurs on Corporation:
 - to draw up (within the constitution of Corporation, and subject to the procedures above) criteria for an appointment, replacement or re-appointment
 - to seek, through formal and informal routes, as appropriate, suitable nominations for the vacancy
 - to submit to Corporation a recommendation for appointment
- To make recommendations to Corporation on appointments to Corporation's committees
- To review the arrangements for the induction of new Corporation members and the training of Corporation members
- To review and advise Corporation on governance arrangements, including governance effectiveness
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation

Composition: five members of Corporation. Members of the College management to attend as necessary; the Clerk to the Corporation will clerk the committee. Minutes will be presented to the full Corporation.

Quorum: 3

Meets: As required

Approved by Corporation, 27 September 2018
Last reviewed by the Search & Governance Committee, 21 June 2021
Revised and approved by Corporation, 15 July 2021
Last reviewed & approved by the Corporation, 6 October 2021



Remuneration Committee of Corporation

Terms of Reference

- To advise the Corporation on the remuneration of the senior post-holders [see list below] including the Clerk to the Corporation
- To advise the Corporation on the negotiation of the contracts of senior post-holders and of the Clerk to the Corporation
- To report to the Corporation on the appraisals of senior post-holders and the Clerk
- To advise the Corporation on the conduct, composition and procedures of any selection panel for senior post-holders and generally on the appointment of senior post holders
- Corporation's designated senior post-holders are: the Principal, the Vice Principals, the Director of Finance and the Clerk to the Corporation
- To approve an annual report for presentation to the Corporation and a statement for publication on the College website
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation

Composition: 5 members of the Corporation, not including student members, staff members or the Principal. Members of the College management will not attend the meetings except that the Principal may be invited to advise the committee on the contract and remuneration of other senior post-holders.

Minutes will be taken by the Clerk to the Corporation, except where the discussion concerns the pay and conditions of the Clerk when the Clerk will withdraw and the minutes will be taken by a member of the Committee.

Minutes will be presented to a closed session of the full Corporation from which non-members of Corporation and, if so determined by the Corporation, staff and student members of Corporation, other than the Principal, have withdrawn. The Principal and the Clerk to the Corporation will also withdraw from the session, where the discussion concerns their own individual pay and conditions, if so determined by the Corporation.

Quorum: 3

Meets: At least annually.

Approved by Corporation, 12 December 2019
Last reviewed by the Remuneration Committee, 2 December 2019
Reviewed and approved by the Corporation, 12 December 2020
Updated with reference to Corporation's decisions on the designation of senior posts:
13 December 2018, 25 February 2020, & 29 April 2021
Last reviewed by the Corporation, 6 October 2021

Personnel Committee of Corporation

Terms of Reference

- To approve, under delegated power from the Corporation, personnel policies and procedures other than policies and procedures relating to senior post-holders, safeguarding and equality and diversity
- To recommend to the Corporation policies and procedures relating to safeguarding, equality and diversity and any policies and procedures relating to senior post-holders
- To consider levels of pay annually (except those of senior post-holders), and make recommendations to the Corporation
- To consider levels of staffing, reviewing appointments made and staff leaving
- To receive an annual report on staff appraisals (excluding those of senior post-holders) and to receive an annual report, at a strategic level, on the performance management of teaching staff
- Members to act as the Appeals Committee of Corporation in accordance with the terms of reference of the Appeals Committee
- To monitor the level of support provided to students through the College's wellbeing and counselling service at a strategic level, receiving an annual report within the safeguarding annual report
- To review policies and procedures relating to the safeguarding of children and vulnerable adults annually and to receive reports on issues relating to the safeguarding of children and vulnerable adults
- To consider equality and diversity issues in relation to the College staff and advise the Corporation on its policies and equality schemes and monitor at a strategic level the operation of those policies and equality schemes
- To keep under review the Committee's terms of reference and to make recommendations to the Corporation

Composition: Five ~~six~~ members of the Corporation including the Principal. Members of the College management will attend as necessary, the Clerk to the Corporation will clerk the committee, and the HR Manager will attend the meetings. Minutes will be presented to the full Corporation.

Quorum: 3

Meets: Termly

**Approved by Corporation, 15 March 2018,
Last reviewed by the Personnel Committee, 8 June 2021
Last reviewed & approved by the Corporation, 6 October 2021**

Appeals Committee of Corporation

Terms of Reference

- To hear student and staff appeals specified as eligible to be heard by the Corporation's Appeals Committee under the College's procedures or policies.
- To give the person making the appeal the right to make representations to the Appeals Committee in writing or orally. For this purpose, the person whose appeal is to be considered may be accompanied and represented as detailed in the staff, senior post-holder, or student version of the Procedure for Corporation's Appeals Committee.

Composition: 3 members of the Personnel Committee of Corporation or, where, as a result of the restrictions noted below or for other reason, the Personnel Committee is unable to provide 3 members to serve on the Appeals Committee, the Appeals Committee will comprise such members of the Personnel Committee as are eligible and available to serve and such other members of Corporation selected by the Chair of Corporation as are required to make the number up to 3.

The Chair of Corporation, the Principal, staff members and student members may not sit on the Appeals Committee.

No person may sit on the Appeals Committee who has any interest in its findings or who has been involved in any way in an investigation or other disciplinary action leading up to the reference of the particular matter to the Appeals Committee.

No person may sit on the Committee unless they are a member of the Corporation.

The Chair of the Committee will be selected by the Committee.

The Clerk to the Corporation shall act as Clerk to the Committee.

Quorum: 3

Meets: As required. After an appeal is referred to it, the Committee shall meet as soon as is reasonably practicable.

Approved by Corporation 30 June 2011, amended 15 March 2018
Last reviewed by the Personnel Committee 8 June 2021
Last reviewed & approved by the Corporation, 6 October 2021



ATTENDANCE OF CORPORATION MEMBERS

Members of the Corporation will make every effort to attend meetings of the Corporation and of any Corporation committee of which they are members. Attendance at meetings will be recorded in minutes, as will receipt of apologies.

Membership of the Corporation

The full Corporation will review the membership of any member who misses two consecutive meetings of the Corporation without apology, or three with apology. This review will take place during the second or third meeting missed. The Corporation may decide to take no action, to ask the Chair, the Clerk or the Principal to investigate, or to dismiss the member from the Corporation. If the member is not dismissed the matter will be brought back to the next meeting unless the member attends. If a member is dismissed the normal procedure for seeking a replacement, through the Search and Governance Committee, will be followed. If a parent or staff member is dismissed the Principal will conduct an election, within six months. The Principal may not be dismissed from the Corporation whilst employed as Principal: dismissal of the Principal is governed by a separate policy.

Membership of Committees

The full Corporation will review the membership of any committee member who misses two consecutive meetings of the committee without apology, or three with apology. This review will take place at the next Corporation meeting after the second or third meeting missed. The Corporation may decide to take no action, to ask the Chair, the Clerk or the Principal to investigate, or to appoint another member to the committee.

Monitoring and target-setting

The attendance of members at Corporation meetings and Committee meetings will be monitored, and a report presented to Corporation annually. Corporation will set an attendance target for its membership as a whole, to cover attendance at full Corporation meetings and Committee meetings, and this will be reviewed annually.

Equality and Diversity

Corporation's attendance policy will be implemented taking into account Corporation's commitment to equality and diversity. This will include, but will not be limited to, implementing the policy to avoid unfair effects arising from failure to attend Corporation or Committee meetings arising from maternity or paternity leave or from any characteristic of an individual covered by the College's Equality and Diversity Policy.

Approved by Corporation, 30 September 2010
Revised and approved by Corporation, 10 December 2020
Revised and approved by Corporation, 15 July 2021

CORPORATION STANDING ORDERS: ELIGIBILITY AND VOTING PROCEDURES FOR WRITTEN RESOLUTIONS SENT BY E-MAIL

1. Corporation members who are eligible to vote are members who would have been entitled to vote on the resolution on the circulation date of the written resolution.
2. The written resolution will be sent to eligible Corporation members by e-mail.
3. A Corporation member signifies their agreement to the proposed resolution by replying by e-mail to the e-mail containing the written resolution and signifying their agreement to the written resolution.
4. The period for agreeing the written resolution shall be as stated in the e-mail containing the written resolution.
5. For the agreement of the written resolution to be valid, responses must be received from at least the number of eligible Corporation members as would be required to constitute a quorum under Instrument of Government 13(1) ("Meetings of the Corporation shall be quorate if the number of members present is at least 40% of the total number of members, determined according to clause 3").
6. Subject to clause 5 above, the written resolution will be passed when a majority of eligible Corporation members responding have signified their agreement to it.

Approved by the Corporation, 8 July 2014

Approved as an Appendix to the Standing Orders of the Corporation, 30 September 2014