



QAP	7
ISSUE DATE	June 2006
AUTHOR	A Theakston
SHEET	1 of 2
Nº OF FORMS	

## Quality Assurance Policies and Procedures

### GOVERNANCE POLICY

#### 1 Background

The corporation board is responsible for determining the mission and educational character of the College, ensuring its resources are used effectively and efficiently, which includes the approval of annual estimates of income and expenditure, appointing the Principal and senior postholders and setting the framework for the pay and conditions of service of all staff.

#### 2 Commitment

To enable the board to pursue its mission and to carry out its responsibilities in an effective manner and to ensure the College's ongoing commitment to excellence both in the provision of teaching and learning and in the operation of the business, the board has introduced procedures to ensure good corporate governance through compliance with relevant legislation and guidance and to enable the performance of the College to be monitored so that all relevant issues are dealt with on a timely basis.

#### 3 Principles

The following principles will determine the board's approach to the governance of the College:

- 3.1 The board will always act in accordance with the College's Instruments and Articles of Government and the current Education Acts.
- 3.2 The board will oversee the College's activities and monitor the performance of the Principal and senior postholders.
- 3.3 The board will ensure its own observation and compliance with the Code of Conduct, Financial Regulations and its Standing Orders.
- 3.4 The board will discharge its duties with skill, care and diligence.
- 3.5 The board will monitor and address its own efficiency and effectiveness.
- 3.6 The board will ensure that its business is conducted openly and transparently.

QAP	7
ISSUE DATE	June 2006
AUTHOR	A Theakston
SHEET	2 of 2

- 3.7 The board will abide by the principle of collective responsibility.
- 3.8 The board will act in accordance with all relevant legislation and discharge its duties, legal or otherwise, in respect of issues such as equality of opportunity and discrimination.

## 4 Procedures

The following procedures will be used to implement the Governance Policy consistent with the principles outlined above. They will be amended and/or supplemented as and when required.

### 7 Governance Policy

#### 7.1 Governance Committee Structure

- 7.1.1 Governors Committees, Membership and Terms of Reference
- 7.1.2 Governance Quality Assurance Policies and Procedures Management

#### 7.2 Membership

- 7.2.1 Appointment to the Board
- 7.2.2 Induction of Board Members
- 7.2.3 Appointment of Chairman/Vice Chairman and Committee Chairmen
- 7.2.4 Appointment to a Committee

#### 7.3 Individual Members

- 7.3.1 Training Needs Assessment and Provision of Training
- 7.3.2 Self Appraisal
- 7.3.3 Declarations of Interest

#### 7.4 Operation of Board

- 7.4.1 Cycle of Business
- 7.4.2 Preparation of Agendas
- 7.4.3 Voting
- 7.4.4 Preparation and Approval of Minutes
- 7.4.5 Access to Information
- 7.4.6 Reimbursement of Expenditure
- 7.4.7 Attendance Monitoring and Reporting
- 7.4.8 Grievance and Disciplinary
- 7.4.9 Appointment and Dismissal of Senior Postholders
- 7.4.10 Use of Seal
- 7.4.11 Amendments to Standing Orders
- 7.4.12 Corporate Gifts and Hospitality