



Christ the King Sixth Form College

Governors' Handbook 2019-20

Section 1 - Governors Handbook Contents, Current Membership and Business

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Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the College.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

Vision for Students

Ut Vitam Habeant

That they may have life in all its fullness

John 10:10

The distinctive vision we have for every student who studies at Christ the King College is informed by our mission, underpinned by our values, distinguished by our community and framed by our location in a leading global city.

In this context our aim is to work with our students so that they are fully prepared to contribute to society as well rounded, self-aware, motivated and knowledgeable young people. To achieve this we will:

- Encourage them to be ambitious and high achieving.
- Challenge them to be resilient, confident, creative and courageous.
- Educate them to be articulate, curious, reflective and capable.
- Support them to develop the virtues of loyalty, respect, care and commitment.
- Inspire them to live principled, moral and dignified lives.

In doing this we expect that students progress from Christ the King as valuable contributors to society, confident in their ability to thrive and ready to realise their full potential.

The CTK Graces

In the context of our mission as a Catholic Sixth form College, Grace is a divinely given talent, a blessing or prayer. Grace is a virtue and way of being, characterised by courteous goodwill.

Our Character Education Programme – The CTK Graces – is the articulation of our mission and the distinctive vision we have for every student who studies at Christ the King College.

The CTK Graces signifies the character traits that we explicitly develop in students so that they model the expectations, habits and behaviours inherent in a scholarly approach to learning. These are:

- Grit
- Respect
- Awareness
- Curiosity
- Endeavour
- Self-control

In doing this we enrich our communities and challenge our students to live a good life in all its fullness.



Christ the King Sixth Form College

DETERMINATION OF THE GOVERNING BODY (as determined by the Instrument of Government)

Governor categories	Christ the King
Foundation	10
Co-opted	1
Parent	1
Principal	1 or 2
Staff	2
Students	1
Total	16 or 17
Foundation governors shall at all times outnumber the other governors by at least three.	10 / 6 or 7



Christ the King Sixth Form College

MEMBERS OF THE GOVERNING BODY

Foundation

Miss Marlene Burt	07-07-16
Dr Rupert Evenett (Chair)	06-12-15
Mrs Tricia Gilpin	24-10-17
Mrs Sue Gyde	25-10-13
Miss Sally Mellish	22-10-17
Msgr Nicholas Rotherham (Vice Chair)	01-09-17
Mrs Nicola Simpson	01-08-18
Mrs Hazel Wilkinson	19-12-18
Vacancy x 2	

Date of Appointment/ Re-appointment

Ex officio

Mr Rob McAuliffe, Principal	01-09-17
Mrs Shireen Razey, Principal	19-03-19

Staff

Mr Nick Bush (Support Staff Governor)	05-12-17
Miss Stephanie Orłowski (Teaching Staff Governor)	05-12-17

Student

Matthew Miller	14-05-19
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Parent

Vacancy

Co-opted

Mr Jason Ochere	04-10-16
Mr Andrew Lantry (Audit)	05-12-17

Clerk to Governors

Mrs Debbie Baldwin	17-05-16
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Christ the King Sixth Form College

Membership of Governing Body Committees

<p>Audit Mrs Marlene Burt (Vice Chair) Mr Andrew Lantry (Chair) Mrs Sue Gyde Mrs Nicola Simpson Mr Nick Bush Miss Stephanie Orłowski</p>	<ul style="list-style-type: none"> • Members of Audit Committee are not eligible to serve on Finance & Property Committee. • Principal and Chair of Governors not eligible to serve on Audit Committee.
<p>Finance and Resources Dr Rupert Evenett (Chair) Mrs Tricia Gilpin Msgr Nicholas Rotherham (Vice Chair) Mr Rob McAuliffe Mrs Shireen Razey Vacancy</p>	<ul style="list-style-type: none"> • Student Governors and Members of Audit Committee are not eligible to serve on Finance & Resources Committee. • Membership shall include the Chair of the Governing Body, the Principal, and a total including at least 3 Foundation Governors.
<p>Quality & Curriculum Mrs Hazel Wilkinson (Chair) Mrs Sally Mellish (Vice Chair) Mr Jason Ochere Mr Rob McAuliffe Mrs Shireen Razey Student Governors</p>	<ul style="list-style-type: none"> • All Governors are eligible. Staff or Student Governors must withdraw for matters deemed to be confidential. • Membership shall include 2 Foundation Governors and a Student Governor
<p>Remuneration Dr Rupert Evenett (Chair) Mrs Tricia Gilpin Msgr Nicholas Rotherham (Vice Chair)</p>	<ul style="list-style-type: none"> • Membership of Remuneration is the Finance & Resources Committee excluding the Principal. • Staff and Student Governors not eligible to serve.
<p>Search and Governance Development Mr Rupert Evenett (Chair) Mr Jason Ochere Msgr Nicholas Rotherham (Vice Chair) Mrs Hazel Wilkinson Mr Ciaran Burns (co-opted non-Governor) Mr Rob McAuliffe Mrs Shireen Razey</p>	<ul style="list-style-type: none"> • Includes Chair and Vice Chair of Governors, and Chairs of committees, and the Principal. • Student Governor not eligible to serve on Search Committee. • Governors with responsibility for Governor nominations process.
<p>Special</p>	<ul style="list-style-type: none"> • At least 2 Governors nominated by the Chair of Governors, excluding the Chair of Governors, the Principal, the Staff and Student Governors, and, unless not reasonably practicable, any other member with prior involvement in the case. • Membership will normally include the Chair of the Finance & Resources Committee

Marlene Burt and Tricia Gilpin are the appointed Designated Governors for Safeguarding



Christ the King Sixth Form College

Christ the King Sixth Form College Governors' Meetings Schedule 2019/20

Governing Body (Tuesday)	Audit & Risk (Wednesday)	Finance & Resources (Monday)	Quality & Curriculum (Thursday)	Search & Governance Development (Monday)	Remuneration (Monday)
		16 Sept 2019		16 Sept 2019	
08 Oct 2019 Aquinas					
06 Nov 2019 (Wednesday) Strategy and Development Day	20 Nov 2019	20 Nov 2019 (Wednesday)	14 Nov 2019		25 Nov 2019
03 Dec 2019 St Mary's					
		20 Jan 2020			
11 Feb 2020					
	11 Mar 2020	23 March 2020	27 Feb 2020	23 Mar 2020	
12 May 2020					
	10 June 2020	22 June 2020	18 June 2020		
30 June 2020 St Mary's					

Please note that all meetings are at the Emmanuel Site unless otherwise indicated.
Change of week day is also detailed.



Christ the King Sixth Form College

Indicative Governing Body Agenda Plan 2019/2020

Autumn (Meeting 1)

08 October 2019

1. Co-Principals' Report
2. Chaplains' Report
3. Student Councils' Report
4. Enrolment Report
5. Examination Results Report
6. College Operational Plan 2019/20
7. Marketing, Reputation and Recruitment Update
8. Key Performance Indicators
9. Building Project Progress
10. Governors Training Plan 2019/20
11. Management and Governance Self Assessment Reports 2018/19
12. Finance & Resources and Search & Governance Committee Reports

Autumn (Governors' Strategy and Development Day)

06 November 2019

Autumn (Meeting 2)

03 December 2019

1. Governors Appointments (If any)
2. Co-Principals' Report
3. Chaplains' Report
4. Student Councils' Report
5. Review of Headline Targets
6. College Self-Assessment Report
7. Marketing, Reputation and Recruitment Update
8. Key Performance Indicators
9. Destination of Student Leavers Report
10. Audit & Risk Committee Annual Report
11. Audit & Risk Committee / Internal Audit Plan 2019/20
12. Year End Financial Statements to 31 July 2019
13. *(Appointment of Financial Statements Auditors – usually at this meeting)*
14. Audit & Risk, Finance & Resources, and Quality & Curriculum Committees Reports
15. Remuneration Committee Confidential Report

Governing Body Agenda Plan continued

Spring

11 February 2020

1. Principal's Report including progress with operational objectives
2. Chaplains' Report
3. Student Councils' Report
4. Development Plan 2019/20
5. Initial Funding Allocation 2021/22
6. Marketing, Reputation and Recruitment Update
7. Key Performance Indicators
8. Building Project Progress
9. Insurance Renewal (if necessary)
10. Annual Review of Confidential Governance Documents and Freedom of Information Requests
11. Finance & Resources Committee Report

Summer (Meeting 1)

12 May 2020

1. Co-Principals' Report
2. Chaplains Reports
3. Student Council Reports
4. Quality & Curriculum Committee Annual Report
5. Fees Policy
6. 2020/22 ILT Strategy
7. Risk Management Plan 2020/2021
8. Marketing, Reputation and Recruitment Update
9. Key Performance Indicators
10. Governance Targets review of progress for 2019/2020 and consideration of Targets for 2020/2021
11. Quality & Curriculum, Audit, Finance & Resources, and Search & Governance Development Committees Reports

Governing Body Agenda Plan continued

Summer (Meeting 2)

30 June 2020

1. Principal's Report including progress with operational objectives
2. Chaplains Reports
3. Student Council Reports
4. Annual Single Equality Scheme Report and monitoring procedures
5. Annual Health & Safety Report
6. Annual Safeguarding Report
7. Admissions Policy
8. Key Performance Indicators
9. Marketing, Reputation and Recruitment Update
10. Board Assurance Framework
11. Appointment of Internal Audit Service
12. Financial Forecasts and proposed Budget 2020/2021
13. Leadership and Management (including Governance) Service Review 2019/2020 and Action Plan 2020/2021
14. Calendar and Agenda Plans 2020/2021
15. Reports from Audit & Risk, Finance & Resources and Quality & Curriculum Committees.

Audit & Risk Committee Agenda Plan 2019/2020

Autumn Joint Meeting with the Finance & Resources Committee 20 November 2019

1. Internal Audit Annual Report (for A&R Committee recommendation to the Governing Body in the presence of the F&R Committee)
2. Financial Statements and Regularity Audit Findings (for A&R Committee recommendation to the Governing Body in the presence of the F&R Committee)
3. Audit Committee Annual Report to the Governing Body (for A&R Committee recommendation in the presence of the F&R Committee)
4. Annual Financial Statements 2018/19 (for F&R recommendation to the Governing Body in the presence of the Audit committee)
5. Financial Strategy Review - Discussion

Audit & Risk committee meetings may be preceded by a confidential session between members of the Committee and the auditors, if requested either by the Committee or by the Auditors.

Autumn

20 November 2019

1. Standing Item: Progress with recommendations from Internal Audit Service and Financial Statements Auditors
2. Standing Item: Finance & Resources Committee update (minutes and latest management accounts)
3. Review of Risk Management Plan
4. Audit & Risk Committee / Internal Audit Plan including audit needs assessment, strategic audit plan and annual audit plan – for recommendation
6. Performance Indicators for Financial Statements and Regularity Auditors and Re-appointment of Financial Statements Auditors
7. Equalities and Safeguarding: Safeguarding Risk Assessment

Audit & Risk Committee Agenda Plan continued

Spring

11 March 2020

1. Standing Item: Progress with recommendations from Internal Audit Service and Financial Statements Auditors
2. Standing Item: Finance & Resources Committee update (minutes and latest management accounts)
3. Interim Internal Audit Report
4. Disaster Recovery Plan
5. Risk Management Plan 2020/2021
6. Board Assurance Framework
7. Equalities and Safeguarding:
 - (i) Review of Safeguarding Policies
 - (ii) Equalities and Safeguarding: Staff and Student EDIMS
8. Audit Committee Self-Assessment

Summer

10 June 2020

1. Standing Item: Progress with recommendations from Internal Audit Service and Financial Statements Auditors
2. Standing Item: Finance & Resources Committee update (minutes and latest management accounts)
3. Review of Performance Indicators for the Internal Audit Service, and Appointment of Internal Auditors – for recommendation
4. Review of evidence base of all Committees (as part of Board Assurance Framework)
5. Financial Statements Audit Strategy
6. Annual Report on Whistleblowing and Fraud
7. Key Risks Report
8. Equalities and Safeguarding:
 - (i) Annual Single Equality Scheme Monitoring Report
 - (ii) Annual Safeguarding Report
9. Audit & Risk Committee Calendar and Agenda Plan for the forthcoming year

Finance & Resources Committee Agenda Plan 2019/20

Subject to any change arising from funding body timetable

Autumn (First meeting)

16 September 2019

1. Management Accounts for year ended 31 July 2019 including College performance against financial indicators
2. Standing Item: Building Project Progress
3. Standing Item: A&R Committee Update
4. Enrolment Numbers first review
5. Information on Banking & Investment 2018/2019 including register of cheques drawn over £25,000
6. Changes to College Structure (If any)
7. Review of any personnel policies due under the periodic review cycle

Autumn (Second meeting)

20 November 2019

1. Latest Monthly Management Accounts
2. Update on Salaries
3. Standing Item: Building Project Progress
4. Standing Item: Marketing, Reputation and Recruitment Update
5. Staff Absences 2018/19 – as resource issue
6. Annual Complaints Report
7. Review of any personnel policies due under periodic review cycle

Autumn Joint Meeting with the Audit Committee

20 November 2019

1. Annual Financial Statements 2019/20 (for F&R recommendation to the Governing Body in the presence of the A&R Committee)
2. Internal Audit & Risk Annual Report (for A&R Committee recommendation to the Governing Body in the presence of the F&R Committee)
3. Financial Statements Audit Findings (for A&R Committee recommendation to the Governing Body in the presence of the F&R Committee)
4. Audit & Risk Committee Annual Report to the Governing Body (for A&R Committee recommendation in the presence of the F&R Committee)
5. Opportunity for discussion on topics of joint interest e.g. Financial Strategy Review / Risk Management– Discussion

Finance & Resources Committee Agenda Plan continued

Spring (First Meeting)

20 January 2020

1. Latest Monthly Management Accounts
2. Initial Funding allocation for 2020/2021
3. Standing Item: Building Project Progress
4. Standing Item: A&R Committee Update
5. Standing Item: Marketing, Reputation and Recruitment Update
6. Accommodation Strategy & Maintenance Schedule
7. Ten year planned maintenance programme
8. Use of College Reserves
9. Review of any personnel policies due under periodic review cycle

Spring (Second Meeting)

23 March 2020

1. Latest Monthly Management Accounts
2. Proposed Minor Works and Planned Maintenance Programme
3. Update on Funding Allocation for 2020/21
4. Review of Financial Regulations and Procedures
5. Standing Item: Building Project Progress
6. Standing Item: Marketing, Reputation and Recruitment Update
7. Standing Item: A&R Committee Update
8. Insurance Renewal
9. Review of evidence base of F&R Committee
10. Agenda Plan & Calendar 2020/2021
11. Review of any personnel policies due under periodic review cycle

Summer

22 June 2020

1. Latest Monthly Management Accounts
2. College Budget 2020/2021
3. Standing Item: A&R Committee Update
4. Standing Item: Building Project Progress
5. Standing Item: Marketing, Reputation and Recruitment Update
6. Health & Safety Annual Report and Review of Health & Safety Policy
7. Review of any personnel policies due under periodic review cycle

Quality & Curriculum Agenda Plan 2019/20

Standing Items

Core reports planned for every year

AUTUMN

14 November 2019

A. Strategic Question Discussions

B. Professional Development

i. Staff Development Report

C. Quality Management

1. Targets

i. Review of Headline Targets

2. Self Assessment

i. Course Review Grades

3. Stakeholders

i. Induction Survey Report

4. Quality Processes &
Systems Updates

i. Quality and Lesson Observation policy
processes and schedule 19/20

ii. QIP Reports

SPRING

27 February 2020

A. Strategic Question Discussions

B. Professional Development

i. Staff Development Report

C. Quality Management

1. Targets

2. Self Assessment

3. Review of evidence base of Q&C Committee

4. Stakeholders

i. Chair's report on attendance at CLT and
Student Council Forums

5. Quality Processes &
Systems Updates

i. Q & C Committee Annual Report

ii. Lesson Observation Outcomes

iii. Curriculum Planning

iv. Policies and Strategies for review

v. QIP Reports

Quality & Curriculum Agenda Plan 2019/20 continued

SUMMER

18 June 2020

A. Strategic Question Discussions

B. Professional Development

- i. Staff Development Policy – transfer to F&R?
- ii. Staff Development Strategy / Training Plan

C. Quality Management

- 1. Targets
 - i. Progress Report
- 2. Self Assessment
 - i. Leadership and Management Service Review
- 3. Stakeholders
 - i. Mid-Year Student Survey Review
- 4. Quality Processes & Systems Updates
 - i. Review of Processes and Outcomes and Plan for the following year
 - ii. Policies and Strategies for review
 - iii. QIP Reports

Search and Governance Development Committee Agenda Plan 2019/20

Autumn

16 September 2019

1. Review of membership of Governing Body and Committees – standing item
2. Review of Special Committee Terms of Reference – two year review
3. Governor Training Plan for 2019/2020 - annual
4. Calendar for review of Governance Documents – to receive for information
5. Governance Policies for review
6. Governance Self-Assessment 2018/19 including Record of Attendance at Governing Body and Committee 2018/19

Summer

23 March 2020

1. Review of membership of Governing Body and Committees – standing item
2. Arrangements for Self-Assessment of Governance and review of Performance Indicators- annual
3. Governance Policies for review
4. Calendar and Governing Body Agenda Plan for 2020/21 - annual

Remuneration Committee Agenda Plan 2019/20

Autumn

25 November 2019

1. Annual Review of progress against objectives for the Co-Principals and other Senior Postholders
2. Remuneration of Senior Post Holders



Christ the King Sixth Form College

Calendar for review of Governance Documents

Title	Period of Review	Last review	Next review
Instrument and Articles		May 2015	In line with CES
Governor's Handbook	Two years	Sept 2018	Sept 2020
Standing Orders	Two years	Oct 2018	Oct 2020
Terms of Reference of Committees*	Two years	Oct 2017	Oct 2019
Governing Body and Committee Procedures for Conducting Business	Two years	Sept 2017	Sept 2019
Procedure for Chair's Action	Four years	May 2019	May 2023
Limits of delegation***	Two years	Sept 2017	Sept 2019
Circumstances in which a governor should withdraw from a meeting	Four years	May 2017	May 2021
(Governor) Appointment procedures	Four years	May 2018	Mar 2022
Code of Conduct for Governors**	Four years	May 2019	May 2023
Register of Interests**	Four years	May 2019	May 2023
Governor Role Description	Four years	Sept 2018	Sept 2022
Chair & Vice Chair of Governors Role Description	Two years	May 2019	May 2021
Performance Indicators	Four years	Sept 2018	Sept 2022
Payments to Governors (Expenses)	Four years	Oct 2017	Oct 2021
Training and Development Policy	Four years	May 2018	Mar 2022
Induction Policy and Documentation	Four years	Oct 2016	Oct 2020
Procedure for Complaints against the Governing Body	Two years	Sept 2018	Sept 2020
Disciplinary Procedure for Senior Postholders****	In line with SFCA	May 2015	
Grievance Procedure for Senior Postholders****	In line with SFCA	May 2015	
Capability Procedure for Senior Postholders****	In line with SFCA	May 2015	
Student Appeals Procedure****	Four years	Sept 2018	May 2022
Staff Appeals Procedure****	Four years	Sept 2018	May 2022
Conduct of Appeal – Order of Hearing	Four years	May 2019	May 2023
Publications Scheme	Four years or externally	Feb 2014	Feb 2018
Skills Audit	Two years	Oct 2017	Oct 2019
Succession Planning Policy	Four Years	Oct 2015	Oct 2019
Job Description Designated Governor with responsibility for Safeguarding & Prevent	Two years	Oct 2017	Oct 2019

***The Special Committee may not meet annually so the Terms of Reference are reviewed by the Search Committee**

**** Signed Forms are completed annually by members**

*****Reviewed annually by F&R as aspect of Finance Manual. Reviewed every two years by the S&G Committee**

****** Reviewed by the Personnel Committee**