



GOVERNANCE POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Governance
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal
REVIEWED BY:	Principal
REVIEWED DATE:	August 2020
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	None
NEXT REVIEW:	August 2021

The Proprietor / Director is responsible for the overall governance of the College.

The Proprietor / Director's responsibilities and expectations include:

1. **Leadership.** Guides and directs the governance process, centring the work of the Senior Leadership Team (SLT) on the College's mission, vision and strategic direction.
2. **Agendas.** Establishes agendas for SLT meetings in collaboration with its members.
3. **Meeting Management.** Presides over SLT meetings in a manner that encourages
4. participation and information sharing while moving the team toward timely closure and prudent decision-making.
5. **SLT Relationship.** Develops a positive, collaborative relationship with all members of the SLT, including acting as a sounding board for emerging issues and alternative courses of action. Stays up to date about the College and determines when an issue needs to be brought to the attention of the full SLT.
6. **SLT Performance Appraisal.** Leads the processes SLT goal setting and performance evaluation consistent with College's policies.
7. **SLT Conduct.** Sets a high standard for SLT conduct by modelling, articulating and upholding rules of conduct set out in the College's policies. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other College policies.
8. **SLT Learning and Development.** Leads the development of the SLT members' knowledge and capabilities by providing opportunities for continuing training and CPD.
9. **Succession Planning.** Presides over the recruitment of new SLT members.
10. **Self-Evaluation.** Provides for an effective, objective SLT self-evaluation process and supports implementation of recommendations for improvement. Seeks feedback on his or her performance as Director.
11. The Proprietor / Director is the governance Child Protection/Safeguarding Officer.

FURTHER INFORMATION

For further information about governance at OIC please speak with Kim Terrar.

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Principal

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