



## GOVERNANCE POLICY

<b>POLICY INTENDED FOR:</b>	Staff
<b>CATEGORY:</b>	Governance
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Principal
<b>REVIEWED BY:</b>	Principal
<b>REVIEWED DATE:</b>	August 2021
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	Aug 2021: Changed director / proprietor to board of governors, changed College Board members
<b>NEXT REVIEW:</b>	August 2022

## 1. Introduction

As a privately-owned independent College the governance is provided, as per the Education (Independent School Standards) Regulations 2014, by a body that includes a representative of the Proprietor, Oxford International School Limited trading as Oxford International College. Oxford International College is wholly owned by Nord Anglia Education Limited and the Board of Governors includes members of the Board of Directors.

In common with all companies, the Board of Governors has delegated responsibility to operate the Company and are subject to fiduciary duties (under the Companies Act and under common law). The Board of Governors has a number of regulatory responsibilities:

- resting with individual directors personally;
- resting collectively with the Board of Directors of the Company;
- for protection of the assets of the Company and ensuring that all decisions are carried out solely in the Company's best interests.

The proprietorial representative and members of the Board of Governors are herein and hereafter referred to collectively as 'the Governing Body'.

## 2. Current Oxford International College Board structure:

George Ghantous	Chairman, COO Nord Anglia Education
Jonathan Cuff	Principal of d'Overbroeck's and Schools and Colleges
Inderjit Dehal	Teaching and Learning, Nord Anglia Education
Carole Nyssen	Safeguarding Governor, Oxford Sixth Form College
Georgina Paton	Finance Governor, D'Overbroeck's

The governance is underpinned by the requirements of Keeping Children Safe in Education (September 2021); the National Minimum Standards for Boarding and the Educational (Independent Schools Standards) regulations.

### 3. Key Function

The function of the Board of Governors is to include:

- Ensuring that the vision, ethos and strategic direction of the College are clearly defined.
- Ensuring that the Principal fulfils their role and responsibility to enhance the educational performance of the College.
- Ensuring the College maintains compliant and robust Safeguarding and Health & Safety practices.
- Ensuring the sound, proper and effective use of the College's financial resources.
- Acting with integrity, objectivity and honesty and in the best interests of the College.

It is the Principal's role to ensure the Proprietor is provided with sufficient information in the format it needs to do its job well. It is likely the information will cover the following areas of responsibilities:

Overall responsibilities include that the Board of the Company ought to:

- a) Ensure that statutory duties under company law legislation are met (Companies Act 2006).
- b) Ensure compliance with the Department for Education regulations; Independent Schools Inspectorate and the National Minimum Standards for Boarding (Education and Skills Act 2008; Education Act 2002; Education (Independent School Standards) Regulations 2014).
- c) Be a critical friend: asking supportive and challenging questions; providing effective oversight and holding the Principal and Senior Management Team of the College to account.
- d) Review and agree the College's planning and policies annually.
- e) Review and agree the College Quality Improvement/ Development Plan.
- f) Ensure the College meets H&S legislation and compliance (Health & Safety at Work Act 1974 & Regulatory Reform (Fire Safety) Order 2005).
- g) Ensure Safeguarding procedures are compliant (Keeping Children Safe in Education Sept 2021; Prevent Duty; FGM multi agency statutory guidance).
- h) Ensure the College's behaviours are mindful of Corporate Social Responsibility.

- i) Ensure compliance with the data protection law (Data Protection Act 2018) and GDPR regulations.

In relation to Finance, that the Board of Governors ought to:

- a) Work with the Principal to agree the annual budget.
- b) Monitor the College's financial performance monthly.
- c) Ensure the College manages its business performance responsibly.

In relation to People, the governing body ought to:

- a) Work with the Principal to agree the organigram and staffing levels of the College, with governing body involvement as appropriate in relation to key senior appointments.
- b) Appoint the Principal.
- c) Agree and give input into discussion around levels of staff pay.
- d) Participate in any grievance against the Principal, and possibly other senior management of the College.
- e) Provide access to best practice HR support and other advice within Nord Anglia Education where available.
- f) Ensure compliance with equality and discrimination law.
- g) Ensure compliance and fairness in application of the Admissions Policy and compliance with the UKVI (Immigration Act 1986).

Note: the responsibilities of the Board are not limited to the above.

#### 4. Reporting

College to governing body:

- a) The Senior Management provide reports and documentation to the governing body, as they request, for review and comment – to include, but not exclusively, self-evaluation forms and development plans.
- b) The Bursar provides a monthly Executive report and meets regularly with designated members of the Board.

- c) The Principal provides regular updates to the Chair of Governors, including weekly calls and onsite visits.
- d) The student exam results (in relation to both internal and external examinations) and other associated educational performance data including student leavers' destinations are shared with the governing body.
- e) Termly visits by at least one member of the governing body from Nord Anglia to the College is a minimum standard.
- f) An annual visit by the Governor responsible for Safeguarding with a resulting annual report to be provided to the governing body.

## **5. Accountability**

Accountability and governance come from the Nord Anglia functions:

### **5.1 Finance**

The budget is agreed by Nord Anglia's Finance Director who sits on the Board of Directors

Monthly management accounts are agreed with the Principal and the Finance Director and reported on monthly by Finance Director to the Board of Directors

### **5.2 Safeguarding:**

Carole Nyssen is the safeguarding governor and a representative of Nord Anglia Education

### **5.3 Staffing**

The Principal works under the professional competence of Nord Anglia's Human Resources

Director, who reports to the Board of Directors

### **5.4 Teaching, Learning and Assessment**

The Principal and key academic colleagues work under the professional governance of the Nord Anglia Academic and directly with Inderjit Dehal of the Central Education team at Nord Anglia Education.

### FURTHER INFORMATION

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

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Principal

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