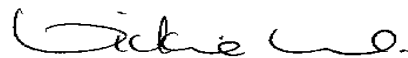


## **FURTHER AND HIGHER EDUCATION ACT 1992**

### **THE FURTHER EDUCATION CORPORATIONS (FORMER FURTHER EDUCATION COLLEGES) (REPLACEMENT OF INSTRUMENTS AND ARTICLES OF GOVERNMENT) ORDER 2007\***

The Secretary of State for Innovation, Universities and Skills makes the following Order in exercise of the powers conferred by section 22(2) and (3) of the Further and Higher Education Act 1992<sup>a</sup>. In accordance with section 22(3)(b) of that Act, he has consulted the Learning and Skills Council for England and the further education corporations listed in Schedule 3 to this Order (“the colleges”).

1. This Order may be cited as the Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007 and comes into force on 1 January 2008.
2. The Instrument of Government set out in Schedule 1 and the Articles of Government set out in Schedule 2 shall replace the Instrument and Articles of Government for each of the colleges.
3. Accordingly the Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2006 and the Instrument and Articles of Government for each of the colleges which had effect immediately before 1 January 2008 are revoked.



17 December 2007

Team Leader,  
FE Governance and Organisation Team  
Further Education and Skills Directorate

Department for Innovation, Universities and Skills\*as amended by The Further Education Corporations (Former Further Education Colleges) (Modification of Instruments and Articles of Government) Order 2010 and The Further Education Corporations (Former Further Education Colleges) (Modification of Instruments and Articles of Government) Order 2012.

<sup>a</sup> 1992 c.13 : subsection(2) was amended by paragraph 23 of Schedule 9 to the Learning and Skills Act 2000 (c.21).

Last amended by way of resolution of the Corporation dated 2 October 2020.

# SCHEDULE 1

## INSTRUMENT OF GOVERNMENT

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#### **Interpretation of the terms used**

1. In this Instrument of Government—
  - (a) any reference to “the Principal” shall include a person acting as Principal;
  - (b) “the CE of ESFA” means the Chief Executive of Education and Skills Funding Agency;
  - (c) “the Clerk” means the Clerk to the Corporation;
  - (d) “the Corporation” means any further education corporation to which this Instrument applies;
  - (e) “the institution” means the institution which the Corporation is established to conduct and any institution for the time being conducted by the Corporation in exercise of its powers under the Further and Higher Education Act 1992(1);
  - (f) “this Instrument” means this Instrument of Government;
  - (g) “meeting” includes a meeting at which the members attending are present in more than one room, provided that by the use of video-conferencing facilities or other suitable electronic means it is possible for every person present (in person or electronically) at the meeting to communicate with each other;
  - (h) “necessary skills” means skills and experience, other than professional qualifications, specified by the Corporation as appropriate for members to have;

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- (i) “staff member” and “student member” have the meanings given to them in clause 3;
- (j) “the previous Instrument of Government” means the Instrument of Government relating to the Corporation which had effect immediately before January 2008;
- (k) “the Secretary of State” means the Secretary of State for Education (or such other Government Minister who acquires responsibility for further education in England and Wales from time to time);
- (l) “staff matters” means the remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of staff;
- (m) “the students’ union” means any association of students formed to further the educational purposes of the institution and the interests of students, as students;
- (n) a “variable category” means any category of members whose numbers may vary according to clauses 3 and 4.

### **Objects**

- 2. The objects of the Corporation are to provide education and/or training for the benefit of the public (the “Objects”).

### **Composition of the Corporation**

- 3.
  - (1) The Corporation shall consist of—
    - (a) up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government;
    - (b)
    - (c) the Principal of the institution, unless the Principal chooses not to be a member;
    - (d) at least one and not more than three members who are members of the institution’s staff and have a contract of employment with the institution and who have been nominated and elected as set out in standing orders (or equivalent) in place from time to time; and
    - (e) at least two and not more than three members who are students at the institution and have been nominated and elected by their fellow students, or if the Corporation so decides, by a recognised association representing such students (“student members”).
  - (2) A person who is not for the time being enrolled as a student at the institution, shall nevertheless be treated as a student during any period of authorised absence from the institution for study, travel or for carrying out the duties of any office held by that person in the institution’s students’ union.
  - (3) .

### **Determination of membership numbers**

- 4.
  - (1) Subject to paragraph (2), the number of members of the Corporation and the number of members of each variable category shall be decided by the Corporation from time to time..
  - (2) The Corporation may at any time vary the determination referred to in paragraph (1) and any subsequent determination under this paragraph provided that -

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- (a) the number of members of the Corporation, shall not be less than twelve or more than twenty; and
  - (b) the numbers of members of each variable category shall be subject to the limit which applies to that category set out in clause 3.
- (3) No determination under this clause shall terminate the appointment of any person who is already a member of the Corporation at the time when the determination is made.

### **Appointment of the members of the Corporation**

5.

- (1) Subject to paragraph (2) the Corporation is the appointing authority in relation to the appointment of its members.
- (2) If the number of members falls below the number needed for a quorum, the Secretary of State is the appointing authority in relation to the appointment of those members needed for a quorum.
- (3) The appointing authority may decline to appoint a person as a parent, staff or student member if
  - (a) it is satisfied that the person has been removed from office as a member/governor/trustee of a further education corporation or a charity in the previous ten years; or
  - (b) the appointment of the person would contravene any rule or bye-law made under article 23 of the Articles of Government concerning the number of terms of office which a person may serve, provided that such rules or bye-laws make the same provision for each category of members appointed by the appointing authority; or
  - (c) the person is ineligible to be a member of the corporation because of clause 8.
- (4) Where the office of any member becomes vacant the appointing authority shall as soon as practicable take all necessary steps to appoint a new member to fill the vacancy.
- (5) The appointment of all members of the Corporation shall be subject to the condition that they declare in writing their eligibility to act as such and sign a copy of the Board member code of conduct and any letter of appointment in force and applicable to members from time to time.

### **Appointment of the Chair and Vice-Chair**

6.

- (1) The members of the Corporation shall appoint a Chair and up to two Vice-Chairs from among themselves.
- (2) Neither the Principal nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence.
- (3) If the Chair is absent from any meeting of the Corporation, one of the Vice-Chairs (as agreed between themselves) shall act as Chair of the meeting and if neither Vice-Chair is present or the Vice-Chairs cannot agree who should act as Chair, the members present shall choose someone from among themselves to act as Chair for that meeting.
- (4) The Chair and any Vice-Chairs shall hold office for such period as the Corporation decides.
- (5) The Chair and Vice-Chairs may resign from office at any time by giving notice in writing to the Clerk.
- (6) If the Corporation is satisfied that the Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Chair from office and the office shall then be vacant.

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- (7) If the Corporation is satisfied that either of the Vice-Chairs are unfit or unable to carry out the functions of office, it may give written notice, removing the Vice-Chair in question from office and may appoint a replacement Vice-Chair.
- (8) At the last meeting before the end of the term of office of the Chair, or at the first meeting following the Chair's resignation or removal from office, the members shall appoint a replacement from among themselves.
- (9) At the last meeting before the end of the term of office of either of the Vice-Chairs, or at the first meeting following either of the Vice-Chairs' resignation or removal from office, the members shall appoint a replacement from among themselves.
- (10) At the end of their respective terms of office, the Chair and Vice-Chairs shall be eligible for reappointment.
- (11) Paragraph (9) is subject to any rule or bye-law made by the Corporation under article 23 of the Articles of Government concerning the number of terms of office which a person may serve.
- (12) The process for recruiting the Chair and any Vice Chairs may be more particularly set out in a policy or set of rules established for that purpose from time to time by the Corporation.

### **Appointment of the Clerk to the Corporation**

7.

- (1) The Corporation shall appoint a person to serve as its Clerk, but the Principal may not be appointed as Clerk.
- (2) In the temporary absence of the Clerk, the Corporation shall appoint a person to serve as a temporary Clerk, but the Principal may not be appointed as temporary Clerk.
- (3) Any reference in this Instrument to the Clerk shall include a temporary Clerk appointed under paragraph (2).
- (4) Subject to clause 14, the Clerk shall be entitled to attend all meetings of the Corporation and any of its committees.
- (5) The Clerk may also be a member of staff at the institution.

### **Persons who are ineligible to be members**

8.

- (1) No one under the age of 18 years may be a member, except as a student member.
- (2) The Clerk may not be a member.
- (3) A person who is a member of staff of the institution may not be, or continue as, a member, except as a staff member or in the capacity of Principal.
- (4) Paragraph (3) does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of a students' union.
- (5) Subject to paragraphs (6) and (7), a person shall be disqualified from holding, or from continuing to hold, office as a member, if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986, or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.
- (6) Where a person is disqualified by reason of having been adjudged bankrupt or by reason of being the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking, that disqualification shall cease—
  - (a) on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or

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- (b) if the bankruptcy order is annulled, at the date of that annulment; or
  - (c) if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court; or
  - (d) if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
  - (e) if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.
- (7) Where a person is disqualified by reason of having made a composition or arrangement with creditors, including an individual voluntary arrangement, and then pays the debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
- (8) Subject to paragraph (9), a person shall be disqualified from holding, or from continuing to hold, office as a member if
- (a) within the previous five years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
  - (b) within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
  - (c) that person has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years; or
  - (d) he has been disqualified by law or any competent regulatory body from acting as a charity trustee or company director.
- (9) For the purpose of para 8(a – c) above, there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.
- (10) Upon a member of the Corporation becoming disqualified from continuing to hold office under paragraphs (5) or (8), the member shall immediately give notice of that fact to the Clerk.

### **The term of office of a member**

9.

- (1) A member of the Corporation (but not an ex officio member) shall hold and vacate office in accordance with the terms of the appointment, but the length of the term of office shall not exceed four years.
- (2) Members retiring at the end of their term of office shall be eligible for reappointment, for one further term of four years and clause 5 shall apply to the reappointment of a member as it does to the appointment of a member.
- (3) Paragraph (2) is subject to any rule or bye-law made by the Corporation under article 23 of the Articles of Government concerning the number of terms of office which a person may serve.
- (4) No member shall be appointed to serve in office for more eight consecutive years in office unless there are exceptional circumstances and it is in the interests of the Corporation to extend the appointment beyond that. In such cases, that re-appointment shall be subject to annual review.

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### Termination of membership

10.

- (1) A member may resign from office at any time by giving notice in writing to the Clerk provided that at least three other members remain in office.
- (2) If at any time the Corporation is satisfied that any member
  - (a) is unfit or unable to discharge the functions of a member, or becomes ineligible during his or her appointment under clause 9 above; or
  - (b) has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation, without good reason and the remaining members resolve that he or she shall vacate office; or
  - (c) has acted in breach of the terms of the Board code of conduct or letter of appointment in force from time to time and applicable to membersthe Corporation may by notice in writing to that member remove the member from office and the office shall then be vacant.
- (3) Any person who is a member of the Corporation by virtue of being a member of the staff at the institution, including the Principal, shall cease to hold office upon ceasing to be a member of the staff and the office shall then be vacant.
- (4) A student member shall cease to hold office
  - (a) at the end of the student's final academic year, or at such other time in the year after ceasing to be a student as the Corporation may decide; or
  - (b) if expelled from the institution,and the office shall then be vacant.

### Members not to hold interests in matters relating to the institution

11.

- (1) A member to whom paragraph (2) applies shall
  - (a) disclose to the Corporation the nature and extent of the interest;
  - (b) if present at a meeting of the Corporation, or of any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (2) is to be considered, not take part in the consideration or vote on any question with respect to it and not be counted in the quorum present at the meeting in relation to a resolution on which that member is not entitled to vote; and
  - (c) withdraw, if present at a meeting of the Corporation, or any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (2) is to be considered, where required to do so by a majority of the members of the Corporation or committee present at the meeting.
- (2) This paragraph applies to a member who, whether personally or through a family or business connection,
  - (a) has any financial interest in
    - (i) the supply of work to the institution, or the supply of goods for the purposes of the institution;
    - (ii) any contract or proposed contract concerning the institution; or
    - (iii) any other matter relating to the institution; or
  - (b) has any other interest of a type specified by the Corporation in any matter relating to the institution.

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- (3) This clause shall not prevent the members considering and voting upon proposals for the Corporation to insure them against liabilities incurred by them arising out of their office or the Corporation obtaining such insurance and paying the premium.
- (4) Where the matter under consideration by the Corporation or any of its committees relates to the pay and conditions of all staff, or all staff in a particular class, a staff member
  - (a) need not disclose a financial interest; and
  - (b) may take part in the consideration of the matter, vote on any question with respect to it and count towards the quorum present at that meeting, provided that in so doing, the staff member acts in the best interests of the Corporation as a whole and does not seek to represent the interests of any other person or body, but
  - (c) shall withdraw from the meeting if the matter is under negotiation with staff and the staff member is representing any of the staff concerned in those negotiations; and
  - (d) shall not take part in any discussion or decision making which pertains to that member's terms and conditions of service on an individual basis.
- (5) The Clerk shall maintain a register of the interests of the members which have been disclosed and the register shall be made available during normal office hours at the institution to any person wishing to inspect it.

### **Meetings**

12.

- (1) The Corporation shall meet at least once in every term, and shall hold such other meetings as may be necessary.
- (2) Subject to paragraphs (4) and (5) and to clause 13(4), all meetings shall be called by the Clerk, who shall, wherever possible at least seven calendar days before the date of the meeting, send to the members of the Corporation notice of the meeting and a copy of the proposed agenda, such notice to be provided in writing or by electronic means.
- (3) If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk, the Chair shall, wherever possible at least seven calendar days before the date of the meeting, send to the members a copy of the agenda item concerned, together with any relevant papers.
- (4) A meeting of the Corporation, called a "special meeting", may be called at any time by the Chair or at the request in writing of any five members.
- (5) Where the Chair, or in the Chair's absence one of the Vice-Chairs, decides that there are matters requiring urgent consideration or that it is otherwise necessary in order to conduct the business of the meeting, the written notice convening the special meeting and a copy of the proposed agenda may be given on short notice.
- (6) Every member shall act in the best interests of the Corporation and shall not speak or vote by mandates given by any other body or person.
- (7) Members may attend meetings in person or by electronic means, such as telephone or video conferencing, provided that all members are able to communicate with one another and provided that any member attending a meeting other than in person shall give notice of their intention to do so at least 48 hours before the meeting to the Clerk.

### **Quorum**

13.

- (1) Meetings of the Corporation shall be quorate if the number of members present is at least one third of the total number of members determined according to clause 3, together with any CE of ESFA members.



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- (2) If the number of members present for a meeting of the Corporation does not constitute a quorum, the meeting shall be valid for the purpose of discussion and debate. No decision may be made at a meeting which is not quorate without approval of the same having been given to the same by the absent members (whether before or after the meeting).
- (3) Nothing in this clause prevents to the chair of a meeting which is not quorate from adjourning the meeting and reconvening it at a subsequent date.

### **Proceedings of meetings**

14.

- (1) Every question to be decided at a meeting of the Corporation shall be decided by a majority of the votes cast by:
  - (a) members present and entitled to vote on the question; and
  - (b) members voting by proxy in accordance with Clause 14(3) below.
- (2) Where, at a meeting of the Corporation, there is an equal division of votes on a question to be decided, the Chair of the meeting shall have a second or casting vote.
- (3)
  - (a) A member may appoint another member to act as their proxy and to vote on their behalf as the appointing member shall direct in relation to item(s) of business tabled at a Corporation meeting, using any form and method of appointment approved by the Board.
- (4) No resolution of the members may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- (5) Except as provided by procedures made pursuant to article 16 of the Articles of Government, a member of the Corporation who is a member of staff at the institution, including the Principal, shall withdraw
  - (a) 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;
  - (b) 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;
  - (c) 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
  - (d) 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.
- (6) A Principal who has chosen not to be a member of the Corporation shall still be entitled to attend and speak, or otherwise communicate, at all meetings of the Corporation and any of its committees, except that the Principal shall withdraw in any case where the Principal would be required to withdraw under paragraph (5).
- (7) A student member who is under the age of 18 shall not vote at a meeting of the Corporation, or any of its committees, on any question concerning any proposal
  - (a) for the expenditure of money by the Corporation; or

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- (b) under which the Corporation, or any members of the Corporation, would enter into any contract, or would incur any debt or liability, whether immediate, contingent or otherwise.
- (8) Except as provided by rules made under article 18 (3) of the Articles of Government relating to appeals and representations by students in disciplinary cases, a student member shall withdraw from that part of any meeting of the Corporation or any of its committees, at which a student's conduct, suspension or expulsion is to be considered.
- (9) In any case where the Corporation, or any of its committees, is to discuss staff matters relating to a member or prospective member of staff at the institution, a student member shall
  - (a) take no part in the consideration or discussion of that matter and not vote on any question with respect to it; and
  - (b) where required to do so by a majority of the members, other than student members, of the Corporation or committee present at the meeting, withdraw from the meeting.
- (10) The Clerk
  - (a) shall withdraw from that part of any meeting of the Corporation, or any of its committees, at which the Clerk's remuneration, conditions of service, conduct, suspension, dismissal or retirement in the capacity of Clerk are to be considered; and
  - (b) where the Clerk is a member of staff at the institution, the Clerk shall withdraw in any case where a member of the Corporation is required to withdraw under paragraph (5).
- (11) If the Clerk withdraws from a meeting, or part of a meeting, of the Corporation under paragraph (10), the Corporation shall appoint a person from among themselves to act as Clerk during this absence.
- (12) If the Clerk withdraws from a meeting, or part of a meeting, of a committee of the Corporation, the Corporation shall appoint a person from among themselves to act as Clerk to the committee during this absence.
- (13) A resolution of the members may be passed at a meeting in accordance with this clause 14 or as a written resolution (including in electronic form), provided that the proportion of members who would be required to vote in a meeting of the Corporation signify their agreement to such resolution, either by signing a copy of it or by such other method as stipulated by the Clerk at the time of circulation.

### Minutes

15.

- (1) Written minutes of every meeting of the Corporation shall be prepared, and, subject to paragraph (2), at every meeting of the Corporation the minutes of the last meeting shall be taken as an agenda item.
- (2) Paragraph (1) shall not require the minutes of the last meeting to be taken as an agenda item at a special meeting, but where they are not taken, they shall be taken as an agenda item at the next meeting which is not a special meeting.
- (3) Where minutes of a meeting are taken as an agenda item and agreed to be accurate, those minutes shall be signed as a true record by the Chair of the meeting.
- (4) Separate minutes shall be taken of those parts of meetings from which staff members, the Principal, student members or the Clerk have withdrawn from a meeting in accordance with clause 14(5), (6), (8), (9) or (10) and such persons shall not be entitled to see the minutes of that part of the meeting or any papers relating to it.

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### Public access to meetings

16. The Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings where that person is not a member, the Clerk or the Principal and in making its decision, it shall give consideration to clause 17(2).

### Publication of minutes and papers

17.

- (1) Subject to paragraph (2), the Corporation shall ensure that a copy of
  - (a) the agenda for every meeting of the Corporation;
  - (b) the draft minutes of every such meeting, if they have been approved by the Chair of the meeting;
  - (c) the signed minutes of every such meeting; and
  - (d) any report, document or other paper considered at any such meeting,shall as soon as possible be made available during normal office hours at the institution to any person wishing to inspect them.
- (2) There shall be excluded from any item made available for inspection any material relating to
  - (a) a named person employed at or proposed to be employed at the institution;
  - (b) a named student at, or candidate for admission to, the institution;
  - (c) the Clerk; or
  - (d) any matter which, by reason of its nature, the Corporation is satisfied should be dealt with on a confidential basis.
- (3) The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, under paragraph (1), shall be placed on the institution's website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.
- (4) The Corporation shall keep under review all material excluded from inspection under paragraph (2)(d) and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.
- (5) The Corporation may otherwise make papers and documents available for members on its website or by other electronic means, including by secure intranet or extranet facility.

### Permitted payments to members

18.

- (1) The income and property of the Corporation shall be applied solely towards the achievement of the Objects and no member of the Corporation shall be appointed to any office of the Corporation paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Corporation. Provided that this clause shall not prevent any payment in good faith by the Corporation:
  - (a) of reasonable and proper remuneration to the Principal, whether or not the Principal chooses to be a member;
  - (b) of reasonable and proper remuneration to staff members in the course of their employment;
  - (c) of interest at a reasonable rate on money lent by any member;

## INSTRUMENT

- (d) of reasonable and proper rent or hiring fee for premises let or hired to the Corporation by any member;
  - (e) of fees, remuneration or other benefit, in money or money's worth, to a company of which a member may be a shareholder holding not more than one per cent part of the issued share capital of that company;
  - (f) to any member of reasonable out-of-pocket expenses;
  - (g) of an indemnity to any member in respect of any liabilities properly incurred in running the Corporation;
  - (h) of the payment of remuneration to a member for services under a contract with the Corporation as authorised by clause 18(2);
  - (i) of the payment of any premium in respect of any indemnity insurance to cover the liability of the members;
  - (j) of the provision to any member of benefits as a beneficiary of the Corporation's charitable activities; and
  - (k) of the provision to any member of token gestures of appreciation or acknowledgement for long standing service provided in all cases that the value of such gesture is no more than reasonable and proportionate.
- (2) subject to compliance with clause 11 a member (or person connected with a member) (other than the Principal or any staff member) may not be an employee of the Corporation, but any member or a person connected to that member may enter into a contract with the Corporation to supply services or goods to the Corporation in return for a payment or other material benefit if:
- (a) the services or goods are actually required by the Corporation;
  - (b) the nature and level of the payment or benefit is no more than is reasonable in relation to the value of the goods or services and is set at a meeting of the Corporation in accordance with the Corporation's procedures for managing conflicts of interest and recorded in an agreement in writing;
  - (c) the number of members who are interested in any such contract in any financial year of the Corporation is in the minority; and
  - (d) before entering into such a contract, the members have decided that they are satisfied that it would be in the best interests of the Corporation, for the goods or services to be provided by the relevant person (as opposed to being provided by someone who is not a member or connected to that member) to, or on behalf of, the Corporation for the amount or maximum amount of benefit or payment set at the meeting referred to in clause 18(2)(b).

### **Copies of the Instrument of Government**

19. A copy of this Instrument shall be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge to any other person who so requests a copy, and shall be available for inspection at the institution upon request, during normal office hours, to every member of staff and every student.

### **Change of name of the Corporation**

20. The Corporation may change its name with the approval of the Secretary of State.

### **Application of the seal**

- 21.

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- (1) The application of the seal of the Corporation shall be authenticated by—
  - (a) the signature of either the Chair or of some other member authorised either generally or specially by the Corporation to act for that purpose; and
  - (b) the signature of any other member.

## SCHEDULE 2

### ARTICLES OF GOVERNMENT

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#### **Interpretation of the terms used**

1. In these Articles of Government—
  - (a) any reference to “the Principal” shall include a person acting as Principal;
  - (b) “the Articles” means these Articles of Government;
  - (c) “the CE of ESFA” means the Chief Executive of Education and Skills Funding Agency;
  - (d) “Chair” and “Vice-Chair” mean respectively the Chair and either of the Vice-Chairs of the Corporation appointed under clause 6 of the Instrument of Government except where the context requires otherwise;
  - (e) “the Clerk” has the same meaning as in the Instrument of Government;
  - (f) “the Corporation” has the same meaning as in the Instrument of Government;
  - (g) “senior post-holders” means the post of Principal and such other posts as the Corporation may from time to time decide for the purposes of these Articles;
  
  - (h) “parent member”, “staff member” and “student member” have the same meanings as in the Instrument of Government;

## ARTICLES

- (i) “the Secretary of State” means the Secretary of State for Education (or such other Government Minister who acquires responsibility for further education in England and Wales from time to time);
- (j) “the staff” means all the staff who have a contract of employment with the institution;
- (k) “the students’ union” has the same meaning as in the Instrument of Government.

### **Conduct of the institution**

- 2. The institution shall be conducted in accordance with the provisions of the Instrument of Government, these Articles, any rules or bye-laws made under these Articles and any trust deed regulating the institution.

### **Responsibilities of the Corporation, the Principal and the Clerk**

3.

(1) The Corporation (acting through its members) shall be responsible for the following functions

- (a) the determination and periodic review of the educational character and mission of the institution and the oversight of its activities and the setting of its strategy for fulfilling its Objects;
- (b) publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (c) approving the quality strategy of the institution;
- (d) the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding its assets;
- (e) approving annual estimates of income and expenditure;
- (f) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the senior post-holders and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk’s appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- (g) setting a framework for the pay and conditions of service of all other staff.

(2) Subject to the responsibilities of the Corporation, the Principal shall be the Chief Executive of the institution, and shall be responsible for the following functions

- (a) making proposals to the Corporation about the educational character and mission of the institution and implementing the decisions of the Corporation and the strategy from time to time;
- (b) the determination of the Corporation's academic and other activities;
- (c) preparing annual estimates of income and expenditure for consideration and approval by the Corporation, and the management of budget and resources within the estimates approved by the Corporation;
- (d) the organisation, direction and management of the institution and leadership of the staff;
- (e) the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, other than the senior post-holders or the Clerk, where the Clerk is also a member of the staff; and

## ARTICLES

- (f) maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds or expelling students for academic reasons.
- (3) The Clerk shall be responsible for the following functions
- (a) advising the Corporation (and its members) with regard to the operation of its powers;
  - (b) advising the Corporation (and its members) with regard to procedural matters;
  - (c) advising the Corporation (and its members) with regard to the conduct of its business; and
  - (d) advising the Corporation (and its members) with regard to matters of governance practice.

### **The establishment of committees and delegation of functions generally**

4.

- (1) The Corporation may establish committees for any purpose or function, other than those assigned in these Articles to the Principal or Clerk and may delegate powers to
  - (a) such committees;
  - (b) the Chair, or in the Chair's absence, either of the Vice-Chairs; or
  - (c) the Principal.
- (2) The number of members of a committee and the terms on which they are to hold and to vacate office, shall be decided by the Corporation.
- (3) The Corporation may also establish committees under collaboration arrangements made with other further education institutions or maintained schools (or with both), and such joint committees shall be subject to any regulations made under section 166 of the Education and Inspections Act 2006<sup>(2)</sup> governing such arrangements.
- (4) Notwithstanding paragraphs (1) and (2) the Corporation may also delegate particular functions or actions to the Chair provided that the scope of the Chair's authority is set out in writing and provided that the scope of such delegation may from time to time be varied or revoked by the Corporation and the Chair reports all decisions taken under delegation to the Corporation.

### **The governance committee**

5.

- (1) The Corporation shall establish a committee, to be known as the "governance committee", to advise on
  - (a) the appointment of members; and
  - (b) such other matters relating to membership and appointments as the Corporation may ask it to.
- (2) The Corporation shall not appoint any person as a member without first consulting and considering the advice of the governance committee.
- (3) The Corporation may make rules specifying the way in which the governance committee is to be conducted. A copy of these rules, together with the governance committee's terms of reference and its advice to the Corporation, other than any advice which the Corporation is satisfied should be dealt with on a confidential basis, shall be published on the institution's website and shall be made available for inspection at the institution by any person during normal office hours.

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(2) 2006 c. 40.



## ARTICLES

- (4) The Corporation shall keep under review all material excluded from inspection under paragraph (3) and shall make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

### **The audit committee**

6.
  - (1) The Corporation shall establish a committee, to be known as the “audit committee”, to advise on matters relating to the Corporation’s audit arrangements and systems of internal control.
  - (2) The audit committee shall consist of at least three persons and may include members of staff at the institution with the exception of the senior post-holders, and shall operate in accordance with any requirements of the CE of ESFA.

### **Composition of committees**

7. Any committee established by the Corporation, other than the committee referred to in article 10, may include persons who are not members of the Corporation, but the majority of committee members shall also be Corporation members.

### **Access to committees by non-members and publication of minutes**

8. The Corporation shall ensure that:
  - (a) the terms of reference for committees confirm rules for attendance at committee meetings by persons who are not committee members; and
  - (b) the minutes of committee meetings, if they have been approved by the Chair of the meeting, are published on the institution’s website and made available for inspection at the institution by any person, during normal office hours.

### **Delegable and non-delegable functions**

9. The Corporation shall not delegate the following functions-
  - (a) the determination of the educational character and mission of the institution and the setting of strategy;
  - (b) the approval of the annual estimates of income and expenditure;
  - (c) the responsibility for ensuring the solvency of the institution and the Corporation and for safeguarding assets;
  - (d) the appointment of the Principal or any other senior post-holder;
  - (e) the appointment of the Clerk, (including, where the Clerk is, or is to be, appointed as a member of staff the Clerk’s appointment in the capacity of a member of staff); and
  - (f) the modification or revocation of these Articles.
10.
  - (1) The Corporation may not delegate -
    - (a) the consideration of the case for dismissal, and
    - (b) the power to determine an appeal in connection with the dismissalof the Principal, the Clerk or any other senior post-holder, other than to a committee of members of the Corporation.

## ARTICLES

- (2) The Corporation shall make rules specifying the way in which a committee having functions under paragraph 10(1) shall be established and conducted.
11. The Principal may delegate functions to any other senior post-holder other than-
  - (a) the management of budget and resources; and
  - (b) any functions that have been delegated to the Principal by the Corporation.

### **Appointment and promotion of staff**

12.
  - (1) Where there is a vacancy or expected vacancy amongst the senior post-holders, the Corporation shall:
    - (a) decide how to advertise the vacancy; and
    - (b) appoint a selection panel consisting of
      - (i) at least five members of the Corporation including the Chair or a Vice-Chair (or two or three of the same), where the vacancy is for the post of Principal; or
      - (ii) the Principal and at least three other members of the Corporation, where the vacancy is for any other senior post-holder.
  - (2) The members of the selection panel shall
    - (a) decide on the arrangements for selecting the applicants for interview;
    - (b) interview the applicants; and
    - (c) where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.
  - (3) If the Corporation approves the recommendation of the selection panel, that person shall be appointed.
  - (4) If the members of the selection panel are unable to agree on a person to recommend to the Corporation, or if the Corporation does not approve their recommendation, the Corporation may make an appointment itself of a person from amongst those interviewed, or it may require the panel to repeat the steps specified in paragraph (2), with or without first re-advertising the vacancy.
  - (5) Where there is a vacancy amongst the senior post-holders or where a senior post-holder is temporarily absent, until that post is filled or the absent senior post-holder returns, a member of staff (including another senior post-holder)-
    - (a) may be required to act as Principal or in the place of any other senior post-holder; and
    - (b) if so required, shall have all the duties and responsibilities of the Principal or such other senior post-holder during the period of the vacancy or temporary absence.
13. The Principal shall have responsibility for selecting for appointment all members of staff other than -
  - (a) the senior post-holders; and
  - (b) where the Clerk is also to be appointed as a member of staff, the Clerk in the role of a member of staff.

### **Rules relating to the conduct of staff**

14. After consultation with the staff, the Corporation shall make rules relating to staff conduct and discipline, development and performance.

## ARTICLES

### **Academic freedom**

15. In making rules under article 14, the Corporation shall have regard to the need to ensure that academic staff at the institution have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without putting themselves at risk of losing their jobs or any privileges which they may enjoy at the institution.

### **Grievance, suspension and disciplinary procedures**

16.
  - (1) After consultation with staff, the Corporation shall make rules setting out
    - (a) grievance procedures for all staff;
    - (b) procedures for the suspension of all staff; and
    - (c) disciplinary and dismissal procedures for
      - (i) the senior post-holders, and
      - (ii) staff other than the senior post-holdersand such procedures shall be subject to the provisions of articles 3(1)(e), 3(1)(f), 3(2)(e), 9(d), 9(e), 10(1) and 17.
  - (2) Any rules made under paragraph (1)(b) shall include provision that where a person has been suspended without pay, any appeal against such suspension shall be heard and action taken in a timely manner.
  - (3) Any rules made under paragraph (1)(c)(i) shall include provision that where the Corporation considers that it may be appropriate to dismiss a person, a preliminary investigation shall be conducted to examine and determine the case for dismissal.

### **Suspension and dismissal of the Clerk**

17.
  - (1) Where the Clerk is also a member of staff at the institution, the Clerk is to be treated as a senior post-holder for the purposes of article 16(1)(c).
  - (2) Where the Clerk is suspended or dismissed under article 16, that suspension or dismissal shall not affect the position of the Clerk in the separate role of Clerk to the Corporation.

### **Students**

18.
  - (1) Any students' union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the Corporation and no amendment to, or rescission of, that constitution, in part or in whole, shall be valid unless approved by the Corporation.
  - (2) The students' union shall present audited accounts annually to the Corporation.
  - (3) After consultation with representatives of the students, the Corporation shall make rules concerning the conduct of students, including procedures for their suspension and expulsion (including expulsion for an unsatisfactory standard of work or other academic reason).

### **Financial matters**

19. The Corporation shall set the policy by which the tuition and other fees payable to it are determined, subject to any terms and conditions attached to grants, loans or other payments paid or made by the CE of ESFA.

## ARTICLES

### **Co-operation with the CE of ESFA auditor**

20. The Corporation shall co-operate with any person who has been authorised by the CE of ESFA to audit any returns of numbers of students or claims for financial assistance and shall give any such person access to any documents or records held by the Corporation, including computer records.

### **Internal audit**

- 21.
- (1) The Corporation shall, at such times as it considers appropriate, examine and evaluate its systems of internal financial and other control to ensure that they contribute to the proper, economic, efficient and effective use of the Corporation's resources.
  - (2) The Corporation may arrange for the examination and evaluation mentioned in paragraph (1) to be carried out on its behalf by internal auditors.
  - (3) The Corporation shall not appoint persons as internal auditors to carry out the activities referred to in paragraph (1) if those persons are already appointed as external auditors under article 22.

### **Accounts and audit of accounts**

- 22.
- (1) The Corporation shall
    - (a) keep proper accounts and proper records in relation to the accounts; and
    - (b) prepare a statement of accounts for each financial year of the Corporation.
  - (2) The statement shall
    - (a) give a true and fair account of the state of the Corporation's affairs at the end of the financial year and of its income and expenditure in the financial year; and
    - (b) comply with any directions given by the CE of ESFA as to the information to be contained in it, the manner in which the information is to be presented, the methods and principles according to which it is to be prepared and the time and manner of publication.
  - (3) The accounts and the statement of accounts shall be audited by external auditors appointed by the Corporation in respect of each financial year.
  - (4) The Corporation shall not appoint persons as external auditors in respect of any financial year if those persons are already appointed as internal auditors under article 21.
  - (5) Auditors shall be appointed and audit work conducted in accordance with any requirements of the CE of ESFA.
  - (6) The "financial year" means the first financial year and, except as provided for in paragraph (8), each successive period of twelve months.
  - (7) The "first financial year" means the period from the date the Corporation was established up to the second 31 July following that date, or up to some other date which has been chosen by the Corporation with the CE of ESFA approval.
  - (8) If the Corporation is dissolved—
    - (a) the last financial year shall end on the date of dissolution; and
    - (b) the Corporation may decide, with the CE of ESFA approval, that what would otherwise be the last two financial years, shall be a single financial year for the purpose of this article.

## ARTICLES

### **Rules and bye-laws**

23. The Corporation shall have the power to make rules and bye-laws relating to the government and conduct of the institution and these rules and bye-laws shall be subject to the provisions of the Instrument of Government and these Articles.

### **Copies of Articles of Government and rules and bye-laws**

24. A copy of these Articles, and of any rules and bye-laws, shall be given free of charge to every member of the Corporation and at a charge not exceeding the cost of copying or free of charge, to any other person who requests a copy and shall be available for inspection at the institution upon request, during normal office hours, to every member of staff and every student.

### **Modification or replacement of the Instrument or Articles of Government**

- 25.
- (1) Subject to paragraph (2), the Corporation may by resolution of the members modify or replace its instrument and articles of government, after consultation with any other persons who, in the Corporation's view, are likely to be affected by the proposed changes.
  - (2) The Corporation shall not make changes to the instrument or articles of government that would result in the body ceasing to be a charity.

### **Dissolution or merger of the Corporation**

- 26.
- (1) The Corporation may by resolution dissolve itself and provide for the transfer of its property, rights and liabilities and in doing so must comply with sections 27, 27A and 27B of the Further and Higher Education Act 1992 as enacted or re-enacted from time to time.
  - (2) The Corporation shall ensure that a copy of the draft resolution to dissolve the Corporation on a specified date shall be published at least one month before the proposed date of such resolution.
  - (3) The Corporation may subscribe to, support, affiliate, become a member of, transfer all or any of the Corporation's property to, amalgamate with or cooperate with any other person or body as may be prescribed under regulations made under the Further and Higher Education Act 1992 as amended, modified or replaced from time to time.

SCHEDULE 3

Abingdon and Witney College  
Accrington and Rossendale College  
Amersham and Wycombe College  
Askham Bryan College  
Aylesbury College  
Barking College  
Barnet College  
Barnfield College  
Barnsley College  
Basingstoke College of Technology  
Bedford College  
Berkshire College of Agriculture  
Bexley College  
Bicton College  
Bishop Auckland College  
Bishop Burton College  
Blackburn College  
Blackpool and The Fylde College  
Bolton Community College  
Boston College  
Bournville College of Further Education  
Bracknell and Wokingham College  
Bradford College  
Braintree College  
Bridgwater College  
Brockenhurst College  
Bromley College of Further and Higher Education  
Brooklands College  
Brooksby Melton College  
Burnley College  
Burton College  
Bury College  
Calderdale College  
Cambridge Regional College  
Cannock Chase Technical College  
Canterbury College  
Capel Manor College  
Carlisle College  
Carshalton College  
Castle College Nottingham  
Central Sussex College  
Chelmsford College  
Chesterfield College  
Chichester College  
Cirencester Tertiary College  
City and Islington College  
City College, Birmingham

## ARTICLES

City College, Brighton and Hove  
City College, Coventry  
City College, Manchester  
City College Plymouth  
City of Bath College  
City of Bristol College  
City of Sunderland College  
City of Westminster College  
City of Wolverhampton College  
Cleveland College of Art and Design  
Colchester Institute  
College of West Anglia  
Cornwall College  
Craven College  
Croydon College  
Darlington College  
Dearne Valley College  
Derby College  
Derwentside College  
Dewsbury College  
Doncaster College  
Dudley College of Technology  
Dunstable College  
Ealing, Hammersmith and West London College  
East Berkshire College  
East Devon College  
East Durham College  
East Riding College  
East Surrey College, Redhill  
Eastleigh College  
Easton College  
Enfield College  
Epping Forest College  
Evesham and Malvern Hills College  
Exeter College  
Fareham College  
Farnborough College of Technology  
Filton College  
Furness College  
Gateshead College  
Gloucestershire College of Arts and Technology  
Grantham College  
Great Yarmouth College  
Greenwich Community College  
Grimsby Institute of Further and Higher Education  
Guildford College of Further and Higher Education  
Hackney Community College  
Hadlow College  
Halesowen College  
Harlow College

## ARTICLES

Harrow College  
Hartlepool College of Further Education  
Hartpury College  
Hastings College of Arts and Technology  
Havering College of Further and Higher Education  
Henley College Coventry  
Hereford College of Arts  
Herefordshire College of Technology  
Hereward College of Further Education  
Hertford Regional College  
Highbury College, Portsmouth  
Hopwood Hall College  
Huddersfield Technical College  
Hugh Baird College  
Hull College  
Huntingdonshire Regional College  
Joseph Priestley College  
Kendal College  
Kensington and Chelsea College  
Kidderminster College  
Kingston College  
Kingston Maurward College  
Knowsley Community College  
Lakes College - West Cumbria  
Lambeth College  
Lancaster and Morecambe College  
Leeds College of Art and Design  
Leeds College of Building  
Leeds College of Technology  
Leeds Thomas Danby  
Leek College of Further Education and School of Art  
Leicester College  
Lewisham College  
Lincoln College  
Liverpool Community College  
Loughborough College  
Lowestoft College  
Macclesfield College  
Manchester College of Arts and Technology  
Matthew Boulton College of Further and Higher Education  
Merton College  
Mid-Cheshire College of Further Education  
Middlesbrough College  
Mid-Kent College of Higher and Further Education  
Milton Keynes College  
Moulton College  
Myerscough College  
Nelson and Colne College  
New College Durham  
New College Nottingham



## ARTICLES

New College Stamford  
New College Swindon  
Newbury College  
Newcastle College  
Newcastle-under-Lyme College  
Newham College of Further Education  
North Devon College  
North East Surrey College of Technology  
North East Worcestershire College  
North Hertfordshire College  
North Lindsey College  
North Nottinghamshire College  
North Warwickshire and Hinckley College  
North West Kent College of Technology  
Northampton College  
Northbrook College, Sussex  
Northumberland College  
Norton Radstock College  
Norwich City College of Further and Higher Education  
Oaklands College  
Orpington College of Further Education  
Otley College of Agriculture and Horticulture  
Oxford and Cherwell Valley College  
Park Lane College, Leeds  
Penwith College  
Peterborough Regional College  
Plumpton College  
Plymouth College of Art and Design  
Preston College  
Reaseheath College  
Redbridge College  
Richmond Adult Community College  
Richmond-upon-Thames College  
Riverside College Halton  
Rodbaston College  
Rotherham College of Arts and Technology  
Royal Forest of Dean College  
Runshaw College  
Salford College  
Sandwell College  
Selby College  
Shipley College  
Shrewsbury College of Arts and Technology  
Solihull College  
Somerset College of Arts and Technology  
South Birmingham College  
South Cheshire College  
South Devon College  
South East Derbyshire College  
South East Essex College of Arts and Technology

## ARTICLES

South Kent College  
South Leicestershire College  
South Nottingham College  
South Thames College  
South Tyneside College  
Southampton City College  
Southgate College  
Southport College  
Southwark College  
Sparsholt College Hampshire  
St Helens College  
Stafford College  
Stanmore College  
Stephenson College  
Stockport College  
Stockton Riverside College  
Stoke-on-Trent College  
Stourbridge College  
Stratford-upon-Avon College  
Strode College  
Stroud College of Further Education  
Suffolk New College  
Sussex Downs College  
Sutton Coldfield College  
Swindon College  
Tameside College  
Tamworth and Lichfield College  
Telford College of Arts and Technology  
Thanet College  
The Bournemouth and Poole College  
The College of North East London  
The College of North West London  
The Cooperative College  
The Henley College  
The Isle of Wight College  
The Oldham College  
The Sheffield College  
The South Downs College  
Thurrock and Basildon College  
Tower Hamlets College  
Trafford College  
Tresham Institute  
Truro College  
Tyne Metropolitan College  
Uxbridge College  
Wakefield College  
Walford and North Shropshire College  
Walsall College  
Waltham Forest College  
Warrington Collegiate

## ARTICLES

Warwickshire College  
West Cheshire College  
West Herts College  
West Kent College  
West Nottinghamshire College  
West Suffolk College  
West Thames College  
Westminster Kingsway College  
Weston College  
Weymouth College  
Wigan and Leigh College  
Wiltshire College  
Wirral Metropolitan College  
Worcester College of Technology  
Yeovil College  
York College  
Yorkshire Coast College of Further and Higher Education