

## **Writtle College Board of Governors**

### **Statement of Primary Responsibilities**

*The membership and other terms of reference for the Board are laid out within the articles of association ("Articles") of Writtle College Limited.*

The principal responsibilities of the Writtle College Board are:

1. To approve and monitor the mission and strategic vision of Writtle College, long-term academic and business plans, and key performance indicators ("KPIs"), ensuring alignment with stakeholders' interests and the Articles of Writtle College.
2. To establish a clear vision outlining the educational outcomes Writtle College strives to achieve and the strategies to meet local and national skills priorities.
3. To create and maintain a strategic framework for effectively realising the educational objectives.
4. To cultivate a common culture, shared values, and ethos across the organisation, fostering high expectations for student success.
5. To hold the Principal accountable for the effective operation of Writtle College, encompassing educational, financial, and staff performance.
6. To provide support and advice to the Principal in their leadership role.
7. To provide a framework for decision-making throughout Writtle College.
8. To play a strategic role and intervene in the day-to-day running of Writtle College only in cases of serious failures by the Principal or senior executive team.
9. To promote high standards of teaching, learning, and research and monitor their outcomes.
10. To delegate authority to the Principal for the academic and operational management of Writtle College... "To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, and procedures for handling internal grievances, whistleblowing, and managing conflicts of interest.
11. To oversee the development of Writtle College's arrangements while operating as a subsidiary of Anglia Ruskin University ("ARU"), including shared services and facilities provided by ARU as set out in the intra services agreement, alongside the appointment of dedicated academic staff.
12. To establish processes for monitoring and evaluating the performance and effectiveness of Writtle College against approved plans and KPIs, with potential benchmarking against comparable institutions.
13. To establish processes to monitor and evaluate the performance and effectiveness of the Governing Body itself and any sub-committees it may establish.
14. To conduct all business in accordance with best practices in further education corporate governance, adhering to the latest edition of the Association of College Code of Good Governance, the principles of public life set forth by the Committee on Standards in Public Life and Charity Commission guidance on the duties of charity trustees.
15. To safeguard the good name and values of Writtle College and ARU as a whole, and to ensure that these values are clearly stated and widely shared.
16. Subject to approval by ARU, to appoint the Principal and put in place suitable arrangements for monitoring the Principal's performance.
17. To be the legal authority and ensure systems are in place for meeting all legal obligations, including those relating to equality and diversity, freedom of speech, and those arising from contracts and other legal commitments made in Writtle College's name.
18. To establish processes to monitor student experience and outcomes and to make such provision as it thinks fit for the general welfare of students.
19. To monitor ongoing collaboration between Writtle College and key stakeholders, including ARU, alongside engagement with the wider community and industrial partners.
20. Where a decision is or includes a Reserved Matter (as set out in the Articles and, for ease of reference, at the end of this document), to refer it to ARU for approval before such matter is actioned by the Governors.

### **Review**

This statement of primary responsibilities may be amended, modified or replaced by resolution of the Board and will, in any event, be reviewed annually.

### **Reserved matters**

1. Disposing, whether by sale lease or otherwise any of the assets of the Company except to the extent provided in the Operating Plan.
2. Buying, leasing or licensing any assets outside the terms of the Operating Plan.
3. Giving or making any loans, borrowing or offering credit.
4. Giving any guarantee, suretyship or indemnity.
5. Creating any subsidiary, becoming a member of any legal entity, entering into any joint venture or partnership, merger or material contract except as set out in the Operating Plan.
6. Creating any encumbrance, mortgage or charge over the whole or any part of the undertaking or assets of the Company.
7. Commencing, settling or bringing any legal proceedings.
8. Entering into contracts or arrangements outside of the Company's ordinary course of business otherwise than in accordance with the Operating Plan.
9. Admitting any new Member of the Company.
10. Embarking on any negotiations or concluding any negotiations for consolidation, merger or acquisition of any business or undertaking of any person.
11. Making any arrangement with any revenue authority or the Charity Commission.
12. Attempting to secure funding otherwise than in accordance with the Operating Plan.
13. Approving the annual budget for the College.
14. Recommending and approving the appointment of the Principal pursuant to Article 121.
15. The dissolution of the Company pursuant to Articles 27 and 28.

*Last updated: 10.10.23*