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1. Introduction and General Duties

1.1 These Standing Orders have been adopted by the Corporation to provide clarity in the governance process and are to be read in conjunction with the Further and Higher Education Act 1992 and the Instrument and Articles of Government (amended April 2001), the Financial Memorandum and the ‘College Governor’ as issued and updated. In the event of any conflict between these Orders and either or both of the Act and the Instrument and Articles, the Act and the Instrument and Articles shall prevail.

1.2 The Corporation will review these Standing Orders at least annually.

1.3 Every member of the Corporation and of its Committees shall be bound by these Orders and shall be expected to adhere to the seven principles of public life, as recommended by the Nolan Committee’s report ‘Standards in Public Life’, (See Appendix 1) namely:

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty;
- leadership

1.4 All members of the Corporation will sign and abide by the Code of Conduct once the Corporation has approved their membership.

1.5 Members will ensure that their entry into the Register of Interests is up-dated when appropriate (at least annually), and the eligibility declaration is signed annually and will be kept on file by the Clerk to the Corporation.

1.6 Relevant interests will be declared by members including the Senior Management Team and External members during meetings at the earliest practical time and any such member will then withdraw from the meeting until the relevant discussion has been concluded.

2. Meetings and Notice of Meetings

2.1 Normal meetings of the Governing Body and its committees will be agreed in advance for the forthcoming Academic Year. Committees shall comply with any stipulated minimum number of meetings as set out in their terms of reference.

2.2 All meetings shall be summoned by the Clerk to the Corporation by at least seven calendar days notice sent to every member of the Committee together with a copy of the proposed agenda. Such notice shall also state the time, date and place of the proposed meeting.

2.3 ‘A special meeting of the Corporation may be called at any time by the Chair or at the request in writing of any 5 members. Where the Chair, or in the Chair’s absence the Vice Chair, decides that there are matters requiring urgent consideration, the written notice convening the special meeting and a copy of the proposed agenda may be given within less than 7 calendar days. (Exact text taken from the Instrument of Government – Number 12”Meetings”).

3. Agendas for meetings – Any other items of Urgent Business

3.1 Items may be placed on the agenda by individual members, committees and working groups or the Senior Management Team via agreement with the Chair of Governors and/or the Chair of the Committees.
3.2 The agenda of all ordinary meetings will include consideration of the minutes and matters arising from the previous ordinary and/or special meeting.

3.3 Members should normally receive the agenda and supporting papers not less than seven clear days before the meeting.

3.4 Agenda papers of the Governing Body will not be made public until a meeting of the Governing Body has taken place.

3.5 Agendas for meetings of the Corporation will include ‘any other items of urgent business’. The operative word used in this statement is ‘urgent’ and thus it should only be used for issues which arise after the publication of the agenda.

3.6 The item will normally appear as the last item in the agenda although the Chair will ask during an early stage in proceedings if any member or the Clerk proposes to put forward an item of urgent business.

3.7 The Chair will need to be assured that the issue is one which meets the following criteria:
- It is the proper business of the Corporation to consider having regard to the Articles of Government and the terms of reference of the Committees of the Corporation;
- It needs urgent attention by the Corporation.

3.8 If appropriate the Chair will seek the support of the Corporation as a whole that a proposed item of urgent business is not heard. In such cases it is hoped that it is possible to determine a way forward which is acceptable to all parties.

3.9 Members of the Corporation are asked to attempt to give prior notice to the Clerk of their intention to raise an item of urgent business, the subject matter and the reason for the urgency.

4. Membership

4.1 The quorum will be 40% of its members (including vacancies).

4.2 The Governing Body will approve membership and changes to membership of committees annually.

4.3 The membership of the Corporation of Leyton Sixth Form College will be determined from time to time by the Corporation having regard to, as appropriate, the provisions of the Instrument of Government, the recommendations of the Search Committee and custom and practice.

4.4 It is the wish of the Corporation that there is an appropriate balance of skills and experience amongst members.

4.5 This will mean that members will be drawn from a range of backgrounds and will 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.

4.6 It is recognised by the Corporation that a skills audit should be carried out so as to monitor the current make-up of the membership and to prepare for the time when it is necessary to fill one or more vacancies. This task will be the responsibility of the Clerk to the Corporation acting on behalf of members.

4.7 Whilst the personal skills of members are of considerable importance, the Corporation has agreed that there should be an appropriate balance in terms of gender and ethnic origin.

4.8 Information on gender and ethnic origin is to be analysed as an integral part of the skills audit.
4.9 The Corporation has established a Search Committee to assist it to appoint members in an open and structured way rather than to rely on personal contacts.

4.10 The Terms of Reference of the Search and Governance Committee, as approved by the Corporation, are as follows:

The Committee shall be responsible for nominating candidates for the approval of the Corporation to fill vacancies on the Corporation and for determining the process whereby candidates are nominated having regard to the provisions of the Instrument of Government and the policy of the Corporation.

4.11 The Committee will seek candidates from as wide a field as possible by making appropriate use of advertising, executive search, consultation with interested bodies and maintaining a data base of interested and appropriate people.

4.12 The Search Committee will, from time to time, review (1) the skills audit and (2) information on gender and ethnic origin so as to assist in determining an action plan for filling vacancies on the Corporation.

4.13 It is understood that the final decision for determining the membership of the Corporation including the individuals to be appointed to serve on the Corporation rests with the Corporation as a body. Thus it will not be appropriate to delegate authority to a standing committee or individual office holder to make decisions on behalf of the Corporation is such matters.

4.14 Various nominating bodies are part of the composition/membership of the Corporation, as determined under the Instrument and Articles of Government and for clarification these are detailed below:

- 2 Student members nominated by the Student Executive.
- 2 Staff Members – 1 Teaching and 1 Support Staff, nominated and voted onto the Governing Body by their colleagues.
- 2 Parent Members - nominated by other parents to serve on the Corporation.

4.15 When considering the re-appointment of existing Governors, the same rigorous approach should be adopted to the reappointment of a member as to the original appointment. The following requirements should be considered:

- The recommendations of the Nolan Committee
- Governor’s previous contribution to the Governing Body
- Attendance records (at Governing Body and committee meetings)
- Commitment to the College over and above attendance at formal meetings e.g. student awards, open evenings.
- Quality of contribution to discussion at meetings
- The value of the members’ expertise/interest to the work of the Governing Body.

5. The Role of the Chairman and Chair’s Action

5.1 Chairmen of the Governing Body and committees may discuss and agree agendas with the Principal/Chief Executive and Clerk to the Corporation and will authorise the circulation of minutes following meetings.

5.2 The Chair will ensure the smooth running of meetings ensuring that all points of view are heard and in circumstances where a consensus is not apparent and openly declared, will call for a vote, which may be a secret ballot if specifically requested by any member.

5.3 The Chair of the Corporation may sign documents on behalf of the Corporation when such documents reflect the stated decisions of the Corporation or when requested to do so by the Learning and Skills Council.

5.4 The Articles of Government specify the roles and responsibility of the Corporation, the Principal (Chief Executive).
5.5 Provision is made in the Articles of Government for the delegation of functions to the Committees, the Chair of the Corporation or the Chief Executive with the exception of the following five responsibilities which cannot be delegated:

- the determination of the educational character and mission of the institution and for the oversight of its activities;
- Approving the quality strategy of the institution;
- the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets;
- approving annual estimates of income and expenditure;
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of Senior Posts and the Clerk (including, where the clerk is, or is to be appointed as, a member of staff, his appointment, grading, suspension, dismissal and determination of pay in his capacity as a member of staff);
- Setting a framework for the pay and conditions of service of all other staff.

5.6 There are occasions when issues arise which should be placed before the Corporation although the next scheduled meeting is too distant and it is not though appropriate to call a special meeting. In such circumstances the Corporation has agreed that the Chair may take action on behalf of the Corporation on the condition that such a course of action is not contrary to the Articles of Government or other regulations.

5.7 Requests for action by the Chair will only be made through the office of the Clerk to the Corporation. Requests should normally be made in writing although if an issue requires immediate attention it will be acceptable for a letter confirming a telephone conversation to be forwarded to the Chair.

5.8 The decision of the Chair, which must be in writing, will be recorded to the next scheduled meeting of the Corporation by the Clerk.

5.9 The Clerk to the Corporation, in consultation with the Chair of the Corporation and the Chief Executive, will judge if it is thought appropriate to seek the views of the Chair of the standing committee associated with the issue.

5.10 The Corporation has decided not to delegate specific functions to the Chair of the Corporation as this may prove to be too restrictive for the arrangements to work effectively as and when appropriate.

6. Election of Chair and Vice Chair – Corporation and Committees

6.1 The Corporation shall appoint a Chair and a Vice Chair from amongst its number. The holders of these appointments shall be appointed for a term not exceeding two years. The appointment process shall be by open selection with candidates. A ballot of all members is to be arranged by the Clerk where there is more than one candidate for appointment.

6.2 The following members of the Corporation are not eligible to be appointed Chair or Vice Chair of the Corporation or Audit, Remuneration, Finance & Business or Quality Committees:
- Chief Executive
- Staff member
- Student member

6.3 Whilst the members named in paragraph 6.2 above are not eligible to be appointed Chair or Vice Chair, they may participate in the appointment process.

6.4 When it is necessary to appoint a Chair, a Corporation member will take the Chair and invite nominations. If more than one member is proposed and seconded, an election will take place.

6.5 On the expiration of the term of office of such Chair or Vice Chair they shall be eligible for re-appointment.
If both the Chair and Vice Chair of a Committee are absent from a meeting of that Committee, the members of the Committee who are present shall choose one of their number to act as chairman for that meeting.

The Chair and Vice Chair of a Committee may resign their respective position at any time by giving notice to the Clerk of the Corporation.

Access to Meetings of the Corporation

Members of the Corporation and the Clerk will be the only persons entitled to attend all meetings of the Corporation. Members of the public can attend the meetings of the full Corporation as observers and should not attempt to take part in discussion.

It is important to remember that in certain circumstances a member of the Corporation may be asked to withdraw – see Instrument of Government paragraphs 14(5), 14 (6), 14 (8) and 14(9).

The Instrument of Government does not require a member to withdraw in the circumstances detailed in paragraph 11 of the Instrument (members with a financial interest in the College). However, there has been an expectation on the part of the Corporation that if such circumstances arose (and this will be rare) the member concerned would withdraw from the meeting.

Responsibility for determining who may attend meetings of the Corporation other than members and the Clerk rests with the Corporation.

The Chief Executive and Clerk will consider which members of staff are required to attend meetings of the Corporation so that the Corporation has access to information and advice (for example it is likely that the Finance Manager will be invited to all meetings of the Corporation).

The Corporation places responsibility on the Chief Executive and Clerk to ensure that members of staff withdraw from meetings as and when the need arises. Such an arrangement avoids potential embarrassment for all parties. If, however, one or more members of the Corporation believe that members of staff should withdraw from a meeting for a particular item they are required to bring this to the attention of the meeting. The Corporation will then decide on the matter.

While the majority of business conducted by the Corporation is not confidential and thus reports etc. are open to inspection it is not thought appropriate, as a matter of course, for members of the public (including members of the staff of the College) or the press to be in attendance at meetings as observers.

A person wishing to attend a meeting of the Corporation as an observer should first approach the Clerk who will arrange with the Chair for the issue to be taken as the first item of business on the agenda. Until a decision is reached by the Corporation the person wishing to attend the meeting will be required to remain outside of the meeting room.

While considering such requests the Corporation will have regard to the availability of space in the meeting room and the reason for the request to attend.

Where a member of the public or press is given observer status at a meeting of the Corporation the Chair will stress that certain items of business may be regarded as confidential. In such cases the person will be required to withdraw from the meeting. If practicable an indication should be given at this stage of any known confidential items.

Unless specifically invited to do so members of the public and the press do not have speaking rights at any time during a meeting of the Corporation.

If there is any form of disruption by members of the public and/or the press the Chair will have the authority to suspend the meeting.
7.13 When it is possible to reconvene the meeting the Corporation will consider the withdrawal of the invitation to the members of the public and/or press to be in attendance at the meeting. The decision of the Corporation in such matters is final.

8. Attendance at Meetings

The Corporation has an expectation that overall attendance will be at least 80% of the whole membership.

The quorum for Corporation and Committee meetings will be 40%.

Members of the Corporation who cannot attend at meetings will endeavour to pass their apology to the Clerk to the Corporation as soon as possible and this will be passed to the members at the meeting.

An Attendance Policy has been agreed and is reviewed annually as part of the Clerk to the Corporation’s Annual Report.

9. Non Attendance at Meetings and Lapsing of Membership

9.1 The Clerk to the Corporation will maintain a register of attendance and submit an annual report to the Corporation.

9.2 If at any time the corporation is satisfied that any member-
    (a) has been absent from meetings of the Committee for a period longer than 6 consecutive months without the permission of the Committee; or
    (b) is unable or unfit to discharge the functions of a member.

the Corporation may by notice in writing to that member remove him from office and thereupon the office shall become vacant.

10. Recording of Meetings

10.1 Meetings of the Corporation must not take place without the Clerk to the Corporation or his nominee being present to advise upon and record proceedings on behalf of the full Corporation.

10.2 Minutes of meetings in draft form will be submitted to the Chair for approval before circulation to members.

10.3 Minutes will retain draft status until approved by a subsequent meeting where the Chair will sign approved records.

10.4 The Clerk to the Corporation will make draft minutes available within the College following approval of the Chair, normally within 15 WORKING DAYS of the meeting.

10.5 Minutes and non-confidential agenda papers of the full Corporation will be available during normal College hours from the Clerk to the Corporation’s office (Room 32), and the Library and minutes of committee meetings and Corporation meetings are to be placed on the College website once approved by the Chair of the meeting.

10.6 Signed Minutes will be kept by the Clerk to the Corporation for a minimum of:

    Corporation  5 Years
    Committee    5 Years
11. **Confidentiality**

Agenda papers of the Remuneration Committee will be confidential and will be made available only to members of that committee.

The originator of an agenda paper must clearly designate a paper if it is to be regarded as confidential/restricted, and therefore not to be made available to staff, students and public.

An item should be designated and treated as confidential if (See Appendix 3):
- it relates to an identifiable member of staff regarding appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement.
- it deals with commercially sensitive information which if generally available would disadvantage the College in its relationship with another party.
- it relates to negotiations with trade unions
- it contains legal advice in relation to any of the above.

Staff members shall automatically withdraw from that part of any meeting of the Corporation at which the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement of any member of staff holding a post senior to his own are to be considered.

11.4 Each body of the Corporation shall undertake an annual review of its minutes previously determined to be confidential, and decide whether to release each confidential minute for the public record.

12. **Decisions and Voting**

12.1 Resolutions at meetings of a Committee shall be passed on the basis of a majority decision taken by those who attend and vote at a quorate meeting. A Student member who is under 18 years of age at the time of the meeting, may not vote on any question involving the Corporation in committing expenditure, making a contract or incurring debt or liability.

12.2 All members of a Committee will comply with the doctrine of collective responsibility and stand by a decision even if it was not taken unanimously.

12.3 In the case of an equality of votes, the Chair of the meeting (or in his/her absence the Vice Chair) shall have a second or casting vote.

12.4 Members of a Committee may not vote by proxy or by post.

12.5 The quorum requirements for a Committee shall be set out in its terms of reference. A meeting must be quorate throughout. If a quorum is not present within 30 minutes from the time appointed for the meeting, or if during the meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place. If a quorum is also not present within 30 minutes from the time appointed for that adjourned meeting or if during such adjourned meeting the quorum ceases to be present, the meeting shall be dissolved.

13. **Rules of Debate at Meetings**

13.1 The reports received by the Corporation will normally include a clear recommendation. Past experience has shown that the Corporation prefers a basis to work from. It is true to say that the Corporation will often adopt the recommendation of the Clerk and/or Chief Executive. There will be occasions, however, when an alternative approach to the recommendation outlined in a particular report before the Corporation is put forward by a member. The following paragraphs deal with motions, amendments and points of order.
13.2 A motion may be proposed by a member which if seconded by another member will be the subject of discussion by those entitled to do so.

13.3 There is an expectation that a motion, which cannot be recorded immediately by the Clerk, will be put in writing by the member proposing the motion before it is discussed. This will ensure that there will be no subsequent debate as to the terms of the motion.

13.4 While a motion is being discussed a member may propose an amendment. The amendment must be seconded by another member before it can be discussed or voted on.

13.5 Once seconded, discussion may take place on the terms of the amendment. During this time the original motion is put to one side. If the amendment is carried (i.e. a majority of those members present and entitled to vote are in favour of the amendment) the original motion is changed and the new form of words becomes the substantive motion.

13.6 The wording of an amendment can change the meaning of a motion but it cannot contradict it.

13.7 A member opposed to the terms of a motion will need to speak and vote against it. It is not possible to put forward an amendment.

13.8 A member only partly opposed to a motion does have the facility to propose an amendment.

13.9 Amendments propose changes to motions by doing one of four things:
- omitting words
- substituting words
- inserting words
- combining 1,2 and 3 above

13.10 At any time during a discussion a member may raise a point of order where it is believed that the provisions of the Instrument and Articles of Government and/or the Standing Orders and/or another recognised authority are being ignored. The member raising the point of order will be required to explain the way in which the correct procedure is not being followed. The Chair will deal with a point of order immediately. The ruling of the Chair after the advice of the Clerk has been obtained will be final and shall not be challenged further at the meeting.

13.11 It is the responsibility of the Chair, working in collaboration with the Clerk, to seek the right balance between ensuring that all members have the opportunity to contribute to discussions while avoiding repetition and making sure that the subject before the Corporation is not lost sight of. If members believe that it would be helpful for the efficient conduct of business one or other of the following motions may be put forward:
- that the question now be put
- or
- that the Corporation proceed with the next business

13.12 Both motions outlined in paragraph 13.11 require a seconder. If such a motion is carried it will be acted on without further discussion. The Chair does have the right, however, to give her/his views before the vote is taken so that an indication may be given as to whether or not the issue has been sufficiently discussed to proceed.

13.13 All discussions at meetings of the Corporation will be conducted through the Chair.

13.14 Members are required to respect the right of others to express their personal views although nothing should be said or done which could bring the Corporation into disrepute.

14. Publication of Agendas and Minutes

14.1 Instrument 17 - Publication of minutes and papers:
(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.

14.2 Each Committee shall ensure that a copy of:
(a) the agenda for every meeting of the Committee;
(b) the draft minutes of every such meeting, if they have been approved by the Chair of the Committee (or, in his absence, the Vice Chair);
(c) the signed minutes of every such meeting; and
(d) any report, document or other paper considered at any such meeting shall in each case as soon as reasonably practicable be made available at Room 32, Clerk to the Corporation for inspection by the public.

14.3 There may be excluded from any item required to be made available, any material relating to:
(a) personal information relating to an individual
(b) information provided in confidence by a third party who has not authorised its disclosure
(c) any matter which, by reason of its nature, the Committee is satisfied should be dealt with on a confidential basis.
(d) financial or other information relating to procurement decisions, including information relating to the college negotiating position, which is commercial in confidence, during the course of those negotiations.
(e) information relating to the negotiating position of the college in industrial relations matters, during the course of those negotiations.
(f) information relating to the financial position of the college where the Corporation is satisfied in good faith that disclosure might harm the college or its competitive position
(g) legal advice received from or instructions given to the college legal advisors
(h) information planned for publication in advance of that publication; and/or
(i) information not otherwise covered above, but considered to be commercially sensitive.

14.4 At every one of its meetings a Committee shall consider whether any of the items discussed should remain confidential and not be made available or should be subject to a more restricted circulation.

14.5 At every Committee meeting the minutes of the last meeting shall be taken as an agenda item and, if agreed to be accurate, shall be signed by the Chair of the Committee (or, in his absence, the vice Chair) as a true record.

14.6 The address of the college is:
Leyton Sixth Form College
Essex Road
Leyton
London
E10 6EQ

14.7 Corporation documents which are generally available are listed in appendix 2.

15. **Statements made on behalf of the Corporation**

15.1 Unless otherwise agreed by the Corporation in individual circumstances statements on behalf of the Corporation will only be made by the following:
- the Chair
- the Chief Executive
- the Clerk

15.2 The content of the statements will be the subject of consultation between the Chair and College Management.

15.3 It is recognised that the majority of items which require public statement concern the Strategic Management and day-to-day operation of the College and thus are dealt with by, or on behalf of, the Chief Executive.
15.4 It is the responsibility of the Clerk to the Corporation to conduct all correspondence on behalf of the Corporation.

15.5 Custom and practice are for the Clerk to respond to correspondence from staff (including representatives of the staff such as union officers) so as to reduce the burden on individual members of the Corporation and to ensure that collective decisions of the Corporation are followed. This task is usually undertaken following consultation with the Chair of the Corporation.

16. **Individual Contributions by Members of the Corporation**

16.1 The Instrument of Government includes the following statement (as paragraph 12 (6)):

*Every member of the Corporation shall act in the best interest of the Corporation and shall not be bound to speak or vote by mandates given by any other body or persons.*

16.2 All parties will recognise that members must take a personal view on each matter received by the Corporation and to contribute to debates accordingly.

16.3 Once a matter is considered by the Corporation each and every individual member of the Corporation is expected to be bound by the collective decision of the Corporation whatever ones personal views are on issues.

16.4 Particular regard should be taken of the confidentiality of certain proceedings.

16.5 Notwithstanding what is said in this section any member who disagrees with an issue is entitled to speak against and to explain her/his views. If, having raised a matter, the majority view is to proceed in such a way which causes one or more members concern the dissenting views can be recorded in the minutes of the meeting together with the fact that ‘x’ (and possibly others) voted against the proposition. Furthermore, a member can ask, through the Clerk to the Corporation, for advice to be obtained on a particular matter if this is thought to be reasonable given the subject matter of the issue.

16.6 The importance of working for the good of Leyton Sixth Form College cannot be overstated which may mean on occasions that personal views have to be put to one side once a decision is reached by the Corporation.

17. **Declarations of Public Interest**

17.1 Without prejudice to the obligations of members of the Corporation under the Instrument and Articles, a Committee member who has any financial interest in the supply of work or goods to or for the purposes of the College, any contract or proposed contract concerning the College or any other matter relating to the College and being considered by or relevant to the operation of the Committee of which he/she is a member shall:

(a) disclose to the Corporation the nature and extent of his/her interest; and
(b) if he/she is present at a Committee meeting at which such supply, contract or other matter is to be considered, shall not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which he/she is not entitled to vote.

17.2 The Clerk to the Corporation shall maintain a register of interests of all Committee members, which are disclosed, and such a register shall be made available for inspection by the public.

17.3 Members of Committees should not allow any conflict of interest to arise which might interfere, or be perceived to interfere, with the exercise of their independent judgement.

17.4 Members of Committees should not accept gifts, hospitality or benefits of any kind from a third party which might be seen as compromising their personal judgement, objectivity or integrity.
18. **Code of Conduct**

18.1 The Corporation believes that it is appropriate to maintain a Code of Conduct specifically for the Corporation of Leyton Sixth Form College rather than adopt one of the models produced by bodies with an interest in the sector.

18.2 The Code of Conduct will be displayed in College and copies made available to any interested parties.

18.3 It is a condition of membership of the Corporation that all members accept in full the contents of the Code of Conduct.

19. **Training for Members of the Corporation**

19.1 The Corporation agreed on 16 July 1997 (item 419) to adopt a training policy for members of the Corporation. (see Appendix 4).

19.2 The Code of Conduct of the Corporation of Leyton Sixth Form College includes the following statement:

Members of the Corporation will ... take or seek opportunities to enhance their effectiveness as a member through participation in training and development programmes and by increasing their knowledge of the College.

20. **Appointment of Chief Executive/Senior Post Holders**

20.1 The Articles of Government include an outline of the arrangements to be followed upon the occurrence of a vacancy or expected vacancy in a senior post.

20.2 The Corporation of Leyton Sixth Form College agreed at the inaugural meeting on 12 October 1992 to designate the Principal (now Chief Executive) as a ‘senior post’ in the College organisation. Two Deputy Principals are also designated as senior post holders.

20.3 The Corporation will adhere to the following arrangements when seeking to appoint a new Chief Executive or Deputy Principal:

- advertise the post nationally
- appoint a selection panel consisting of –
  i. (where a vacancy is for the post of principal) at least 5 members of the Corporation including the Chair or Vice Chair (or both the Chair and Vice chair) or
  ii. (where the vacancy is for any other senior post) the Principal and at least 3 other members of the Corporation

- the members of the selection panel shall-
  i. determine the arrangements for selecting the applicants for interview
  ii. interview those applicants; and
  iii. where they consider it appropriate to do so, recommend to the Corporation for appointment one of the applicants they have interviewed.

20.4 The Corporation does not have to accept the recommendation of the Selection Panel. It can require the Selection Panel to re-advertise the post or review the other applications received in response to the national advertisement to see if any other person should be interviewed.

20.5 If necessary an acting appointment may be made by the Corporation (or, if the urgent need arose, the Chairman acting on behalf of the Corporation) pending the formal appointment of a new Chief Executive/Director as a result of the national advertisement.
20.6 The Instrument of Government provides for Senior Post Holders to withdraw from any meeting of the Corporation at which the appointment of her/his successor is to be considered.

21. **The Clerk to the Corporation**

21.1 The Instrument of Government provides for the Corporation to appoint a Clerk to the Corporation. Best practice in the sector suggests that the Clerk should not be a member of the Corporation.

21.2 The Corporation has approved a detailed job description for the role of Clerk to the Corporation (on 20 March 2006).

21.3 The Clerk to the Corporation is responsible to the Corporation as a whole. It is recognised, of course, that the Clerk will work closely with the Chair, the Chair of the standing committees and the Chief Executive. Notwithstanding this the Clerk will be available to support and advise all members of the Corporation.

21.4 When the role of Clerk to the Corporation becomes vacant (or is about to become vacant) the Corporation will determine the arrangements for appointing a new Clerk.

21.5 The Corporation agreed on 16 July 1997 (item 419) to adopt a training policy for the Clerk to the Corporation. (See Appendix 5).

22. **Suspension and Dismissal of Senior Post Holders and Clerk to the Corporation**

The Articles of Government 10 and 16 outline the arrangements to be followed in relation to suspension and/or dismissal of Senior Post Holders.

The Corporation may also wish to seek expert legal advice.

23. **Servicing the Corporation**

23.1 The Clerk to the Corporation is responsible for the servicing and supporting of the Corporation, the Standing Committees and any other groups established from time to time.

23.2 As indicated in paragraph 21.2 above the Corporation has approved a detailed job description for Clerk to the Corporation which sets out the role and responsibilities.

23.3 No resolutions of the Corporation can be made without the Clerk being in attendance at the meeting to carry out the servicing role.

23.4 It will be appropriate for the Corporation to ask the Clerk to withdraw from a meeting when consideration is to be given to the conduct of the Clerk (including possible dismissal) or remuneration. On those relatively rare occasions when the Clerk is not present for a specific item on the grounds of personal interest the Chair will be responsible for preparing a note of the discussion for inclusion in the minutes.

23.5 In the absence of the Clerk to the Corporation, due to illness or other good and urgent cause, the Chair will make arrangements following discussion with the Chief Executive and if possible the Clerk to the Corporation, for someone other than a member of the Corporation to carry out the role on a temporary basis. The recommendation of the Chair will be considered by the Corporation as the first item of business at the meeting which cannot be attended for whatever reason by the Clerk of the Corporation.

24. **Resolving Difficulties**
24.1 It is the responsibility of the Clerk to the Corporation to make known any concerns that the Corporation is acting inappropriately or even beyond its powers. The Corporation has demonstrated that it wishes to enable the Clerk to carry out the full role and responsibilities in line with best practice. In doing so the Corporation has recognised that there may be exceptional circumstances when the Clerk feels that her or his advice is being disregarded or overlooked and because of this the proper conduct of the Corporation is being put at risk.

24.2 The Corporation has reviewed the section in the FEFC Guide for Clerks on resolving difficulties and agreed that should the need arise the Clerk may seek advice from the Learning and Skills Council (LSC) – Formerly the FEFC. If such action is taken the Clerk will inform the Chair and Chief Executive accordingly.

24.3 Before the Clerk refers a matter to the LSC he/she will try to overcome the difficulties by taking some or all of the following actions with the hope that the matter of concern can be reviewed:
- the concerns of the Clerk to be put in writing to the Chair and Chief Executive;
- inform the Chair of the Audit Committee, if the issue is relevant to the terms of reference of that Committee;
- report the concerns to a meeting of the relevant Corporation standing committee or the full Corporation;
- consult the external and internal auditors;
- obtain legal advice if there is a disagreement about whether an action may be unlawful.

25. The Corporation Seal

25.1 The Corporation agreed on 14 March 1996 (item 282) that when it was appropriate to use the Corporation Seal the Clerk would approach, in the first instance, the Chair and the Vice Chair to authenticate the seal by their signature. In the absence of the Chair and/or the Vice Chair the Clerk may approach one or more other members of the Corporation (with the exception of the Chief Executive).

25.2 Short particulars of all deeds and documents to which the corporate seal has been affixed, shall be recorded in a book to be maintained by the clerk.

25.3 The corporate seal of the Corporation shall be kept safe in a place which shall be secured by a lock.

26. Smoking at Meetings

26.1 No smoking is permitted in rooms used for meetings of the Corporation be it prior to, during or after meetings.

27. Allowances to Members of the Corporation

27.1 Travelling, subsistence or other allowances as determined by the Corporation, are payable in accordance with the provisions applicable to staff within the Financial Regulations. (See Appendix 6)

28. Membership of the Corporation – Availability of information to the Public

28.1 In accordance with the provisions of the College Charter prepared in response to the Charter for Further Education published by the Department for Education in 1993 a list of the names of members of the Corporation will be available for inspection in the office of the Clerk to the Corporation.

28.2 Any person wishing to write to members of the Corporation may do so by providing the Clerk to the Corporation with sufficient copies of any document.
28.3 Normally no charge will be made for postage for forwarding a document to members although the Clerk to the Corporation will use discretion when considering if the costs to be incurred are reasonable. Thus a charge could be made to cover direct and indirect costs as a condition of forwarding documentation.

28.4 Addresses and telephone numbers of members of the Corporation will not be made available to third parties.

29. **Complaints Against The Corporation**

29.1 A complaint against the Corporation or an individual member of the Corporation shall be addressed the Clerk to the Corporation who shall deal with the matter as appropriate. The response to such a complaint will include details of the arrangements for pursuing the matter with an independent body. A complaint against the Clerk to the Corporation shall be forwarded to the Chair of the Corporation. A copy of the complaints procedure is attached.

30. **Whistle blowing Policy**

The Corporation have agreed a policy on Whistle blowing – See Appendix 8.

31. **Amendments to the Standing Orders for the Conduct of Meetings and Related Issues**

31.1 The Clerk on behalf of the Corporation will be required to keep under continuous review (annual) the provisions of this document with the intention of suggesting to the Corporation improvements/amendments to meet changed circumstances.

31.2 Individual members of the Corporation may wish to suggest to the Clerk improvements/amendments to this document. Points raised will be the subject of a report to the next convenient meeting of the Corporation so that a decision may be made.

31.3 Any amendments to the text of this document will require the approval of the Corporation unless they are covered directly or indirectly by statute in which case such changes will be acted on without delay.

32. **Student Disciplinary Procedures and Exclusion**

32.1 The Instruments and Articles of Government set out responsibilities of the Corporation and the Principal in relation to student discipline:-

3. (2) Subject to the responsibilities of the Corporation, the Principal shall be the Chief Executive of the institution, and shall be responsible for – (a – e) ....

(f) maintaining student discipline and, within the rules and procedures provided for within these Articles, suspending or expelling students on disciplinary grounds, and implementing decisions to expel students for academic reasons.

32.2 The Corporation has approved the following:-

The Principal to be responsible for maintaining student discipline and, within the rules and procedures provided for within these Articles of Government, suspending or excluding students on disciplinary or academic grounds or delegating the authority to suspend or expel students on disciplinary or academic grounds to members of the Senior Management Team (see Appendix 9)
32.3 To enable the effective discharge of this responsibility, the Principal designates each of the six senior managers (other than the Principal) as Duty Officer on a weekly rota. In this capacity (and, occasionally following referrals from other staff), those senior managers deal with serious disciplinary incidents as they arise.

32.4 In addition, the Vice Principal Student Support Services vets the circumstances of all students withdrawn from roll for academic and/or attendance reasons.

33.5 Suspension and exclusion are undertaken in line with College procedures by senior managers. Appeal to the Principal is the next possible stage with the Principal's decision being final.

These Standing Orders have been approved by the Corporation on

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To be reviewed ANNUALLY
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

The Seven Principles of Public Life

Selflessness
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness
Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership
Holders of public office should promote and support these principles by leadership and example.
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

Corporation Documents – Generally Available

1. Instrument and Articles of Government
2. Standing Orders for the Conduct of Meetings of the Corporation and Related Issues
3. Code of Conduct
4. Register of Interests
5. Agendas (including supporting reports) and minutes of meetings of the Corporation and the standing committees unless specifically excluded
6. Annual Financial Statements
7. Procedure on Whistleblowing (Disclosure of Information) when approved by the Corporation
8. Names of members of the Corporation

Any enquiries with regard to access to these documents should be made to the Clerk to the Corporation (Room 32), main building.

In addition to the Corporate items listed above the following are available from the Principal’s office (Room 2, main building)

1. The College Charter
2. The College Prospectuses and other publicity materials
3. Information on examination results and other student achievements
4. FEFC / Ofsted Inspection Reports
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

Corporation Documents – Criteria for Confidentiality

1. Personal information relating to an individual

2. Information provided in confidence by a third party who has not authorised its disclosure

3. Financial or other information relating to procurement decisions, including that relating to the College negotiating position

4. Information relating to the negotiating position of the College in industrial relations matters

5. Information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation

6. Legal advice received from or instructions given to the College legal advisors

7. Information planned for publication in advance of that publication

Note: The Corporation will not restrict access to documents unless there is good cause.
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

Training Policy for Members of the Corporation

The Corporation recognises the value of training to support members to carry out their role having regard to the principles of effective governance and the need for an awareness of relevant issues.

Whilst training will be of particular importance at the time of the original appointment to serve on the Corporation (and this is reflected in the induction programme for new members), it is believed that training should be available on an ongoing basis.

The Clerk will provide members with details of local, regional and national training events which may be of interest. Applications for places on a particular event will be made by the Clerk to the Corporation on behalf of individual members.

The cost of approved events will be met in full by the Corporation from the College’s revenue budget. This budget will be managed on behalf of the Corporation by the Clerk.

The Clerk will present to the autumn term meeting of the Corporation a brief report of the events attended by members during the previous academic session so that the overall position may be monitored.

After attending an event brief feedback will be provided by members for the Corporation or, if appropriate, a committee of the Corporation so that other members may benefit.

The Corporation’s planning sessions will include a training element as will many of the agendas for meetings of the Corporation.

Members of the Corporation are encouraged to make known to the Clerk their training needs so that appropriate arrangements can be made for support to be provided.

THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

Training Policy for the Clerk to the Corporation

The Corporation recognises the potential benefit accruing from the Clerk attending appropriate training courses. Further education continues to be a rapidly changing sector and thus there is great value if the Clerk is in a position to provide advice to the Corporation on governance and related issues. The need to maintain an up-to-date awareness of issues has grown considerably since incorporation and it can be suggested that this will continue in future.

When attending training events as Clerk to the Corporation, the approved costs will be met from the College budget. Such events will normally involve absence from the College, the Clerk to the Corporation will consult the Chief Executive so that he is aware of the proposed arrangements. This approach has worked satisfactorily for many years.

The Clerk to the Corporation will present to the autumn term meeting of the Corporation a brief report of the training events attended during the previous academic session so that members are aware of the position.
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

Scheme for the Reimbursement of Costs
Associated with Membership of the Corporation

Attendance at meetings of the Corporation and Committees of the Corporation

1. Attendance allowances will not be available to members of the Corporation (i.e. a payment for attending meetings).

2. Such costs as child minding fees which are incurred as a result of attending a meeting will be available to members of the Corporation.

3. Travel to and from meetings by own car – cost will be reimbursed at the request of a member of the Corporation unless the amount due per meeting is less than £2.00 (amount to be reviewed by the Corporation as and when appropriate). The amount to be reimbursed will be calculated on current standard rate of mileage calculations used throughout the college for all staff.

4. Travel to and from meetings by public transport (or in the case of people with disabilities travel by taxi/mini cab) – costs will be reimbursed at the request of a member of the Corporation unless the amount due per meeting is less than £2.00 (amount to be reviewed annually at the beginning of each financial year).

How to apply for reimbursement of costs

To claim reimbursement of approved costs incurred in travelling to and from meetings of the Corporation or Committees of the Corporation the members should contact the Clerk to the Corporation.

Participating in approved training programmes for members of the Corporation

1. The tuition fee (if any) will be paid by the College in approved cases.

2. Travel costs (based on second class rail fares) will be reimbursed by the College in approved cases.

3. Any relevant subsistence costs will be reimbursed by the College in approved cases.

How to apply for reimbursement of costs:

If a member of the Corporation has the opportunity to participate in a training programme it is suggested that he/she contacts the Clerk to discuss the arrangements before any commitments are made. The Clerk will consult the Chairman of the Corporation as appropriate.

A member attending on external training programme will provide the Corporation or the appropriate standing committee with a short report on the contents and benefits derived.
1. INTRODUCTION

1.1 Employees are often the first to realise that there may be something seriously wrong within the College. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the College. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

1.2 The College is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the College’s work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

1.3 This policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This Confidential Reporting Policy is intended to encourage and enable employees to raise serious concerns within the College rather than overlooking a problem or ‘blowing the whistle’ outside.

1.4 The policy applies to all employees and those contractors working for the College on College premises, for example, agency staff, builders. It also covers suppliers and those providing services under a contract with the College in their own premises.

2. AIMS AND SCOPE OF THIS POLICY

2.1 This policy aims to:
- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice.
- provide avenues for you to raise those concerns and receive feedback on any action taken.
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

2.2 There are existing procedures in place to enable you to lodge a grievance relating to your own employment. The Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of other procedures. These include:
- conduct which is an offence or a breach of law.
- disclosures related to miscarriages of justice.
- health and safety risks, including risks to the public as well as other employees.
- damage to the environment.
- the unauthorised use of public funds.
- possible fraud and corruption.
- abuse of students, or
2.3 Thus, any serious concerns that you have about any aspect of service provision or the conduct of employees of the College or Corporation members or others acting on behalf of the College can be reported under the Confidential Reporting Policy. This may be about something that:
- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the College subscribes to; or
- is against the College’s Articles and Instruments and policies; or
- falls below established standards of practice; or
- amounts to improper conduct or may have child protection implications which may need to be reported to the designated child protection person

3. SAFEGUARDS

3.1 Harassment or Victimisation

3.1.1 The College is committed to good practice and high standards and wants to be supportive of employees.

3.1.2 The College recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and to the College as a whole.

3.1.3 The College will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

3.1.4 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that might already affect you.

3.2 Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you wish. At the appropriate time, however, you may need to come forward as a witness.

3.3 Anonymous Allegations

3.3.1 This policy encourages you to put your name to your allegation whenever possible.

3.3.2 Concerns expressed anonymously are much less powerful but will be considered at the discretion of the College.

3.3.3 In exercising this discretion the factors to be taken into account would include:
- the seriousness of the issues raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

3.4 Untrue Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

3.5 Self Reporting

3.5.1 There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with an appropriate manager so that professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of our students.

4. HOW TO RAISE A CONCERN
4.1 As a first step, you should normally raise concerns with your immediate line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. If your line manager is not appropriate for any reason you should raise your concerns with the appropriate member of the Strategic Management Team.

4.2 Concerns may be raised verbally in the first instance but must be confirmed in writing. The written report should provide:
- the background and history of the concern (giving relevant dates);
- the reason why you are particularly concerned about the situation.

4.3 The earlier you express the concern the easier it is to take action.

4.4 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

4.5 Advice and guidance on how matters of concern may be pursued can be obtained from the Principal; the Clerk to the Corporation; or the Director of Human Resources.

4.6 You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

4.7 You may invite your Trade Union Representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised.

5. HOW THE COLLEGE WILL RESPOND

5.1 The College will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

5.2 Where appropriate, the matters raised may:
- be investigated by management, or through the disciplinary process
- be referred to the police
- be referred to the external auditor
- form the subject of an independent inquiry.

5.3 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the College will have in mind is the public interest.

5.4 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken into account before any investigation is conducted.

5.5 Within ten working days of a concern being raised, the responsible person (Director of Human Resources) will write to you:
- acknowledging that the concern has been received.
- indicating how we propose to deal with the matter.
- giving an estimate of how long it will take to provide a final response.
- telling you whether any initial enquiries have been made.
- supplying you with information on staff support mechanisms, and
- telling you whether further investigations will take place and if not, why not.

5.6 The amount of contact between the staff considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the College will seek further information from you.

5.7 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a Union Representative or a friend.
5.8 The College will take steps to maximise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the College will arrange for you to receive advice about the procedure.

5.9 The College accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation.

6. **THE RESPONSIBLE PERSON**

The Principal has overall responsibility for the maintenance and operation of this policy. She maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Corporation.

7. **HOW THE MATTER CAN BE TAKEN FURTHER**

7.1 This policy is intended to provide you with an avenue within the College to raise concerns. The College hopes you will be satisfied with any action taken. If you are not, you may raise it, in confidence, with the Chair of the Corporation. If you are still not satisfied you may feel it is right to take the matter outside the College. The following are possible contact points:
- the external auditor
- your Trade Union
- your local Citizens Advice Bureau
- relevant professional bodies or regulatory organisations
- a relevant voluntary organisation
- the police.

7.2 If you do take the matter outside the College, you should ensure that you do not disclose confidential information.
THE CORPORATION OF LEYTON SIXTH FORM COLLEGE

COMPLAINTS AGAINST THE CORPORATION

1. A complaint against the Corporation, a member of the Corporation or the Clerk to the Corporation may be made by an individual, business or an organisation.

2. Complaints against the Corporation or a member of the Corporation should be made in writing and addressed to the following:

   Mrs Valerie Bartlett
   Clerk to the Corporation
   Leyton Sixth Form College
   Essex Road,
   Leyton
   London
   E10 6EQ

3. The complainant will be expected to state clearly the nature of the complaint and if appropriate provide copies of any related documentation.

4. The Clerk to the Corporation will:
   - Acknowledge receipt of the complaint without delay
   - Investigate the complaint
   - Endeavour to provide a response to the complainant within fifteen working days and if this is not possible provide the complainant with an interim statement.

5. The written response of the Clerk to the Corporation will include details of any arrangements for pursuing the matter with an independent body (e.g. the Secretary of State for Education and Skills or the Learning and Skills Council).

6. The Clerk to the Corporation will keep the Chair informed of the situation and will provide the Corporation with a written statement of the nature of the complaint and the response at the next meeting. The Clerk to the Corporation shall circulate such a report to members within ten working days of the response, so that members are aware of the situation.

7. When carrying out an investigation regarding a complaint against the Corporation or an individual member of the Corporation the Clerk to the Corporation will have the authority to refer issues to the Corporation’s auditors (external and/or internal) or other appropriate advisors.

8. A complaint against the Clerk to the Corporation shall be forwarded to the Chair of the Corporation for investigation and response. Letters for the attention of the Chair of the Corporation should be addressed to

   The Chair of the Corporation
   Leyton Sixth Form College
   Essex Road
   Leyton
   London
   E10 6EQ

9. The approach to be adopted by the Chair of the Corporation in investigating and responding to a complaint will be similar to that outlined above with regard to complaints against the Corporation and individual members of the Corporation.
EXCLUSIONS PROCEDURE

INIDENT

Student suspended by Duty Officer. Parent/Carer notified.

ADSSS consulted whenever possible.

Details and report of incident and preliminary investigation passed to ADSSS

Investigation by ADSSS (or designated senior manager)

Case to answer

No case to answer

Student resumes College

STAGE III DISCIPLINARY PROCEDURE

Meeting ADSSS (or designated senior manager)

Student
Parent

STUDENT EXCLUDED
by member of SMT (not Principal)

Appeal received within 10 working days

Hearing with Principal
- Student
- Parent/carer
- ADSSS (or relevant excluding Director)

Principal overturns decision

Student resumes College

Decision overturned

Student resumes College

EXCLUSION CONFIRMED