



BOARD OF DIRECTORS and Trustees

Company Number 10535404

Governance policy and Memorandum of Understanding

The Role of Our Board:

- To support and challenge The CEO and Director(s)
- Ensure clarity of Vision, Mission and Strategic Direction
- Support best outcomes for young people supported in learning by Project Inc.
- Support the development and consistency of an organisational culture that promotes inclusion, care, and innovation
- Ensure we comply with legal duties
- Oversee the financial performance of Project Inc.

Governance Policy

The ESFA, places many reporting, assurance, and due diligence requirements on Independent Specialist Colleges such as Project Inc. The Board of Governors, in overseeing the running of the College, take responsibility for oversight of these areas.

The College is also mindful that Governance is an area that Ofsted will review.

Board Members

The College ensures a balance of skills across the Board members. The College Lead is a member of the Board and other staff members are also a future option.

The Chair is responsible for the leadership of the Board and takes particular care to ensure that the Board observes the values of College governance.

Board members bring their knowledge and expertise to the table and support and challenge, ensuring the student interest is first and they act in the interests of the College.

All Board members ensure that individually and collectively they have or acquire sufficient understanding of the work of the College and the educational landscape.

Succession planning is in place.

Board members will:

- Meet Termly as a minimum – more if specific concerns need to be discussed
- Ensure declarations of interest have been lodged on an annual basis or as such declarations arise
- Ensure there are minutes taken for all meetings
- Complete a skills audit

As a minimum, responsibilities cover the following areas:

- Finance
- Health and Safety
- Quality Assurance
- Safeguarding
- Teaching and Learning
- Leadership and Management
- Internal systems of Control and Risk Management

The College Lead

The College Lead is responsible for the executive management and day to day direction of the

College. The College Lead ensures appropriate matters are brought to the Board and that they:

- Implement the Board's decisions
- Advise the Board as required
- Undertake the role of Accounting Officer
- Facilitate the opportunity for Board members to meet students and staff
- Provide prompt and coherent management reports.

Term of Office

All members, except for the College Lead, will be appointed for 2 years, renewable subject to satisfactory performance. Renewal will not be automatic and only take place after proper consideration of their attendance, contribution to the work of the College and assessment against the skills audit.

Core Values

- Respectful
- Responsible
- Safe

- Kind

Expectations

- Putting the student first
- Ensuring inspirational teaching and learning
- Creating a safe environment
- Providing strong leadership
- Setting strategy and acting as guardians of the College mission, vision, and values
- Demonstrating accountability to parents, students, staff, partners, employers, and funders
- Publishing timely and accurate information as required
- Ensuring equality and diversity throughout the College
- Using the College's autonomy and independence to meet local education and skills needs.