

Annex F: Template for producing a self-assessment on management and governance

Provider's : Anglo Skill College

Provider's UKPRN:

Your management and governance arrangements

Briefly describe here your management and governance arrangements and how these are appropriate for your size and complexity as an English higher education provider.

This should include a description of your legal form and governance structure and how you oversee partnership arrangements where you are the lead provider.

In this section, you should describe the following:

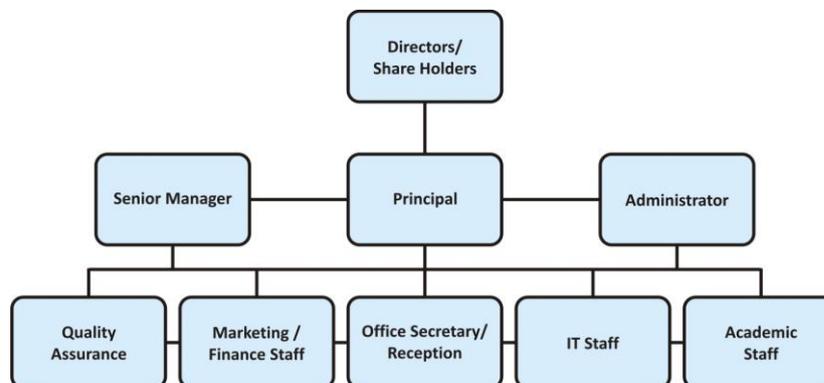
- **details of control (including geographical location of control) and ownership of your organisation**
- **number and type of partnerships.**

We are a medium sized provider with turn over of £ 72,500 , 80 students, 12 staff (6 full, 6 part time).

We are registered private limited company in England and Wales. Our company number 5369699.

Anglo Skills College operates from its main site at The Hub, 40 Friar Lane, Nottingham, NG1 6DQ UK, Nottinghamshire, England.

Our organisation structure is detailed below;



Anglo Skills College (ASC) is Tier-4 Registered sponsor with the UKVI.

Our all programmes and courses are career-oriented and designed for current global industrial demand as well as future need for individuals. Therefore, our stakeholders are many and varied. We deliver an extensive range of courses through vocational routes comparable with UK National Qualification levels in areas of Business, Management, Human Resource, English Language, Travel and Tourism, as well as Information Technology.

We provide NVQs courses ranging from Level 3 award to Diploma Level 3 and Work Based Learning.

Additionally, we also deliver BTEC Higher National Diplomas (HND) and Level 7(pre-master) Leadership and Strategic Management.

All our BTEC degree level courses are accepted by most of the UK universities for progression to bachelor and master degrees as well as professional credentials which are recognised all over the world. All ASC courses are available for both student's communities whether they are Home students or from international students. As a Tier4 Registered Sponsor college, ASC offers all its courses for international students for Tier 4 general visa (CAS) and student visitor and extended student visitor visa globally.

Anglo Skills College is accredited by highly prestigious awarding bodies such as Edexcel, OCR, NCFE, City & Guilds, Highfields Awarding Body and many others.

Governing Bodies:

The current structure of the Governing Bodies is listed below, as ASC is planning an expansion, we will increase the number of members within the Governing bodies.

- 2 Community members (Independent)
- 2 Staff
- Senior Management Team
- The Principal

The remit of the Governing Bodies is as follows:

- Oversee all the business of the college including day-to-day college tasks and its financial activities
- Authorise signatories on bank accounts.
- Decide upon resolutions.
- Appoint members.
- Elect a Chair and Vice Chair.
- Remove the Chair or Vice Chair in accordance with the Articles.
- Hold at least two meetings each academic year.
- Ensure the preparation of annual accounts.
- Comply with the obligations under the Companies Act 2006 with regards to the preparation of an annual return to the Registrar of Companies.
- Decide on a time and place of an Annual General Meeting.

Anglo Skills College Governance Arrangements 2018-19 includes all polices

COMMITTEES

Finance Committee

The Finance Committee is a sub-committee of the main governing board and comprises at least 2 members, the majority of whom must be governors. Its purpose is to monitor the budget in a detailed way and the budget's operation through the year, to authorise any changes to the original budget/ Its full terms of reference are as follows:

- Providing draft approval of the annual budget (including approving the initial staffing structure, curriculum and examinations, initial capital projects plan, etc.) and agreements to variations or variations to the budget reported/recommended by the Chair/Director during the year.
- Ensuring proper accounts are being kept through the year.
- Receiving and interrogating financial reports.

- Regular monitoring of actual expenditure and income against the budget.
- Monitoring the colleges inventory procedures.
- Monitoring leases.
- Authorising the award of contracts from the prime contractors
- Monitoring the procedures for entering into smaller contracts/purchasing that are delegated to the Director (or his nominee) and reviewing the use of the principal's discretion to authorise contracts/purchases which do not meet the procedural requirements.
- Liaising with the Chair as necessary in relation to his monthly budget monitoring with the Principal.
- Monitoring income generation activities.
- Liaising with the Pay & Performance administration as necessary regarding the financial implications of the pay policy, recruitment, severance, premature retirement and pay progression.
- Considering the financial implications of curriculum change

Safeguarding Committee

The full terms of reference for the Safeguarding Committee are as follows:

- To provide support for the Principal in all matters relating to Safeguarding, the college premises and grounds, security and health & safety to ensure that the college complies with all relevant regulations
- To ensure that the college provides a safe environment for young people to learn effectively
- To ensure that young people at risk of harm are identified and given effective support to keep them safe both at home and in the educational setting
- To ensure that formal DBS checks are carried out for all new staff
- To ensure the college follows safe recruitment practices and has a formal induction programme for all new staff
- To monitor the implementation of the colleges Behaviour policy its effectiveness
- To ensure risk assessments are carried out as per regulations
- To monitor the effectiveness of the colleges Health & Safety arrangements, making periodic inspections
- To make recommendations on aspects of college site and security

Audit Committee

The Audit Committee is a sub-committee of the main governing bodies and comprises at least two members. Members may be Governors not employed at the college and non-Governors. Its purpose is a high level, strategic financial oversight and scrutiny of the colleges financial practices, policies, procedures and controls. Its full terms of reference are as follows:

- Ensuring the proper use of restricted and unrestricted funds.
- Ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 2006 and the The Department for Education (DfE) guidance issued to academies.
- Agreeing the colleges financial management handbook and amendments to it.
- Discussing with the external auditor the nature and scope of each audit.
- Considering reports from the external auditor.
- Reviewing the effectiveness of the colleges systems of financial procedures and controls (including reviewing the reports of the Responsible Officer). These reports must also be reported to the full governing body.
- Ensuring proper financial procedures and controls are in place.
- Ensuring VAT compliance.
- Ensuring compliance with tender requirements.
- Ensuring the colleges internal audit service meets the required standard and receiving internal audit reports.
- Agreeing financial delegations to the Principal (or his nominee).

- Overseeing financial related policies and documents such as the Prevent Policy, Risk assessment and Safeguarding Policy.
- Ensuring the college has adequate insurance.
- Ensuring staff and Governors with financial responsibilities are properly trained
- Monitoring fixed assets and depreciation.
- Supporting and monitoring the work of those to whom finance related tasks and responsibilities are delegated.

Self-assessment of your management and governance arrangements

The management and governance arrangements for our HE provision are effective. We follow a rigorous quality cycle with clear arrangements when this information is required for presentation to the governors.

Our recent Quality Review carried out by The Independent Schools Inspectorate (ISI) described our management and governance arrangements as an affirmation:

"The college meets expectations. At the previous inspection of 28 February 2018 the college was found to meet expectations and the quality of education as judged at that time has been maintained."

" The effectiveness of governance, leadership and management is good. All Key Standards continue to be met."

ASC ISI Report can be found at the below link.

<https://educationaloversight.co.uk/college/anglo-skills-college-8351?results=true>

Public interest governance principles

Explain here how your governing documents uphold the public interest governance principles relevant to your application (see list of principles below). Where your chosen code of governance does not meet all of the relevant public interest governance principles you will need to demonstrate how you meet the remaining principles.

Standard public interest governance principles: applicable to all providers

<p>Academic freedom: Academic staff at an English higher education provider have freedom within the law:</p> <ul style="list-style-type: none">• to question and test received wisdom; and• to put forward new ideas and controversial or unpopular opinions; <p>without placing themselves in jeopardy of losing their jobs or privileges they may have at the provider.</p>	<p>Anglo Skill College supports Academic freedom and is set out in the 'Academic Freedom and Collegiality' document (July 2019), which can be found on the ASC website.</p> <p>Academic freedom is set out in the 'Academic Freedom and Collegiality' document which states:</p> <p>Through its commitment to the academic freedom, the College is committed to ensuring that academic staff, students and other members of the College have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.</p> <p>It is similarly committed to ensuring that staff have the right to criticise the functioning of higher education institutions, including their own, without placing themselves in jeopardy. In addition, the College has a clear procedure for whistle blowing which is accessible via the staff intranet.</p> <p>Through its commitment to collegiality, the University is committed to ensuring that members of Higher Education staff have the opportunity to make their voice heard, directly or indirectly, on any matter of concern to them, and in particular to ensuring that they are consulted on the development of strategy and on matters of policy and principle, including the basis on which resources are allocated.</p>
<p>Accountability: The provider operates openly, honestly, accountably and with integrity and demonstrates the values appropriate to be recognised as an English higher education provider.</p>	<p>This is covered within our Mission and Values, governing instrument and articles.</p>
<p>Student engagement: The governing body ensures that all students have opportunities to engage with the governance of the provider, and that this allows for a range of perspectives to have influence.</p>	<p>The Governors attends students Studies programs, where student feedback is recorded via questionnaire and suggestion notes on the taught Curriculum, Quality and Standards.</p> <p>Governance feedback on HE reports are communicated back to students through Board of Studies</p>

<p>Academic governance: The governing body receives and tests assurance that academic governance is adequate and effective through explicit protocols with the senate/academic board (or equivalent).</p>	<p>The Governing Body with the Quality, Curriculum and Staffing Committee considers academic governance matters.</p> <p>The Committee scrutinises termly reports as well as annual provider assurance documentation.</p> <p>This committee is responsible to organise and follow up the standardisation meetings and monitoring the teaching learning and achievements.</p> <p>The academic governance is also response for the final authorisation of all qualifications and awards.</p>
<p>Risk management: The provider operates comprehensive corporate risk management and control arrangements (including for academic risk) to ensure the sustainability of the provider's operations, and its ability to continue to comply with all of its conditions of registration.</p>	<p>The College has a number of HE risks around academic risk and quality assurance as part of its risk register which is reported on a termly basis.</p> <p>ASC has a quality monitoring system, the ASC quality team is always over viewing and assesses the risks.</p> <p>Where we have sub contracted any programs we will use the validating partner Memorandum of Cooperation.</p>
<p>Value for money: The governing body ensures that there are adequate and effective arrangements in place to provide transparency about value for money for students and (where a provider has access to the student support system or to grant funding) for taxpayers.</p>	<p>The governing body ensures that there are adequate and effective arrangements in place to provide transparency about value for money for students and for taxpayers.</p> <p>ASC will only charge within the recommended prices scales set by the government for its courses.</p> <p>The Audit Committee reviews arrangements for value-for-money.</p>
<p>Freedom of speech: The governing body takes such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within the provider.</p>	<p>The Governing Body has adopted a statement on academic freedom and collegiality.</p> <p>The HR department is aware of the requirements of equalities and human rights legislation.</p>
<p>Governing body: The size, composition, diversity, skills mix, and terms of office of the governing body is appropriate for the nature, scale and complexity of the provider.</p>	<p>The governing body consists of a good size, composition, diversity, skills mix, The governing body consists of 5 -7 personnel from both academic and non academic backgrounds. This is proportionate to the nature, scale and complexity of our HE provision.</p>
<p>Fit and proper: Members of the governing body, those with senior management responsibilities, and individuals exercising control or significant influence over</p>	<p>All members of the governing body are appointed according to the instruments and articles of governance.</p> <p>All senior recruitments are appointed with the guidance of the governors.</p> <p>There are arrangements for regularity and probity including a Code of</p>

<p>the provider, are fit and proper persons.</p>	<p>Conducts and a register of interests.</p>
<p>Additional public interest governance principle: providers authorised with degree awarding powers</p>	
<p>Records: Where degree awarding powers are solely contained in the provider's governing documents, and no order either under section 76 of the Further and Higher Education Act 1992, or under the Higher Education and Research Act 2017 exists, the provisions setting out those powers must be retained and may not be altered without the consent of the Office for Students.</p>	<p>Not applicable.</p>
<p>Additional public interest governance principles: providers in receipt of financial support</p>	
<p>Independent members of the governing body: There must be at least one external member of the governing body who is independent of the provider, and whose term of office is normally limited to a maximum of three terms of three years or two terms of four years. For providers with large governing bodies, or more complex legal forms, additional independent members may be appropriate.</p>	<p>The Governing Body is comprised of:</p> <ul style="list-style-type: none"> • 2 Community members (Independent) • 2 Staff • Senior Management Team • The Principal <p>We aim to include student representatives when we have students who will study with us for 2 years or more.</p> <p>ASC believes that a diverse governing body provides a richer perspective, with a breadth of experience, skills and competencies and enables better decision making.</p> <p>It ensures an understanding of staff, learner and community needs in addition to demonstrating to the public, that members can relate to circumstances and understand the challenges presented in addition to bringing legitimacy to the Board.</p>
<p>Regularity, propriety and value for money: The governing body ensures that there are adequate and effective arrangements in place to ensure public funds are managed appropriately, in line with the conditions of grant and the principles of regularity, propriety and value for money, and to protect the interests of taxpayers and</p>	<p>As a Further Education college, external auditors undertake an annual regularity audit with the findings reported to the Governing Body and the relevant Education & Skills Funding Agency such as The Independent Schools Inspectorate (ISI).</p> <p>ISI carries out Educational Oversight inspections of private further education colleges and English language schools in England and Wales, ASC Report can be found at the below link.</p> <p>https://educationaloversight.co.uk/college/anglo-skills-college-8351?results=true</p>

other stakeholders. This also applies to any funds passed to another entity for the provision of facilities or learning and teaching, or for research to be undertaken.