



## GUIDE TO THE GOVERNING BODY 2021-22

The Chair of the Governing Body is Helen Stevenson and the Vice Chair is Michael Martin.

The composition of the Governing Body is laid down by the College's **Instrument and Articles of Government**. This is a legal document under the terms of the Further and Higher Education Act 1992 which incorporated the College. It establishes the Governing Body as a legal entity and defines what the Governing Body and the College may do.

Governors and Associate Members are appointed or elected (as appropriate) from a diverse range of volunteers from St Helens and surrounding areas. It is not necessary for candidates to have expertise in the education sector but the overall skills balance of the Governing Body is designed to support the effective governance of the College.

The **Instrument of Government** and the Governors' own **Standing Orders** define the constitution as being comprised of the following stakeholders:

- 10 Foundation Governors, who are appointed on behalf of the Archdiocese of Liverpool
- 3 Co-opted Governors
- 1 Staff Governor
- 1 Parent Governor
- 1 Student Governor
- The Principal

Additionally, the College has two Associate Members who serve on a Committee. The assigned Committee is determined by the Member's skills and expertise.

The Governing Body employs an independent part-time Clerk, who facilitates all aspects of its work.

Governors and Associate Members are appointed or elected to:

- Represent the key stakeholders in the College.
- Represent the key external stakeholders, especially the Archdiocese.
- Provide the College with expertise and experience not normally available.
- Assist in the accountability of the College to the community for the provision and quality of the education, care of young people and for the expenditure of public money.
- Provide oversight of and facilitate the management of the employees and resources of the College.

## Key Duties

- To determine the educational character, strategy and goals of the College.
- To ensure the College management is fulfilling the mission.
- To promote the continuous improvement of the College, the performance of students and the experiences on offer to them.
- To ensure the solvency of the College and the safeguarding of its assets.
- To approve the annual estimates of income and expenditure.
- To oversee the appointment, grading, suspension, dismissal and the determination of the pay and conditions of the designated senior post holders and the Clerk.
- To set a framework for the pay and conditions of service of all staff.
- To contribute to the leadership of the College in ways which promote the quality of teaching and raise student achievement.

## The Governing Body and its Committees

The full Governing Body meets at least termly, twice in the autumn term. It receives reports from the Principal or the Clerk and its own committees. Most of the detailed work is undertaken in committees which meet as required, normally once or twice per term. The committees are:

- **Audit Committee** which has legal powers to investigate all aspects of the administration and financial systems of the College. The Governing Body employs two firms of auditors and commissions relevant studies.
- **Finance and Resources Committee** oversees the budget, manages the resources and the estate.
- **Quality and Standards Committee** monitors and develops all aspects of student achievement and the quality of teaching.
- **Remuneration Committee** manages the recruitment, remuneration, performance management and development of designated senior post holders and the Clerk.
- **Search Committee** recruits new Governors with appropriate expertise and experience. It ensures that the Governing Body operates smoothly and fulfils its responsibilities.

## How to find out more

Further information is available on the College website or by contacting the Clerk to the Governors. The Clerk's contact details are as follows:

Clerk to the Governing Body  
Carmel College  
Prescot Road  
St Helens  
Merseyside  
WA10 3AG

Tel: 01744 452200

Email: [clerk@carmel.ac.uk](mailto:clerk@carmel.ac.uk)