



CASPIAN
SCHOOL OF ACADEMICS

Management and Governance

Management and Governance – September 2024



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Relevant external and internal reference points:

- *UK Quality Code for Higher Education*
- ISO 9001: 2015
- Investors in People expectations and standards
- Leadership Foundation for HE *research papers and publications on governance*
- *HE Governance Code*
- Board of Governance *Statement of Primary Responsibilities*
- School Strategic Plan
- School organisational chart

This policy clarifies the School's overall approach to governance, which makes a critical contribution to the success of both the School and its students.

Terminology

The term `governance` covers values, objectives, structures and arrangements for the strategic direction and management of the School.

Scope

This policy covers the School's overall mission and goals, its organisation, Board of Governance and committees, objectives and decision-making processes. It covers the School's commitment to equal opportunities, academic freedom and ethical operations, including environmental issues. It also covers arrangements for document preparation and control and arrangements for effective strategic use of student data.

Aims

The overall aim of the policy is to ensure that the School clearly defines its expectations in terms of governance, ethos and strategic direction.

The policy relates to other relevant policies, including the Academic Governance Policy (2) the Human Resources and Health and Safety Policy (7) and the Information Policy (6).

Objectives

The objectives of the Governance Policy and its related procedures are:

- to articulate the School's core values and vision
- to clarify the School's arrangements for quality assurance (reference to *ISO 9001:2015* may be helpful)
- to support the School's objectives and targets, within a defined timescale and with clear indication of review and revision timescales
- to set out key expectations about communication within the School: to students, stakeholders, employees and others
- to ensure that all documents and materials are produced in a format which is standardised and consistent and that all revisions and versions are controlled and recorded
- to maintain regular oversight of all policies and procedures and to ensure that their content remains current and appropriate to the needs of the organisation
- to ensure that the School operates in an ethical and appropriate manner
- to ensure that all academic staff always have freedom to question, test received wisdom and put forward new ideas without placing themselves or their jobs or privileges in jeopardy
- to ensure that members of staff have opportunities to make their views known and that they are consulted on matters that affect them
- to clarify the ways in which student data will be collected, analysed and used in the strategic management of the School

Related procedures

- 1.1 Policies and procedures Approval and implementation
- 1.2 Equal opportunities
- 1.3 Equality and diversity
- 1.4 Disability
- 1.5 Data protection
- 1.6 Quality strategy and management
- 1.7 Ethics protocols
- 1.8 Delegated authority to CEO
- 1.9 Boards and committees ToRs
- 1.10 Quality assurance framework