

PLYMOUTH COLLEGE OF ART

STATEMENT OF PRIMARY RESPONSIBILITIES

1. To approve the mission and strategic vision of the institution, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders. (Board responsibility)

2. To be the principal financial and business authority of the College, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the College's assets, property and estate. (F&E Estates responsibility)

3. To appoint the Principal as Chief Executive, and to put in place suitable arrangements for monitoring his/her performance. (Rem. Com. resp.)

4. To ensure that processes are in place to monitor and evaluate the performance and effectiveness of the institution against the plans and approved key performance indicators, which should be – where possible and appropriate – benchmarked against other comparable institutions, and consistent with funding body guidelines. (Audit resp.)

5. To ensure that there are arrangements in place for effective academic governance and the quality and standards of educational programmes. (Academic Board responsibility)

6. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest. (Principal's responsibility)

7. To be the College's legal authority and, as such, to ensure that systems are in place for meeting all the College's legal obligations, including those arising from contracts and other legal commitments made in the College's name. (Board resp.)

8. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life. (Nominations & Governance Committee resp.)

9. To delegate authority to the Principal, as Chief Executive, for the academic, corporate, financial, estate and human resource management of the institution, and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the Principal. (Principal's responsibility)
10. To adopt an approach of continuous improvement to governance, in order to enhance its own effectiveness, and to conduct a regular, full and robust review of its effectiveness and that of its committees, inline with the HE Code of Governance. (N&G Committee responsibility)
11. To safeguard the good name, values, and ethos of the institution. (Board responsibility)
12. To appoint a Clerk and a Deputy Clerk to the Corporation. (Rem. Com. responsibility)
13. To be the employing authority for all staff in the College and to be responsible for establishing a human resources strategy. (Employment Committee responsibility)
14. To receive assurance that adequate provision has been made for the general welfare of students, in consultation with the academic board. (Board responsibility)
15. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the College. (Board responsibility)
16. To ensure that the College's constitution is followed at all times and that appropriate advice is available to enable this to happen. (Clerk/Deputy responsibility)