

The Northern School of Contemporary Dance
The Board of Governors
STATEMENT OF PRIMARY RESPONSIBILITIES (v2 July 2013)

1. Introduction

- 1.1. The Committee of University Chairs (CUC) Governance Code of Practice states that an institutions governing body should adopt a statement of primary responsibilities which should be published widely, including on the internet and in the annual report, along with identification of key individuals and a broad summary of the responsibilities that the Board of Governors delegates to management or those which are derived directly from the instruments of government.
- 1.2. Below is the Statement of Primary Responsibilities of the Board of Governors of the Northern School of Contemporary Dance. It will be published along with the Board of Governors Scheme of Delegation.

2. Statement of Primary Responsibilities

- 2.1. To approve the mission and strategic vision of the School, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
- 2.2. To delegate authority to the Principal, as chief executive, for the academic, corporate, financial, estate and personnel management of the School 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.
- 2.3. 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.
- 2.4. To ensure 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.
- 2.5. To establish processes to monitor and evaluate the performance and effectiveness of the Board of Governors itself.
- 2.6. To conduct its business in accordance with best practice in higher and further education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
- 2.7. To safeguard the good name and values of the institution.
- 2.8. To appoint the Principal as chief executive, and to put in place suitable arrangements for monitoring his/her performance.
- 2.9. To appoint a Clerk to the Governors and ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability.
- 2.10. To be the employing authority for all staff in the institution and to be responsible for establishing a human resources strategy.
- 2.11. To be the principal financial and business authority of the institution, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the School's assets, property and estate.
- 2.12. To be the School's legal authority and, as such, to ensure that systems are in place for meeting all the School's legal obligations, including those arising from contracts and other legal commitments made in the School's name.

- 2.13. To make such provision as it thinks fit for the general welfare of students, in consultation with the academic board.
- 2.14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the School and operate in accordance with Charity law.
- 2.15. To ensure that the School's constitution is followed at all times and that appropriate advice is available to enable this to happen.
- 2.16. To work with the Conservatoire for Dance and Drama (CDD) as outlined in the Financial Memorandum and Operating Agreement.

3. Review

- 3.1. The statement will be reviewed biennially by the Board of Governors.