

Northern School of Contemporary Dance

Board of Governors

STATEMENT OF PRIMARY RESPONSIBILITIES (December 2020)

1. Introduction

- 1.1. The Committee of University Chairs (CUC) Higher Education Code of Governance states that the principal responsibilities of the governing body should be set out in an institution's Statement of Primary Responsibilities, and should be consistent with its constitution.
- 1.2. Below is the Statement of Primary Responsibilities of the Board of Governors of the Northern School of Contemporary Dance which is based on the model statement in the CUC's Higher Education Code of Governance (September 2020).

2. Statement of Primary Responsibilities

- 2.1. To set and agree the mission, strategic vision and values of the School, in conjunction with the executive, as well as agreeing the long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of all stakeholders.
- 2.2. To delegate authority to the Principal, as chief executive, for the academic, corporate, financial, estate and human resource 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, risk assessment, value for money arrangements 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 strategy, 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 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 their 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 an appropriate 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 accountability 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. This includes accountability for health, safety and security, and for equality, diversity and inclusion.
- 2.13. To receive assurance that adequate provision has been made for the general welfare of students.
- 2.14. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the School.
- 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 promote a culture which supports inclusivity and diversity across the School.
- 2.17. To maintain and protect the principles of academic freedom and freedom of speech legislation.
- 2.18. To ensure that all students and staff have opportunities to engage with the governance and management of the School.
- 2.19. 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 periodically by the Board of Governors.