



Future Finders Employability College  
Governance and Accountability Framework

## *“Creating meaningful futures”*

This document sets out Future Finders Employability College’s governance model; it is a working document as the college does not yet have its full complement of Directors. Recruitment to the Directorship will take place through the Summer Term 2018 with an intention that they will operate with effect from August 2018, working towards an opening date for the college of September 2018.

### Our Vision

Our vision is to remain faithful to the following key strategic intents:

1. To support young adults with additional needs into employment
2. To promote independence for young adults with additional needs
3. To place young people with additional needs in the heart of their community

### Directors

The principal role of Directors is to establish the college and set out the constitution, through signing its memorandum and articles of association.

Directors of Future Finders Employability College will have a responsibility to:

- oversee effective governance and decision-making
- scrutinise plans for growth or consolidation
- ensure the SPI is financially competent and has a sustainable budget
- ensure young people are making progress and gaining the best educational experience possible
- put effective leadership in place and hold the executive leadership to account
- manage risk and ensure the SPI is meeting all its statutory and legal responsibilities

The Directors have a number of accountability boards that are empowered to make decisions:

**Business Board**

**Personnel Board**

**Standards Board**

**Safeguarding Board**

**Audit Board**

The relevant director chairs each board and will be joined by senior college staff and the CEO.

The directors will meet at least three times a year with meetings being held in the autumn, spring and summer terms.

All directors are expected to take an active interest in the college and not restrict their involvement to attending directors meetings. They should see themselves as

ambassadors and give their full support whenever appropriate. Directors are welcome to visit at any time and we ask that all directors visit at least once per academic year.

The most important quality that Directors bring is an interest in the college and in the education of our young people, together with the skills and knowledge that they have acquired through life such as parenting and/or some expertise in a particular area.

## Accounting Officer

The College Principal is the Accounting Officer giving him personal responsibility to Parliament and the EFA for the use of resources under the college's control.

Alongside the Directors, the Accounting Officer will ensure the college is financially competent and has a sustainable budget. Together they manage risk and ensure that the college is meeting its statutory and legal responsibilities.

## Future Finders Funding

Future Finders Employability College is state funded through a Master Funding Agreement with the Department for Education (DfE) and the Education, Skills Funding Agency (ESFA).

**Graham Quinn**  
**Principal / CEO and Accounting Officer**



Graham is the CEO of the New Bridge Group, a cluster of organisations based in Oldham that support the learning, social and pastoral needs of over 700 children and young people with additional needs between the ages of 4 and 25. The Group presently comprises New Bridge School, New Bridge Horizons, Future Finders, Hollinwood Academy and Spring Brook Academy. Graham is also the chair of the Special Schools Academies Trust (SSAT) SEN headteachers' steering group, a network representing the views of 450 special schools across the country. He is a National Leader of Education and plays a key role as chair of Special Schools' Voice, a national organisation representing the views of special schools and working to influence educational thinking and policy at national level.

**Daniel Wood**  
**Head of Site**



Daniel is the Director of Employability for the New Bridge Group and Co-Head of Site at the Medtia Square Campus. Over the past 11 years, Daniel has introduced a number of employment pathways into the group to ensure that our young people have the best possible opportunities to move into paid employment or independent volunteering when they leave us. Daniel is currently working on the setting-up of our new Specialist Post-16 Institution, which we hope will open in September 2018.

## Board Structure

There are 6 areas of accountability, which are covered via fixed agenda items at all directors meetings. It is envisaged that as the college grows these agenda items will become separate reporting boards. They are

**1. Business**

Directors will review and agree the college's proposals for the budget. They have an overview of all bank accounts and they keep track of expenditure. They also take into account the use of premises, grounds and extended facilities. They monitor the efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings of the premises. Directors also ensure that the company complies with health and safety guidelines and takes external advice where appropriate.

**2. Personnel**

Directors will review and agree staff provision, agreeing procedures for staff selection, monitoring probationary periods, appointments and performance management, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

### **3. Standards - Academic**

Directors will oversee all learning and other experiences that the college provides. They have responsibility for monitoring any test results and the teaching of any curriculum. They review the assessment policy and also monitor provision for pupils with special educational needs or exceptional ability.

### **4. Standards – Learning For Life**

Directors will oversee all pastoral work that the college provides. They have responsibility for monitoring the learning for life elements of our students. Areas include independence, work experience and placements and living skills.

### **5. Safeguarding**

Directors have responsibility for behaviour, RPIs, and safeguarding vulnerable adults including Prevent. They also take into account the student dashboard and the holistic progress of all young people.

### **6. Audit Board**

Audit is an advisory body with no executive powers. The purpose of this board is to promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of these funds. The committee has a wider brief to audit many different areas of the academy over a twelve month cycle. Day-to-day management is delegated to the CEO/Principal and senior management team. Its responsibilities are:

- To monitor and assess the internal controls of college to ensure that the federation as a whole is operating at appropriate levels of risk and in compliance with the Code of Audit Practice.
- To take responsibility for external and internal audit matters, oversee the work program and performance quality of the internal and external audit services.
- To support the board of directors in ensuring that a framework is established and maintained for the identification and management of risk
- To support the board of directors in providing an added level of scrutiny in the monitoring of internal and external audit matters, risk management, fraud prevention and detection, and internal controls and health and safety.
- To keep the board of directors regularly informed of the committee's activities and key decisions.

Prior to the directors meetings, directors will receive reports, including policies, from key leadership members for ratification.

The CEO leads the meeting and the Head of Site is also in attendance alongside the Directors. Within a clear framework they all work within an agreed scheme of delegation to set the college's aims and policies.

Other committees that may operate are:

- a) Disciplinary Committee
- b) Appeals Committee
- c) Pay Committee

All committees and meetings are supported by a clerk appointed by Directors. The clerk ensures all meetings are scheduled, have an agenda and appropriate supporting papers, advises at the meeting as appropriate and provides minutes that are ratified and published.

## Financial Oversight

Directors ensure that the college maintains and develops systems of financial control, which conform with requirements of propriety and good financial management. They approve and monitor all finance policies and ensure systems operate properly to meet the requirements of our funding agreement with the Secretary of State for Education, through the Education Funding Agency (ESFA). Directors also have full oversight over measures in place to prevent losses and protect against misuse of funds and are actively involved in tendering and procurement processes, when required.

Directors ensure that any business interests are fully declared through the promotion of a system of declaration at every meeting.

Directors, the CEO/Principal and all other staff should declare any links they have with local companies from which the organisation may wish to buy goods or services. It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from any decisions that they make. Directors will be asked at every meeting they attend to declare any new business or personal interests.

## Scheme of Delegation

The Directors have the responsibilities of both company directors. They have the best interests of the college uppermost in their minds at all times, and have a duty of compliance, ensuring all relevant laws and regulations are followed. Directors work within a legal framework that includes articles of association, the college funding agreement and company law and they ensure that the college is legally compliant.

Levels of responsibility and accountability for Directors and the Principal/CEO are in place and the level of autonomy is reviewed annually.

## Skills Audit

Each year all directors should complete a Skills Audit. The skills audit outlines the main points in the framework for governance designed to help directors review their collective skills and experiences and to identify any gaps.

The Directorship may then decide to use this information to support them with recruitment to vacant posts or in arranging relevant training.

## Training

Directors should aim to keep themselves well informed and up to date by attending relevant courses. Directors have access to The Key.

## Policies

All statutory policies can be accessed via the college website. All policies are held centrally on the New Bridge Group's Operations Manual. Directors can request to see a copy of our policies and this can be done by contacting Wendy Warren. Policies will be reviewed throughout the year.

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