



Statement of Primary Responsibilities

The Committee of University Chairs recommends that higher education provider governing bodies adopt a 'Statement of Primary Responsibilities' which outlines the extent of governing bodies' role and powers. This is the Conservatoire's statement.

The Conservatoire's Board of Governors undertakes:

- 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 students, staff, the creative industries and other stakeholders;
- 2 to delegate authority to the Head of Institution and the Accountable Officer for the academic, corporate, financial, estate and personnel management of the institution in consultation with the Conservatoire Executive Committee; 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 head of the institution;
- 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;
- 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;
- 5 to establish processes to monitor and evaluate the performance and effectiveness of the governing body itself and its committees;
- 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;
- 7 to safeguard the good name and values of the institution;
- 8 to appoint the Head of Institution as Accountable Officer and to put in place suitable arrangements for monitoring their performance;
- 9 to appoint a Clerk or Conservatoire Secretary to the governing body and to ensure that, if the person appointed has managerial responsibilities in the institution, there is an appropriate separation in the lines of accountability;

- 10 to be the employing authority for the Conservatoire's directly-employed staff and to be responsible for establishing a human resources strategy;
- 11 to ensure non-discriminatory systems are in place to provide equality and diversity for staff and students;
- 12 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 institution's assets, property and estate;
- 13 to be the institution's legal authority and, as such, to ensure that systems are in place for meeting all the institution's legal obligations, including those arising from contracts and other legal commitments made in the institution's name;
- 14 to make such provision as it thinks fit for the general welfare of students, in consultation with the academic board;
- 15 to act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the institution; and
- 16 to ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.