NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Schedule of Matters Reserved and Scheme of Delegation (v6) 2026/27

North Warwickshire and South Leicestershire College

Policy Author: Clerk to the Corporation

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Document History

Version Number	Amended By	Date of Revision	General Revision Description

V4	Clerk	4.7.24	- General formatting
			- Inclusion of:
			  - reference to the College Financial Handbook in 2. Related Documents
			  - the delegation of the approval of certain policies to the Executive Team and supporting procedure in section 5 Treatment of Policies
			  - In Matters Reserved the requirement for the Corporation to set and regularly review the College policy for holding reserves
			  - the removal of the Policy Review Schedule

V5	Clerk	3.7.25	- Updating of dates and removal of a reference to the Post-16 Audit Code of Practice.
V6	Clerk	2.7.26	- Updating of dates and document version number.

Schedule of Matters Reserved to the Corporation and Scheme of Delegation (v6) 2026/27

1. Introduction

1.1 The Corporation is collectively accountable for the business of the College and taking decisions on all matters within its duties and responsibilities; however, no matter how effective it may be, it is impossible for it to have hands-on involvement in every area of the College's activities or to undertake, effectively and efficiently, all matters for which it is responsible.

1.2 An effective Corporation will therefore delegate day-to-day responsibility for running the College to the Principal, and responsibility for such of its powers that it is allowed, and feels able to delegate, to any of its committees and other individuals. Consequently, it is incumbent upon the Corporation, to make clear which matters are reserved to it and which specific matters it has delegated to others.

1.3 This electronic version is the definitive version of the document.

2. Related Documents

2.1 The Instrument and Articles of Government.

2.2 The College Financial Handbook

2.3 The Code of Good Governance for English Colleges.

2.4 The College's Senior Postholder Remuneration Code.

2.5 Corporation committee constitutions and terms of reference.

2.6 Financial Regulations.

2.7 Financial Memorandum for Further Education Colleges.

2.8 Department for Education Funding Rules.

3. Definitions

3.1 Educational character: the College's broad purpose and strategic direction and how it delivers its mission, including; the category of College it is; the students it recruits; the learning environment it provides; the nature of its educational programmes; its approach to teaching and learning; the quality of its partnerships; its overall ethos and values and its relationship to its students, stakeholders and communities.

4. Core Principles for Reservation and Delegation

4.1 The Corporation maintains overall accountability for the College, which it was established to conduct.

4.2 That the distinction between governance and management is unambiguous.

4.3 Governance practices are sustainable, scalable, coherent and consistent.

4.4 Governance oversight is clear, streamlined and proportionate.

4.5 Matters reserved and delegated are well-defined, transparent, proportionate and non-duplicative and reside at appropriate levels, taking into account:

i. The responsibility of the Corporation for exercising the powers set out in the Instrument and Articles of Government and other relevant legislative and regulatory requirements. Consequently, matters likely to have a material impact on the Corporation or College from any perspective, including, but not limited to, financial, strategic, reputational or operational will be reserved to the Corporation.

ii. The responsibility of the Chief Executive (supported by the Executive) for the running of the College under Corporation guidance and undertaking the Accounting Officer role.

iii. The purpose of Committees is to provide assurance and advice to the Corporation and to scrutinise, challenge and hold the Principal to account for matters which fall under their terms of reference.

4.6 Where a matter is delegated, (whether to a committee or an individual) the exercise of that delegation should be reported to the Corporation at its next meeting, following the exercise of that delegation.

4.7 The exercise of any delegated power or function does not include the further delegation of that responsibility, unless expressly provided by the Corporation.

4.8 A delegation may be made subject to any conditions the Corporation may impose and may be revoked or altered by the Corporation.

4.9 The discharge of any delegation should:

i. comply with legal and regulatory requirements, the rules of funding bodies, accepted accounting standards and College policies;

ii. uphold the highest standards of business and professional ethics, including prudence, integrity, fairness, honesty, objectivity and self-disinterest; and

iii. safeguard the reputation of the College.

5. Treatment of Policies

5.1 The Corporation will reserve to itself, those policies which relate to the functions which it also has reserved. Specified committees will however review these policies before they are recommended to the Corporation.

5.2 The Corporation will delegate the approval of all other policies to its committees (specifically to the committee under whose remit a particular policy falls as set out in Appendix 1 to this document) and to the Executive Team.

5.3 It is recognised that policies will have been developed by members of staff with specific and relevant experience, and knowledge of best practice, both within and outside of the sector. Consequently, policy scrutiny should be 'light-touch.'

5.4 The process for the approval of policies is as follows:

i. Policies will be placed on the Corporation or committee consent agenda, where they will be taken as a single agenda item, with each proposal being agreed without introduction or discussion.

ii. If any Member wishes to discuss a policy or to dissent from its approval, they should in the first instance clarify any points with the Principal.

iii. If the Member still wishes to discuss a policy or to dissent from its approval in the meeting, they should inform the Chair and Clerk in advance. The policy will then be moved into the main body of the agenda for a full discussion to take place.

iv. Policies which have been delegated to the Executive Team to approve will be placed on the Executive Team meeting agenda for consideration.

5.5 Members will receive a termly Executive Team Policy Approval Assurance Report setting out the policies which have been approved by the Executive Team during that term. This report will be included in the Governance Section of the agenda for Members to note.

6. Review and Amendment

6.1 The Clerk to the Corporation is required to keep under continuous review the provisions of the schedule of matters reserved and the scheme of delegation. The Clerk will also ensure an annual review takes place before the beginning of each academic year.

6.2 Any improvements or amendments to meet changed circumstances will be recommended to the Corporation for approval by the committee having responsibility for overseeing the Corporation's governance arrangements.

6.3 Amendments will require Corporation approval, unless those amendments are provided for by statute or regulation, in which case such changes will be made and notified to the Corporation without delay.

6.4 The adoption of the current Schedule and Scheme may amend previously approved policy or procedure and will therefore take precedence and inform subsequent decisions. The amendments will not work retrospectively and affect previous decisions.

7. Schedule of Matters Reserved for the Corporation

Key: IAG - Instrument and Articles of Government

CGGEC - Code of Good Governance for English Colleges

FMFEC - Financial Memorandum for FE Colleges

AEB: FPMR - Adult Education Budget: Funding and Performance Management Rules

SO: Standing Orders

Matters Reserved		**Notes**
1. Governance, Control and Regulation		
1.1	The determination of the number of Corporation members subject to the agreed maximum and minimum.	IAG - Inst.3.1
1.2	The appointing authority in relation to the appointment of Members.	IAG - Inst.4.1
1.3	The appointment of a Chair and Vice-chair(s).	IAG - Inst.5.1
1.4	The determination of the period of tenure for the Chair and Vice-chair(s).	IAG - Inst. 5.4
1.5	The removal of a Chair or Vice-chair from office.	IAG - Inst.5.6/7
1.6	The term of office of a Member.	IAG - Inst.8.1
1.7	The removal of a Member from office.	IAG - Inst.9.2
1.8	The suspension of a Member from office.	IAG - Inst.9.5
1.9	To require and receive, declarations of Members' interests.	IAG - Inst.10
1.10	Public Access To Meetings: the determination as to whether a person should be allowed to attend any of the Corporation's meetings, where that person is not a Member, the Principal or the Clerk.	IAG - Inst.15.1
1.11	The authorisation of a Member (either generally or specially) in addition to the Chair to authenticate the application of the Corporation seal.	IAG - Inst.19.1 SO
1.12	The modification or replacement of its Instrument and Articles of Government, after consultation with any other persons who, in the Corporations view, are likely to be affected by the proposed changes.	IAG - Art.22 *May not be delegated Art 9.1* Subject to Art 22.2.
1.13	The establishment of committees and the determination of the number of Members of a committee, the terms on which Members are to hold and vacate office, and the arrangements for co-opting members.	IAG - Art.4.1 /2 /4
1.14	The establishment of committees under collaboration arrangements with other FE institutions or maintained schools.	IAG - Art.4.3
1.15	Making rules and byelaws relating to the government and conduct of the institution.	IAG - Art. 20.1
1.16	The determination of a schedule of matters reserved for the Corporation and a scheme of delegation.	CGGEC - 9.6

Matters Reserved		Notes
1.17	The establishment of ad hoc committees / task and finish groups as may be necessary.	SO
1.18	The determination, review and amendment of terms of reference and reporting arrangements for all committees, ad hoc committees and task and finish groups.	CGGEC 9.8 & SO
2. Strategy		
2.1	Approving the quality strategy of the institution.	IAG - Art.3.1
2.2	Changing the Corporation's name (with Secretary of State approval).	IAG - Inst.18.1
2.3	The determination and (periodic review) of the educational character and mission of the institution (and the oversight of its activities).	IAG - Art.3.1 *May not be delegated Art.8.1*[1]
2.4	Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its objectives.	IAG - Art.3.1
2.5	Resolving to dissolve itself and providing for the transfer of its properties, rights and liabilities.	IAG - Art.23.1
2.6	Approving the three year strategic plan (including vision, mission and values) and annual strategic objectives.	CGGEC 1.1/1.2
2.7	Approving significant strategic commercial transactions, business acquisitions, subsidiary entities or partnerships.	CGGEC 1.2
3. Local, Regional And National Skills Demands		
3.1	The Corporation must from time to time review how well the education or training provided by the institution meets local needs, and in light of that review, consider what action the institution might take (alone or in conjunction with action taken by one or more other educational institutions) in order to meet those needs better. In carrying out its review, the Corporation must have regard to any guidance published under this section by the Secretary of State.	s.52B FHEA1992
3.2	The Corporation must publish its review on its website.	s.52B FHEA1992
3.3	The Corporation will undertake a regular review (at least every three years, or when a new Local Skills Improvement Plan (LSIP) is published), of earlier of how well the education or training provided by the College meets local needs, in particular needs relating to local employment.	DfE Statutory Guidance: 'Review How Well The Education or Training Provider Meets Local Needs'. July 2022
3.4	In reviewing provision within its local area, the Corporation will collaborate with other governing bodies also serving that area.	DfE Statutory Guidance - July 2022
3.5	The Corporation will consider what actions it and other providers (including providers not subject to the duty, and those located outside of the local area) can take to better meet local needs, in particular to better ensure students have the skills needed to secure suitable employment.	DfE Statutory Guidance - July 2022

[1] The matters in brackets and italics may be delegated.

Matters Reserved		Notes
3.6	The Corporation's Accountability Agreement will reflect any actions that have been agreed as a result of a review.	DfE Statutory Guidance - July 2022
3.7	The responsibility for NWSLC's curriculum offer continues to rest with the Corporation.	DfE Statutory Guidance - July 2022
4. Staffing and Remuneration		
4.1	The appointment, (*grading, suspension*, *dismissal* and *determination of the pay and conditions of service*) and designation of senior post holders and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, (*grading, suspension*, dismissal and *determination of pay in the capacity of a staff member*).	IAG - Art.3.1 *May not be delegated Art.8.1* Subject further to Arts.8 and 9.
4.2	Setting a framework for pay and conditions of service of all other staff.	IAG - Art.3.1
4.3	Making rules specifying the way in which a committee, established to consider the case for dismissal or determine an appeal in connection with dismissal of a senior post holder, shall be established and conducted.	IAG - Art.3.1 SO
4.4	Appointing a selection panel and determine arrangements for advertisement, selection and appointment for a senior post holder vacancy.	IAG - Art.9
5. Finance and Budgets		
5.1	The (effective and efficient use of resources), the solvency of the institution and the Corporation and safeguarding their assets.	IAG - Art.3.1 May not be delegated Art.8.1[2]
5.2	Approving annual estimates of income and expenditure.	IAG - Art.3.1 May not be delegated Art.8.1.
5.3	Ensuring that College's funds are used only in accordance with the Corporation's powers as set out in the Further and Higher Education Act 1992 and the College's own statutory duties and obligations.	FMFEC 3.1
5.4	Ensuring the solvency of the College and informing the DfE of any transactions that could jeopardise financial viability.	FMFEC 3.2
5.5	Achieving value for money in all transactions involving public funds.	FMFEC 3.2
5.6	Ensuring the Corporation operates in line with exempt charity status.	FMFEC 3.6
5.7	Appointing an accounting officer with an appropriate separation between executive and non-executive roles and responsibilities.	FMFEC 3.3
5.8	Requiring the accounting officer to take personal responsibility, which shall not be delegated, to assure them that there is compliance with the Financial Memorandum and all other terms and conditions of funding.	FMFEC 4.1
5.9	Approving the three year medium term business plan including capital budget.	College Financial Handbook
5.10	Approving the annual report including governance statement report and financial statements.	Joint Audit Code of Practice

Matters Reserved		Notes
5.11	Approving any significant changes in accounting policies or practices.	To be disclosed in the Financial Statements
5.12	Approving College borrowing requirements and arrangements.	Financial Regulations
5.13	The Corporation should set and regularly review the College policy for holding reserves.	College Financial Handbook
6. Subcontracting		
6.1	Being satisfied that all college subcontracting delivery meets strategic aims and enhances the quality of the learner offer.	AEB:FPMR 81
6.2	Determining the delivery subcontractors used by the College are of high quality and low risk.	AEB:FPMR 83.2
6.3	Approving the sub-contractors on the College sub-contracting framework and the subsequent addition of new sub-contractors to the College sub-contracting framework.	
6.4	Approving the annual level of sub-contracting up to the amount of provided in the medium term business plan and the specific amount in the budget for the coming year, to those sub-contractors who are on the current Corporation approved framework.	
7. Audit Arrangements and Matters of Internal Control		
7.1	Appointing the College's external auditors.	IAG - Art.18.3
7.2	Approving the annual internal audit plan.	CGGEC
7.3	Receiving the Audit Findings Report, Letter of Representation and Annual Audit Committee Report.	CGGEC- 6.10
8. Capital Projects and Estates		
8.1	Approving the Estates Strategy.	
8.2	Approving proposals for the acquisition / disposal of land or buildings.	
8.3	Approving major capital projects, overseeing execution and ensuring appropriate governance oversight.	
8.4	Approving any lease where the annual rental value is over £99,999.	
9. Policies		
9.1	Approving the Students' Union Constitution.	IAG - Art.14.1
9.2	Setting the Tuition and Fees Policy	IAG - Art.15.1
9.3	Determining College Financial Regulations including treasury management, investment and the treatment of reserves.	CGGEC - 6.5 / 6.8
9.4	Approving policies set out in Annual Corporation and Committee Meeting Schedule and Business Planner Annual	

Matters Reserved		Notes
10. Other		
10.1	Any decision likely to have a material impact on the Corporation or College from any perspective, including, but not limited to, financial, strategic, reputational or operational.	Corporation

8. Scheme of Delegation

Key: IAG: Instrument and Articles of Government

TOR: terms of reference

SO: Standing Orders

Matters Delegated To:		**Notes**
General Enabling Provision		
Subject to the Instrument and Articles of Government and relevant legislation / regulation the Corporation may delegate matters as it considers appropriate.		
1A. Corporation Chair (or in their absence a Vice-chair)		
1A.1	The calling of a special meeting.	IAG - Inst.11.4
1A.2	Where at a meeting of the Corporation, there is an equal division of votes on a question to be decided, the Chair shall have a second or casting vote.	IAG - Inst.13.2
1A.3	Where in the Chair's decision it is not expedient to convene a 'special meeting' Members may decide a matter by a written resolution.	IAG - Inst. 13.4
1A.4	Where a decision is required on an urgent matter, where delay would seriously prejudice the College and it is impracticable to convene a special meeting or secure a Corporation by other means, the Chair may decide the matter. In such circumstances and where it is shown that the Chair acted reasonably in all the circumstances, the Corporation will ratify any such decision. The matter should be reported to the Corporation as soon as is reasonably practicable.	IAG - Inst. 13.5
1A.5	Where the Corporation shall agree by resolution at a meeting to delegate specific powers to the Chair, to deal with a specific matter in the period before the next meeting.	
1A.6	Considering a request for foreign travel for the Principal and other senior post holders which is not covered by the Financial Regulations.	
1A.7	Hearing an appeal from a decision of the Chair of the Remuneration and Search Committee to refuse a Member's request for a leave of absence for up to 12 months	SO 11.3
1A.8	Removing a Member with immediate effect by reason of serious or gross misconduct.	SO 12.5.1
1A.9	Taking responsibility for the line and performance management of the Principal and for reporting outcomes to the Remuneration and Search Committee.	CGGEC
1A.10	Suspending / re-instating the Principal, senior post holder or the Clerk.	
1A.11	Acting on behalf of the Corporation, in the ordinary course of operations, as a Member of The Midland Academies Trust.	
1A.12	Signing the annual financial statements on behalf of the Corporation.	

Matters Delegated To:		Notes
1.A13	Approving consultation wording / press statements concerning matters approved by the Corporation.	
1A.14	On behalf of the Corporation, informing the (DfE), in writing, of the name and position of the accounting officer and if the accounting officer is absent from the College for an extended period as determined by the Corporation, the name of the person who will discharge the accounting officer's responsibilities during the absence.	FMFEC 3.3
1A.15	Signing any contracts over £100,000 either solely or with another Member (which may be the Principal) where those contracts have been approved by the Corporation.	
1B. Corporation Chair and Vice-Chairs		
1B.1	The Chair and Vice-Chairs have been appointed as corporate representatives, able to make decisions on behalf of the Corporation in respect of any College subsidiary companies and to sign any such resolutions. Only one representative is required to make a decision.	Delegation approved 13.12.18
1C. Corporation Chair together with the Chairs of the Resource and Audit Committees		
1C.1	Approving and signing a contract over £100k and over, providing: i. a paper on the award of the contract is prepared and provided for scrutiny and challenge; ii. the contract cost has been included in the Medium Term Business Plan which has been approved by the Corporation; iii. the Chief Operating Officer has given assurance that: - the contract was included in the Medium Term Business Plan; and - the appropriate procurement process had been undertaken.	Approved by the Corporation on 8.12.20
2. People Strategy & Governance Committee		
2.1	The power to obtain, at the College's expense, legal or other professional advice on matters within its terms of reference.	ToR
2.2	Approving senior post-holder role descriptions and person specifications.	ToR
2.3	Determining the pay, grading and conditions of service of senior post-holders.	ToR
2.4	Determining senior post holder salary increases, following a full review, in accordance with Remuneration Policy and the AoC Colleges Senior Post Holder Remuneration Code.	ToR
2.5	Determination, and periodic review of a performance management framework for senior post-holders.	ToR
2.6	Approving annual performance objectives for the Principal, senior post holders and the Clerk.	ToR
2.7	Approving individual severance arrangements for the Principal, senior post holders or the Clerk.	ToR
2.8	Determining any matters relating to the retention of income generated by the Principal, from external bodies in a personal capacity.	ToR

Matters Delegated To:		Notes
2.9	Commissioning an: • external review of governance effectiveness on a three yearly basis; and • external verification of the Committee's effectiveness, expertise and independence at least every four years (this may be as part of the external review of governance effectiveness or a standalone review).	ToR
3. People Strategy & Governance Committee Chair (or in their absence Deputy Chair)		
3.1	Approving or refusing a Member' request for leave of absence.	SO 20.5.ii
4. Finance & General Purposes Committee		
4.1	Approving the renewal of any lease previously approved by the Corporation, where the annual rental value is over £99,999.	ToR
4.2	Making rules relating to the conduct of staff within relevant policies.	IAG - Art.11
4.3	Making rules relating to grievance, suspension, disciplinary and dismissal for staff (excepting senior post holders) within relevant policies.	IAG - Art.13
4.4	Reviewing and approving the policies set out in Appendix 1.	ToR & App. 1
5. Chair of the Finance & General Purposes Committee (or in their absence Deputy Chair)		
5.1	Approving and signing sub-contracting contracts of £100k and over, providing: • the subcontractor involved was included on the College subcontracting framework; • the contract, combined with all approved subcontracting contracts, did not exceed the total subcontracting limit approved by Corporation for the financial year in question.	10.7.17
6. Students, Learning & Quality Committee		
6.1	Making rules concerning the conduct of students, including procedures for their suspension and expulsion (within relevant policies).	IAG - Art.15.2 ToR
6.2	Reviewing and approving the policies set out in Appendix 1.	ToR & App. 1
7. Audit Committee		
7.1	Having the power to conduct investigations into any matters within its scope of responsibility and obtain, at the College's expense advice and assistance from outside legal, accounting, or other advisers, as necessary to perform its duties and responsibilities.	ToR
7.2	Having the right to access all the information and explanations it considers necessary, from whatever source, in order for it to carry out its duties and responsibilities.	ToR
7.3	At regular intervals reviewing the sufficiency, appropriateness and value for money of the College insurance policy and approve the final insurance level, type and provider.	ToR

Matters Delegated To:		Notes
8. Audit Committee Chair (or in their absence Deputy Chair)		
8.1	Taking the actions set out in the Public Interest Disclosure (Whistleblowing) Policy and procedures.	PID(WB) Policy
8.2	Signing the annual External Auditors engagement letter on behalf of the Corporation.	
9. Special Committees		
9.1	Considering a case for dismissal for the Principal, Clerk or senior post holder.	IAG - Art.9.2a
9.2	Determining an appeal in connection with the dismissal of the Principal, Clerk or senior post holder.	IAG - Art.9.2b
10. Clerk to the Corporation		
10.1	Advising the Corporation with regard to the operation of its powers, procedural matters, conduct of its business and governance practice.	IAG - Art.3
10.2	Requiring and receiving annual declarations of interest from senior post holders, substantial budget holders and other relevant members of staff.	
10.3	Where the Clerk believes the Corporation, a Committee or a Member is likely to, or has acted beyond its/his/her powers and the Clerk's advice is not taken, the Clerk may take advice and guidance at their discretion, at the College's expense from an appropriate source or body.	CGGEC SO 26
10.4	Verifying and approving for payment, Members expenses.	Fin Regs.
10.5	Having the power to certify minutes and governance documentation.	
12. Principal		
12.1	Making proposals to the Corporation about the educational character and mission of the college and implementing the decisions of the Corporation.	IAG - Art.3.2
12.2	Determining the college's academic and other activities.	IAG - Art.3.2
12.3	Preparing the annual estimates of income and expenditure and the management of budget and resources within the estimates approved by the Corporation.	IAG - Art.3.2
12.4	Undertaking the organisation, direction and management of the college and leadership of the staff.	IAG - Art.3.2
12.5	Undertaking the appointment, assignment, grading, appraisal, suspension, dismissal and determination, within the framework set by the Corporation, of the pay and conditions of service of staff, (other than senior post holders).	IAG - Art.3.2
12.6	In exceptional circumstances, agreeing individual severance arrangements for staff, (other than senior post holders) taking into account all relevant guidance and advice including from the external auditors and matters reserved to the Corporation.	CGGEC

Matters Delegated To:		Notes
12.7	Maintaining student discipline and, within the rules and procedures provided for within the Articles, suspend or expel students on disciplinary grounds or expel students for academic reasons.	IAG - Art.3.2
12.8	Taking responsibility for the appointment of all members of staff other than senior post holders and where the Clerk is also appointed as a member of staff, the Clerk in the role of a member of staff.	IAG - Art.10.6
12.9	Taking responsibility for the line and performance management of senior post holders and the Clerk and for reporting outcomes to the People, Strategy & Governance Committee.	
12.10	Taking personal responsibility, which shall not be delegated, to assure the Corporation that there is compliance with the Financial Memorandum and all other terms and conditions of funding.	FMFEC
12.11	As accounting officer, being responsible for advising the Corporation in writing if at any time, in his or her opinion, any action or any policy under consideration by the Corporation is incompatible with the Financial Memorandum. If the accounting officer has evidence that the Corporation is acting in breach of the Financial Memorandum or any other terms and contains of funding the accounting officer shall inform the DfE in writing.	FMFEC
12.12	Informing the Corporation, its committees and the Chair, as appropriate of all significant matters, activities and events relating to the work of the College.	
12.13	Preparing or authorising official responses and communications to external and internal stakeholders, in accordance with Corporation policy.	
12.14	Engaging the services of external persons, firms or organisations and enter into contracts and sign documents for all purposes except where the power to engage such services is reserved to the Corporation, in line with the Financial Regulations.	
12.15	Determining the dates of College holidays and other details of the College's academic calendar.	
12.16	Appointing a member of the Executive to deputise during planned periods when the Principal is absent and informing the Chair accordingly.	
12.17	Approving and signing sub-contracting contracts, providing the sub-contractors are on the College's sub-contracting framework, the contracts do not exceed £99,999k and the total sub-contracting value has been approved by the Corporation.	Financial Regulations
12.18	Signing the Office for Students annual assurance statement for FE and sixth form college on behalf of the Corporation.	