

GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATIONS SCHEME

*This is not an exhaustive list but indicates the types of document held.
If a document you require is not shown in this guide please contact the Freedom of Information Officer. Some information may in some circumstances be exempt from disclosure.*

1. Who we are and what we do

	Subclasses	Documents
1.1	Legal Framework	<ul style="list-style-type: none"> • Instruments and Articles of Governance • Legal status – conferred by the Further and Higher Education Act 1992 http://www.legislation.hmso.gov.uk/acts.htm • Charitable status – The College is designated a charity under the powers conferred by the Further and Higher Education Act 1992 • VAT status (partial exemption): VAT registration no 537 7313 35
1.2	How the organisation is organised	<ul style="list-style-type: none"> • Organisational charts • Staff job descriptions • Structure & membership of corporation • Terms of reference & membership of Governing Body & committees • Declaration of interests (Governors & Senior College Members) • College Management Committees: structure, terms of reference & membership • College Mission Statement • College Policies • Prospectus • CollegeCalendar
1.3	Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it	<ul style="list-style-type: none"> • YPLA • Ofsted • Department of Education • Examining Boards • Schools • Employers • Local Authorities • Connexions
1.4	Location and contact details	<p>Switchboard 01256 417500</p> <p>Email: info@gmc.ac.uk</p> <p>Website: www.gmc.ac.uk</p>

		Address: Queen Mary's College Cliddesden Road Basingstoke RG21 3HF <ul style="list-style-type: none"> • Location map • Site plan
1.5	Student activities	<ul style="list-style-type: none"> • Student Union Constitution • Terms of reference (Student Union)

2. What we spend and how we spend it

	Subclasses	Documents
2.1	Financial Planning	<ul style="list-style-type: none"> • Annual budget as approved by the Corporation • Three Tier Financial Forecast • Budgets & budget updates • Corporate Plan • Insurance Policy • Investment Policy • Pension scheme details • Travel and subsistence policies • Letting charges • Fraud prevention and detection
2.2	Budgetary and account information	<ul style="list-style-type: none"> • Annual audited statutory accounts including Annual Report • Management accounts as approved by the corporation • Extracts from monthly accounts • Remuneration of senior staff as published in annual accounts • Asset Registers
2.3	Financial Audit Reports	<ul style="list-style-type: none"> • Annual financial statements and regularity audit report • Annual internal audit report
2.4	Capital programme	<ul style="list-style-type: none"> • Annual capital budget as approved by the corporation • Minutes of project board meetings
2.5	Financial regulations & procedures	<ul style="list-style-type: none"> • Financial regulations and procedures including procurement policy
2.6	Staff pay and grading structures	<ul style="list-style-type: none"> • Salary grades & pay • Pay policy
2.7	Register of suppliers	<ul style="list-style-type: none"> • Register of College suppliers
2.8	Procurement and tender procedures and reports	<ul style="list-style-type: none"> • Financial Regulations • Contracting and tendering procedures
2.9	Contracts	<ul style="list-style-type: none"> • Catering contract specification • Mechanical maintenance contract specification • Grounds maintenance contract specification

3. What our priorities are and how we are doing

	Subclasses	Documents
3.1	Annual Report	<ul style="list-style-type: none"> • Governors Report
3.2	Corporate and Business Plans	<ul style="list-style-type: none"> • Strategic Plan • Property Strategy • Green Transport Plan • Business Continuity Plan • Training Plan
3.3	Teaching and Learning Strategy	<ul style="list-style-type: none"> • Mission Statement • Teaching & Learning Strategy
3.4	Academic Quality & Standards	<ul style="list-style-type: none"> • College Development Paper (current) • Annual Self Assessment Report • Accreditation and monitoring reports by professional, statutory or regulatory bodies • Quality Manual • Student Questionnaire Results • Course Reviews • Destination Reports • Examination Results • Lesson observation reports (non-attributable to individuals) • Internal Verification Reports
3.5	External Review information	<ul style="list-style-type: none"> • List of external reviews & outcomes • External verification report action plans
3.6	Corporate Relations	<ul style="list-style-type: none"> • Corporate Plan • Marketing Strategy
3.7	Government & Regulatory	<ul style="list-style-type: none"> • Ofsted Report • Provider Performance Review • Reports/returns to funding councils, inspectorates, standard bodies, professional bodies, government departments.

4. How we make decisions

	Subclasses	Documents
4.1	Minutes from governing body	<ul style="list-style-type: none"> • Minutes and papers of Governing Body and all sub-committee meetings <i>Remuneration Committee minutes are confidential due to data protection and commercial sensitivity issues. Very occasionally papers presented to or for minutes of other meetings will be identified as confidential but the reasons for this will be given</i>
4.2	Minutes of management meetings	<ul style="list-style-type: none"> • College Management Team • Organisational Strategy and Support Group • Teaching & Learning Group • Partnership, Progression & Quality Group
4.3	Minutes of staff/student consultation meetings	<ul style="list-style-type: none"> • Staff consultative committee • Heads of Department meetings • Division Meetings • Support Team Leaders • Health & Safety Committee • Environment Committee

4.4	Appointment committees and procedures	<ul style="list-style-type: none"> • Recruitment and selection policy • Admissions Policy
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5. Our policies and procedures

	Subclasses	Documents
5.1	Policies and procedures for conducting College business	<ul style="list-style-type: none"> • College Policies • Management Policies • Off site Policy
5.2	Policies and procedures relating to academic services	<ul style="list-style-type: none"> • Exams Policy • Admissions Policy • Learner Support Policy • High Achievers Policy • Student Consultation process
5.3	Policies and procedures relating to student services	<ul style="list-style-type: none"> • Student Handbook • Student Charter • Learner Agreement • Child Protection Policy • 'At Risk' Policy • IAG-Careers Education & Advice Policy • Counselling Statement • Finance and assistance statement • Drugs & Alcohol Policy • Bullying & Harassment Policy • Student Disciplinary Policy • Charging Policy • Travel Plan • Computer Users Code of Conduct • Complaints procedure
5.4	Policies and procedures relating to human resources	<ul style="list-style-type: none"> • Staff handbook • Staff code of conduct • Appraisal/staff review • Personal Harassment Policy • Computer Users Code of Conduct • Pay Policy • Absence/Leave Policies • Stress Management Policy • Probation Policy • Confidential Reporting Policy • Grievance, disciplinary policies & procedures • Professional Standards Payment Policy • Performance management policy and arrangements • Redundancy and ill health and retirement policies and procedures • Staff development and review policy • Training Plan • Investors in people (latest report) • Staff vacancies
5.5	Policies with regard to data and information	<ul style="list-style-type: none"> • Staff Handbook • Student Handbook • Data Protection Policy • CCTV Code of Practice • Computer users code of conduct • Internet and Email Policy

		<ul style="list-style-type: none"> Records Management Policy
5.6	Codes of conduct for members of governing bodies	<ul style="list-style-type: none"> Code of conduct for members of the governing body
5.7	Equality & diversity	<ul style="list-style-type: none"> Equality & Diversity Policy Disability Statement Single Equality Scheme Race Equality Policy Bullying & Harassment Policy
5.8	Health & Safety	<ul style="list-style-type: none"> Health & Safety Policy Off site Procedures
5.9	Estate Management	<ul style="list-style-type: none"> Property Strategy Environmental Policy Energy Policy Travel Plan Tendering Policies Disposal policies Space utilisation survey
5.10	Complaints Policies & Procedures	<ul style="list-style-type: none"> Complaints Procedure
5.11	Charging Regime and policies	<ul style="list-style-type: none"> Tuition Fee Policy, Home, EU & International Fees and Charging Policy Course Costs & Financial Support for Students

6. Lists and Registers

This will be information contained only in currently maintained lists and registers.

	Subclasses	Documents
6.1	Any information we are currently legally required to hold in publicly available registers	<ul style="list-style-type: none"> Registers of Interest
6.2	Asset Registers	<ul style="list-style-type: none"> Asset Register
6.3	Disclosure logs	<ul style="list-style-type: none"> Freedom of Information/ Data Protection Requests log

7. The services we offer

	Subclasses	Documents
7.1	Academic	<ul style="list-style-type: none"> Prospectus Adult Education Brochure Course Description Leaflets Open Evening Guides Enhancement, Extension & Enrichment Leaflet Work Experience Procedure Principal's termly letters to parents Parents Guide Enrolment Pack Student Handbook Subject & Personal Tutor Handbook

		<ul style="list-style-type: none"> • Departmental student course guides • Guide to student reviews, consultation and action planning – staff, parent and student versions
7.2	Community liaison	<ul style="list-style-type: none"> • Mission statement • Sports Centre Policy Statement • Central Studio Mission Statement • Central Studio Policy Statement • Public Services Mission Statement • College's 'Service Level Agreement' with BDBC • Letting Charges • Policy governing relations with commercial companies and sponsorship
7.3	Health Advice	<ul style="list-style-type: none"> • Student Handbook • Welfare/Advice Services • Counselling Services
7.4	Careers Advice	<ul style="list-style-type: none"> • Student Handbook • IAG-Careers Education & Advice Policy
7.5	Sport & Recreational Activities	<ul style="list-style-type: none"> • Student Handbook • Student Union leaflet • Enrichment Leaflet • Sports Team Information Leaflet • Sports Centre Policy Statement
7.6	Museums, libraries, special collections & archives	<ul style="list-style-type: none"> • Library Information system – Autolib • Library Services
7.7	Advice & Guidance	<ul style="list-style-type: none"> • Student Handbook • IAG-Careers Education & Advice Policy • Guide to student reviews, consultation and action planning – staff, parent and student versions
7.8	Media Releases	<ul style="list-style-type: none"> • Press Releases (last 3 years)