Governance Transparency and Publication Policy

Document Control

Policy Title	Governance Transparency and Publication Policy
Policy ID / Code	E1E2.13V1
Owner / Department	Governance / Academic Registry
Lead Author	Designated Governance and Academic Compliance Lead
Policy Category	Governance / Compliance
Review Cycle	Annual
Next Scheduled Review	[September 2026]
Date of Approval	[15 September 2025]
Approved by	Governing Council

Related Policies and Documents
Governance Document (E1E2.11)
Complaints Handling Policy (C1.4)
Value for Money Policy (E1E2.12)
Freedom of Speech and Academic Freedom Policy (E1E2.5)
OfS Regulatory Framework (Condition E2)
CUC Higher Education Code of Governance

Version History

Version	Date	Summary of Changes	Approved by
1.0	15/09/2025	Original version to support transparency under Condition E2	Governing Council

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Governance Transparency and Publication Policy
Section 1: Policy Summary

1.   This policy sets out Mortha Halls of Ivy's commitment to transparency in governance and to the timely publication of information that supports public confidence, regulatory compliance, and informed student choice. It outlines how the institution meets its obligations under Condition E2 of the Office for Students (OfS) regulatory framework, including transparency in decision-making and public accountability.

2.   The policy defines the types of information MHI is committed to publishing, the channels through which it will be made accessible, and the internal oversight structures responsible for maintaining the integrity, accuracy, and currency of published information.

3.   This policy also supports the College's values of openness, ethical governance, and continuous improvement, and ensures that governance decisions, student policies, and financial accountability are visible to both internal and external stakeholders.

Section 2: About This Policy

4.   This policy has been developed to ensure that Mortha Halls of Ivy (MHI) meets the requirements of the Office for Students (OfS) and upholds the principles of transparent, accountable governance. It provides a clear framework for the publication of institutional policies, governance information, and student-facing content, enabling students and stakeholders to access accurate, timely, and relevant information.

5.   The policy defines:

- What types of information must be published or made available.
- Who is responsible for overseeing the publication process.
- How information will be kept up to date, accessible, and compliant with relevant legal and regulatory frameworks.

6.   It ensures that the publication of information is:

- Purposeful – supporting student decision-making, public confidence, and regulatory compliance.
- Consistent – guided by an institutional process and review cycle.
- Accessible – published through appropriate channels and formats.

7.   The policy applies across all MHI departments and functions, and it is overseen by the Governing Council through the Marketing and Finance Panel, with operational responsibility assigned to the Designated Governance and Academic Compliance Lead (currently the Head of Academics).

Section 3: Scope and Application

8.   This policy applies to all departments, committees, and staff responsible for the creation, review, approval, and dissemination of institutional information at Mortha Halls of Ivy (MHI). It covers the publication of information relating to governance, strategy, finance, academic delivery, and student-facing policies.

9.   Specifically, this policy applies to:

- Governance documents and committee structures.
- Governing Council minutes, terms of reference, and key decisions.
- Institutional policies and procedures affecting students and staff.
- Public statements on academic performance, value for money, and regulatory compliance.
- Student policies relating to admissions, complaints, appeals, and refunds.
- Financial reports and regulatory submissions as required by the Office for Students (OfS).

10.   The policy applies to all platforms used for public or student communication, including:

- The official MHI website.
- The Virtual Learning Environment (VLE);
- Any additional digital or printed channels through which students, applicants, and stakeholders access official information.

11.   It applies equally to information developed in-house and to any content developed in collaboration with awarding bodies or partners that is intended for student or public use.

Part 1: Governance and Regulatory Framework
Section 4: Transparency and Condition E2 Compliance

12.   This policy supports Mortha Halls of Ivy's compliance with the Office for Students (OfS) Condition E2: Management and Governance, which requires higher education providers to demonstrate effective governance and management arrangements. A core element of this requirement is the publication of clear, accurate, and accessible information that enables stakeholders to understand how decisions are made, who is responsible, and how accountability is maintained.

13.   Transparency is an essential component of public interest governance. MHI recognises that publishing timely and meaningful information contributes to:

- Regulatory compliance.
- Informed student and stakeholder choice.
- Public accountability.
- Internal quality assurance.

14.   To strengthen accountability, the College will also publish an annual governance report summarising key decisions, strategic priorities, and actions taken during the year. This report will be accessible to students, staff, and members of the public via the College website.

15.   This policy is also informed by:

- The OfS Regulatory Framework and Regulatory Advice 16 (Condition E2);
- The CUC Higher Education Code of Governance.
- The Competition and Markets Authority (CMA) guidance on information for students.
- Relevant provisions of the UK General Data Protection Regulation (UK GDPR).

16.   The policy should be read in conjunction with the Governance Document (E1E2.11), which outlines the institutional decision-making structure, the roles of the Governing Council and its Panels, and the process for reviewing and approving key documents and strategies.

17.   Oversight of this policy rests with the Governing Council through the Marketing and Finance Panel, with operational implementation coordinated by the Designated Governance and Academic Compliance Lead.

Part 2: Operational Framework
Section 5: Categories of Information for Publication

18.   Mortha Halls of Ivy (MHI) commits to publishing the following categories of information in support of transparency, compliance, and good governance:

a. Governance Information
- Governing Council membership, structure, and terms of reference.
- Committee and panel structures and reporting lines.
- Summary minutes or communiqués of meetings where appropriate.
- Institutional strategy, vision, and mission statements.

b. Regulatory and Policy Documents
- Student-facing policies (admissions, complaints, appeals, etc.).
- Academic regulations and programme specifications.
- Financial policies including refund and compensation arrangements.
- Student Protection Plan and related contingency frameworks.

c. Institutional Performance and Assurance
- Annual self-assessments and assurance statements (where permitted for publication);
- Summaries of internal reviews or external audits (as appropriate).
- Statements on value for money and financial sustainability.

d. Information for Students and Prospective Students
- Course content, delivery, and assessment methods.
- Entry requirements and admissions procedures.
- Student support services and contact information.
- Tuition fees, additional costs, and financial support available.

e. Legal and Statutory Requirements
- Data protection and privacy policies.
- Prevent duty statements and safeguarding policies.
- Freedom of speech and academic freedom statements.
- Accessibility and equality compliance information.

19.   All information will be published in a manner that is accessible, timely, and regularly reviewed. The College will ensure that agendas, reports, and approved minutes of governing body meetings are published on its website within one month of approval. Sensitive or confidential items, such as matters relating to commercial contracts or personal data, will be redacted in accordance with data protection and good governance practice.

Section 6: Publication Standards and Procedures

20.   Mortha Halls of Ivy (MHI) is committed to publishing institutional information in a way that is accessible, accurate, and useful to all intended audiences. The following standards and procedures apply to all published content:

a. Accessibility and Format

- All content must meet basic accessibility standards, including compatibility with screen readers and provision of alternative formats upon request.
- Documents must be uploaded in accessible file types (e.g., searchable PDFs or Word documents) and include clear headings, version numbers, and publication dates.

b. Accuracy and Currency

- All information must be factually accurate and reflect the most current approved policy or position of the College.
- A version control process will be applied to all documents, and outdated content must be archived promptly to avoid confusion.
- The Designated Governance and Academic Compliance Lead is responsible for ensuring version histories are maintained.

c. Approval and Review

- Documents intended for publication must be formally approved by the appropriate panel, committee, or officeholder, in line with the Governance Document (E1E2.11).
- Policy documents must include version control and document control pages.
- A scheduled review cycle will be maintained for all published materials.

d. Submission Process

- Departments must submit documents to the Governance Office via the designated SharePoint portal or document management system.
- The Governance and Academic Compliance Lead will ensure all submitted materials meet the requirements before publication.

e. Channels and Locations

- Core governance information will be published on the MHI website under the "Governance" or "Policy" section.
- Student-facing documents will also be accessible via the Virtual Learning Environment (VLE) and during induction.
- Key publications will be highlighted in handbooks, prospectuses, and communications to applicants and students.

Section 7: Roles and Responsibilities

21.   Effective governance transparency and publication of institutional information at Mortha Halls of Ivy (MHI) relies on coordinated oversight and clear accountability. The following roles and bodies have defined responsibilities under this policy:

Governing Council
- Has ultimate oversight of the institution's compliance with Condition E2 of the OfS regulatory framework.
- Approves this policy and receives annual assurance reports on transparency and publication practices.
- Reviews exceptions to standard publication practices, including decisions not to publish certain documents (e.g. for commercial sensitivity).

Marketing and Finance Panel
- Provides delegated oversight on behalf of the Governing Council.
- Approves public-facing institutional documents and materials.
- Advises on publication standards, accessibility compliance, and reputational risk.

Designated Governance and Academic Compliance Lead (Head of Academics)
- Oversees the operational implementation of this policy.
- Coordinates publication schedules and ensures information is accessible, accurate, and up to date.
- Maintains version control records and works with departments to ensure timely review and update of content.
- Liaises with IT and communications teams to ensure effective use of publication platforms.

All Departments and Policy Owners
- Are responsible for drafting, updating, and submitting approved documents in line with the publication schedule.
- Must ensure content is written clearly and appropriately for the intended audience.
- Collaborate with the Governance and Academic Compliance Lead to address accessibility or compliance issues.

Section 8: Review and Access

Policy Review

22.   This policy will be reviewed annually by the Designated Governance and Academic Compliance Lead to ensure continued compliance with the Office for Students (OfS) regulatory framework, especially Condition E2. The review will consider:

- Changes in OfS requirements or national guidance.
- Internal governance developments or structural changes.
- Feedback from students, staff, and external stakeholders.
- Identified risks or issues from the previous publication cycle.

23.   The updated version will be submitted to the Marketing and Finance Panel for comment and to the Governing Council for formal approval.

Monitoring and Assurance

24.   A summary of all documents published or updated each academic year will be submitted to the Governing Council as part of the annual governance assurance report. This will include:

- Any delays or non-publication exceptions and their justification.
- Any accessibility complaints or data correction requests.
- Any corrective actions taken to address misinformation or outdated material.

Public and Student Access

25.   All published information will be:

- Made available on the MHI website or Virtual Learning Environment (VLE);
- Indexed clearly under relevant sections (e.g. Governance, Policies, Student Info);
- Available in alternative formats upon request from the Governance Office or Student Services.

26.   Contact details for requests, corrections, or access issues will be published with each policy or institutional document.

27.   The College recognises that transparency is linked to value for money. Alongside governance documents, the College will publish an annual Value for Money Statement which outlines income, expenditure, and how resources are used to support student outcomes. This will provide assurance to students and the public about the responsible use of funds.