

## Policy Identifier: Matters Reserved for the Governing Body of MIE

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<b>Policy Title:</b>	Matters Reserved for the Governing Body of MIE
<b>Description:</b>	Policy outlining the subject matter decided by the Governing Board of Marino Institute of Education
<b>Author (Position):</b>	President
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<b>Approved By:</b>	MIE Governing Body
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## Matters Reserved for the Governing Body of MIE

### 1. Introduction

In general, subject to the terms of its [Instrument of Governance](#), the Governing Body (GB) of the Marino Institute of Education (MIE) may delegate such matters as it considers appropriate.

It is recognised that, in accordance with governance best practice, certain matters should be decided only by the GB.

This document is the formal schedule of matters specifically reserved for the GB's decision.

### 2. Schedule of Matters Reserved for the Governing Body

<b>1.</b>	<b>Regulations and Control</b>
1.1	Establish and review terms of reference and reporting arrangements of all sub-committees of GB, including any <i>ad hoc</i> committees. These include the <a href="#">Finance Committee</a> , the <a href="#">Audit Committee</a> , the <a href="#">Academic Council</a> and the Standing Committee.
1.2	Registration as a charity and providing further information as required to the Charities Regulator.
1.3	Development and review of a <a href="#">Code of Governance</a> for the Institute, which shall be in accordance with best practice.
1.4	Agree procedures for the effective evaluation of the Governing Body, its members and committees.
1.5	Make recommendations to the Trustees in relation to its membership or its <a href="#">Instrument of Governance</a> .
<b>2.</b>	<b>Appointments</b>
2.1	<a href="#">Recruitment</a> of staff, other than for temporary or short-term engagements (such as Student Placement supervision), will be subject to prior approval.
2.2	Contracts of employment with MIE will be submitted to the GB for ratification.
2.3	Approval of scales of pay grades and rates for staff of the Institute.
<b>3.</b>	<b>Strategic and Budgetary Matters</b>
3.1	Responsible for the overall management of the Institute, ensuring compliance with its <a href="#">Instrument of Governance</a> and relevant legislation.
3.2	Review, approve and monitor MIE's strategic direction through formal strategic planning at appropriate intervals.
3.3	Review and approve annual budgets and capital budgets* and any material changes to them.
3.4	*In accordance with its Instrument of Governance: 'In the case of any proposed major undertakings by the Institute in the grounds, buildings and facilities required by the work of the Institute, the GB must in the first instance make recommendations to the Trustees. The GB shall not embark on programmes of capital development exceeding €100,000 in value for the Institute without the prior approval of the Trustees.'

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3.5	Opening of new bank accounts and the approval of the mandate and signatories for each bank account.
3.6	Decisions relating to court proceedings or potentially litigious matters, either against or on behalf of the Institute.
3.7	Authorisation of contracts not in the ordinary course of business or which are material strategically or by reason of size.
3.8	Approval and appointment of the Institute’s principal professional advisers and consultants and determination of their remuneration.
3.9	Establish and keep under review key organisational policies in accordance with legislation and best practice.
<b>4.</b>	<b>External and Internal Audit Arrangements</b>
4.1	Appointment or removal of internal and external auditors and approval of their remuneration.
4.3	Receive and note reports from the internal auditors and agree the proposed course of action, where appropriate.
<b>5.</b>	<b>Reporting and Trustee Communications</b>
5.1	Receive and approve MIE’s annual Report and Financial Statements
5.2	MIE recognises the importance of communication with both the European Province Leadership Team and the Trustees of MIE. Formal communication with these parties is reserved to the GB, and may be delegated to the Chairperson and/or the President.
<b>6.</b>	<b>Other</b>
6.1	Any decision likely to have or potentially having a material impact on the Institute from any perspective including, but not limited to, financial, operational, strategic or reputational.
6.2	Matters which the GB considers suitable for delegation are contained in the terms of reference of its sub-committees.
6.3	The GB will receive reports and recommendations from time to time on any matter which it considers significant to the Institute.

**3. Responsibility**

The President of MIE is responsible for the maintenance of this policy.

**4. Related Document**

- 4.1 [Instrument of Governance](#)
- 4.2 [Recruitment Policy](#)
- 4.3 [Code of Governance](#)
- 4.4 [Academic Council Terms of Reference](#)
- 4.5 [Finance Committee Terms of Reference](#)
- 4.6 [Audit Committee Terms of Reference](#)