

016. Management Governance Policy

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Purpose

This policy outlines the governance and management framework for the International Foundation Group (IFG), ensuring accountability, transparency, efficiency, and academic excellence in alignment with IFG's mission, vision, and values.

Scope

This policy applies to all members of the IFG community including the governing body, executive leadership, academic and administrative staff, and students.

Policy Statement

IFG is committed to maintaining an effective governance and management system that supports academic freedom, promotes stakeholder participation, upholds institutional autonomy, and ensures accountability in decision-making processes.

Associated Policies and Governing Documents

Strategic Plan
Terms of Reference
Risk Management Policy
Academic Governance (Standards and Regulations)
Freedom of Speech and Academic Freedom
Prevent Policy
Health and Safety Policy
Harassment and Sexual Misconduct Policy
Student Handbook
Staff Handbook

Governance Code

Although IFG does not formally adopt a governance code, the IFG Board of Governors does refer to the Independent Higher Education Code of Governance's ten principles, with the strategy to develop this more formally as IFG grows.

1. Clarity
2. Collective Responsibility
3. Academic Governance
4. Risk Management
5. Size and Skill
6. Effectiveness
7. Integrity
8. Remuneration
9. Fair Reporting
10. External and Student Engagement

Governance Structure

Academic Director / Executive Director

Owners and Founders of IFG.

Oversee daily operations, strategic implementation, and external representation.

Reports to the IFG Board of Governors.

IFG Board of Governors

The highest governing authority responsible for policy direction, financial oversight, and long-term strategic planning.

Approves annual budgets, tuition fees, and major capital projects and appoints all key officers and Heads of Departments (HoDs).

Academic Board

Responsible for academic matters including curriculum, academic standards and assessments, exams and university progression, franchise teaching centres and the student committee.

Composed of academic staff and student representatives.

Reports to the IFG Board of Governors.

Operations Board

Responsible for non-academic operational leadership and implementing approved policies and strategies.

Reports to the IFG Board of Governors.

Departments

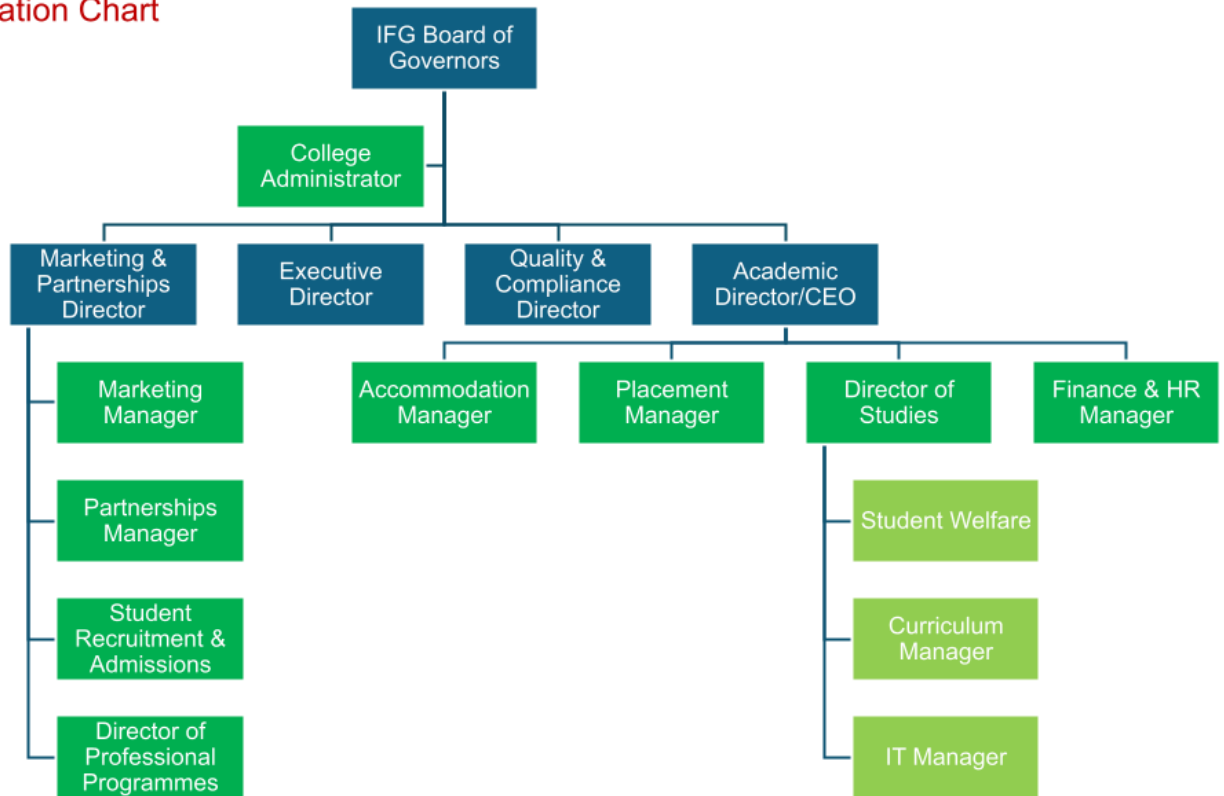
Managed by Heads of Departments (HoDs) covering Marketing & Partnerships, Accommodation, Quality & Compliance, Student Placements (university & internships), Finance, HR, Student Welfare and IT.

Decision-Making and Delegation

IFG follows a structured delegation of authority. Decision-making processes are documented by way of agenda and minutes which are transparent and consultative.

Terms of Reference are available for each board and committee which demonstrate the scheme of delegation, purpose, scope and membership arrangements of each.

Organisation Chart



Committee Structure



Academic Freedom and Freedom of Speech

IFG upholds the principles of academic freedom, allowing academics to pursue research and teaching without undue interference.

Academic freedom is set out in our Academic Freedom and Freedom of Speech Policy which states the academic freedom of faculty members to teach, research, and communicate ideas or facts—including those that may be inconvenient or controversial to political groups or authorities—is fundamental to the core principles of academia. This freedom must be protected from repression, professional retaliation, or any form of detriment.

Freedom of Speech is protected unless it violates specific laws such as hate speech, harassment or incitement to violence. We have a responsibility to ensure the safety of students, staff and visiting speakers and this can sometimes necessitate restrictions on speech to prevent harm.

IFG acknowledges that freedom of speech is crucial and entails responsibility to engage in respectful and constructive dialogue with when disagreeing with others' view

Academic Governance

The IFG Academic Board is responsible for all matters related to academic governance. It reviews termly reports and conducts annual monitoring of courses, informed by programme leaders.

Supporting the work of the Academic Board are four key committees, each responsible for overseeing critical functions of the college:

Exams and University Progression Committee
Academic Quality, Standards & Assessment Committee
Franchise Teaching Centre Committee
Student Committee

The Academic Board ensures that annual monitoring covers both academic and operational commitments. It is also responsible for confirming that all higher education programmes are approved by the relevant accreditation or validating bodies and aligned with the appropriate level of the Framework for Higher Education Qualifications (FHEQ).

IFG acknowledges the Office for Students (OfS) Conditions of Registration—particularly Conditions E and B—and regularly evaluates the effectiveness of its governance against the OfS student outcomes thresholds.

The Academic Board also reviews quality assurance reports from accrediting and verifying bodies, alongside external examiner reports (if applicable), student feedback, appeals, and complaints. Any significant proposals for change are escalated to the IFG Board of Governors to ensure ongoing compliance with academic standards.

Accountability and Transparency

Accountability is embedded within our governance and management framework, outlined in our policies, senior leadership role descriptions, and monitored through the annual fit and proper persons declaration.

The IFG Board of Governors holds ultimate responsibility for all institutional decisions and must ensure compliance with legal and regulatory requirements, as well as adherence to internal policies and procedures.

The Board of Governors is also expected to uphold the standards of conduct established for public life.

All management and staff are accountable to both the organisation and its students, and must be prepared to undergo any level of scrutiny appropriate to their roles.

Annual reports, financial statements, and strategic plans are published and made accessible.

Conflict of interest disclosures are mandatory for governance and executive officers.

Student and Stakeholder Engagement

IFG regards student engagement and support—both academic and pastoral—as a vital component of its academic strategy. The institution is committed to fostering a supportive and inclusive environment, recognising that well-structured and proactive student support significantly contributes to student success and, by extension, the success of IFG.

Student engagement and representation are guided by IFG's Student Representation Policy, with student voice integrated across the institution's management and governance structures. This is achieved through reporting, data insights from student representative meetings and forums, and ongoing feedback on the student academic experience.

Students, faculty, staff, alumni, and community members are encouraged to participate in governance through representative bodies.

Risk Management

IFG has established a focused committee (Risk, Audit and Compliance Committee) that sits under the Operations Board, responsible for reviewing, monitoring and reporting on IFG's obligations towards Risk, Audit and Compliance.

The aim of this committee is to facilitate early identification, assessment and monitoring of risks that are significant to IFG and its performance as well as its stakeholders performance.

Value for Money

The Board of Governors receives regular financial reports from the Finance Manager to ensure the ongoing financial sustainability and viability of IFG. These reports provide assurance that the institution maintains the necessary resources to deliver its higher education programmes as advertised.

All proposed projects requiring financial investment are reviewed and approved by the IFG Board of Governors as appropriate.

From September 2026 the annual financial accounts report will provide members with a comprehensive overview of the organisation's operations, including student enrolment data (current and cumulative), key staffing changes, financial performance, cash position and liquidity, donations and contributions, financial risks, and arrangements for external audit.

At IFG, Value for Money (VFM) reflects the optimal use of resources to deliver meaningful educational outcomes. We are committed to offering all students—regardless of background—a high-quality education that represents genuine value. Recognising the significant investment students make, we aim to provide outstanding teaching, comprehensive support services, and access to high-quality facilities.

To achieve this, we continually monitor and enhance the quality of teaching, learning resources, and assessment feedback. We also actively seek and respond to student feedback to ensure our services and facilities align with their needs and expectations, supporting the best possible educational outcomes

Regularity, propriety and value for money

The Finance Committee reports to the Operations Board, with oversight provided by the IFG Board of Governors.

In accordance with the Office for Students (OfS) Conditions of Registration, particularly Conditions F3 and F4, IFG ensures transparency and accountability in the management of public funds through statutory financial, student, and other required returns.

IFG has developed a Value for Money (VfM) statement, which will be further expanded in 2026/27 to include more robust data and metrics. If our application were successful, as a registered provider under the OfS, we are committed to demonstrating our efficiency, economy, effectiveness, and prudence in the

administration of public resources. This approach ensures we deliver value for money in relation to the public funding we may receive in the future. Currently, IFG has not reached the financial threshold that mandates external auditing of accounts. However, our year-end accounts and tax returns are professionally prepared by an independent external accountant.

The Finance Committee consists of the Academic Director, Marketing & Partnerships Director and Executive Director with all procurement and expense approvals authorised by IFG's owners (Michael Addison and Mohammed El Ansari).

This strict oversight helps ensure that institutional funds are used effectively, for their intended purposes, and that financial controls are maintained. No other individuals have access to make or authorise payments.

Although IFG's accounts are not audited, we fully comply with all legal filing requirements through Companies House, where financial information is publicly accessible

IFG insurances are arranged annually by Simply Business, 4th Floor Hylo, 105 Bunhill Row, London, United Kingdom, EC1Y 8LZ

Professional & Public Liability
Covea Insurance (Elements insurance)
Public Liability: up to £1,000,000
Employers Liability: up to £10,000,000

Commercial / Public & Products liability
Covea Insurance (Elements Insurance)
£1,000,000

Policy Review and Amendments

This policy will be reviewed annually or earlier as needed. Amendments require the approval of the IFG and will be reviewed and recommendation received by the Board of Governors.