



**London College of
Business Studies**

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE

(Company number 05889034)

ARTICLES OF ASSOCIATION Of

London College of Business Studies

(Registered Charity 1117883)

(adopted by special resolution passed on 26/08/2025)

These Articles of Association were adopted by special resolution of the members of London College of Business studies on 26/08/2025 in substitution for, and to the exclusion of, all existing Articles of Association.



Article 1: Mission Statement

1.1 The mission

The mission of the London College of Business Studies is to provide every student with exceptional teaching, learning facilities, and support to achieve their qualifications and career aspirations. The College aims to be recognised as a provider of high-quality education, with excellent success rates measured by national benchmarks and other relevant indicators.

The College is committed to:

Successful Meeting all relevant Regulatory Requirements: Meeting or exceeding the standards set forth by regulatory bodies and successfully completing all inspections and reviews.

Continuous Improvement: Regularly reviewing, improving, and enhancing the provision of education and support services to align with student and sector demand.

Growth and Diversity: Expanding its student population locally, within the UK and internationally, with particular emphasis on inclusive outreach.

Expanding Academic Opportunities for Disadvantaged and BAME Communities: Increasing the range and options of academic provisions, especially for students from disadvantaged backgrounds or Black, Asian, and Minority Ethnic (BAME) communities.

Financial Viability: Ensuring the College's financial health, sustainability, and capacity to continue fulfilling its mission.

This mission guides all actions and decisions of the College, with an unwavering focus on delivering high-quality, inclusive education and support that empowers students to achieve their full potential.



Article 2: Trustees

2.1 Responsibilities

The Trustees are responsible for meeting the legal duties towards regulatory bodies such as the Companies House, HMRC and The Charities Commission, these include:

1. Fulfilling the standard legal duties of Company Directors and Charity Trustees as laid down by Companies House and the Charities Commission.
2. Monitoring financial performance and ensuring compliance with relevant regulations.
3. Ensuring accountability and effective financial management, including prudent investments and fundraising activities.
4. Safeguarding the charity's assets and resources.
5. Upholding the mission and charitable objectives of the organization.
6. Contribute in making key strategic and policy decisions as a member of the Governing Body.

2.2 Election and Appointment of Trustees

- a. There will normally be between 3 and 5 Trustees who shall be elected by a majority vote of the existing Trustees.
- b. Candidates for Trustee positions may be nominated by existing Trustees.
- c. Candidates must meet eligibility criteria set by Company Law and the Charities Commission, including being fit and proper persons in accordance with charity regulations.

2.3 Term Duration and Re-election

- a. Each Trustee shall serve a term of five (5) years from the date of their election.
- b. Trustees may be re-elected for additional terms, subject to the same election process outlined in section 2.2
- c. Notice of retirement or resignation of a Trustee will only be submitted to the Charity Commission and Companies House if the Trustee is not re-elected at the end of their term.
- d. The term of office of a Trustee may be terminated early if they continually fail to fulfil their duties or in the case of any misconduct following an investigation initiated by the Governing Body and following a majority vote of the Trustees.

2.4 Payments to Trustees



- a. A Trustee is entitled to be reimbursed any reasonable expenses properly incurred by them when acting on behalf of the charity.
- b. A Trustee may benefit from Trustee Indemnity Insurance cover, purchased at the charity's expenses, in accordance with, and subject to the conditions in, section 189 of the Charities Act 1993.
- c. A Trustee or connected person may exceptionally be paid for providing goods or services to the Charity if approved by the Trustees and the Governing Body, and the goods or services are needed by the charity and the cost, speed and quality associated with the provision is comparable to receiving the goods or services from another supplier. In the case where a Trustee does receive payments for the provision of goods or services, this will be subject to a written agreement and must be fully open and declared. The Trustee should remove themselves from any decisions made related to the provision.
- d. Only a minority of Trustees can be paid for the provision of goods or services at any one time.
- e. Any long term provision of goods or services (beyond 12 months) or employment of a Trustee by the charity would be subject to approval from the Charities Commission prior to the commencement of the agreement.



Article 3: Governing Body Responsibilities and Composition

3.1 Responsibility

The Governing Body is responsible for the governance and overall strategic management of the charity. Their primary role is to ensure the institution's sustainability, growth, and compliance with financial, regulatory and legal obligations. This includes holding the Senior Management Team to account, overseeing strategic business planning, and ensuring the fulfilment of mission of the College.

Specific responsibilities of the Governing Body shall include:

- a. Determining the educational character of the College;
- b. Approving the long term strategy of the College;
- c. Approving and monitoring the financial budget of the College and ensuring the long term sustainability of the College's ability to fulfil its charitable and legal obligations;
- d. Maintaining oversight of the major risks associated with the operation of the College in fulfilment of its mission;
- e. Ensuring adherence to legal and regulatory requirements, including charity and corporate governance standards;
- f. Appointing and holding the Principal and Senior Management Team to account in their implementation of the strategic plans for the College;
- g. Establishing and delegating responsibilities to any Governing Body sub committees and working groups deemed necessary;
- h. Approval of the Governance and Management Framework to include the terms of reference of the Senior College Management and Academic Committee;
- i. Monitoring and maintaining an oversight of the academic provision of the College and student outcomes and ensuring that all related regulatory requirements and sector quality standards are met;
- j. Championing the institution's commitment to diversity, equity, and inclusion along with the quality of the student experience.

3.2 Composition

The Governing Body shall include:

- a. The Chair of Trustees who will Chair of the Governing Body and a vice chair elected by the Governing Body from its members;
- b. All Trustees.
- c. Up to 3 Ex-officio Governors appointed for a 3 year tenure that may be renewed once.
- d. All serving members of the Senior Management Team (SMT).



- e. A Student Representative elected by the student body on an annual basis.
- f. One Administrative Staff member, elected by the administrative staff of the College appointed for a 3 year tenure that may be renewed once.
- g. One Academic Staff member, elected by the academic staff of the College appointed for a 3 year tenure that may be renewed once.

Each member of the Governing Body will have one vote with the Chair having a further casting vote if required.

3.3 Delegation of Powers and Terms of Reference

The Governing Body may delegate powers to sub-committees through the Governance and Management Framework or set up working groups to report back to the Governing Body for a decision to be made. This delegation must clearly define the scope of the delegated power and the Terms of Reference for any group. Examples may include, but are not limited to:

- a. Financial matters;
- b. Appointments;
- c. Risk Management

3.4 Review and Periodic Amendments

The delegation of powers and balance of authority between the Governing Body and the Senior Management Team shall be reviewed annually, ensuring alignment with the governance requirements.



Article 4: Governance and Management Framework

4.1 Adoption of Framework

The Governing Body shall approve a comprehensive Governance and Management Framework that ensures fulfilment of the College Mission, responsibilities outlined in these articles along with ensuring the fulfilment of any regulatory duties. The framework will clearly define the responsibilities and authority of the Trustees, SMT, Sub-Committees and Working Groups and will be reviewed annually.

4.2 Delegation of Powers

The Governing Body may delegate certain responsibilities to Sub-Committees or SMT through the Governance Framework. These delegations shall be formalised in the Terms of Reference for each sub committee ensuring that there is a clear definition of the scope of the delegated authority, the process for decision making and the reporting and accountability mechanisms being put in place.

Article 5: Stakeholder Engagement

5.1 Student and Staff Feedback

Mechanisms shall be established for periodic feedback from students and staff to inform governance decisions.

5.2 Public Reporting

Key governance decisions, financial reports, and policy updates shall be published for transparency and accountability to the community.



**London College of
Business Studies**

Dated this 26th of August, 2025

Mansoor Ahmad Saad (Trustee)

Dr Ghania Waseem (Trustee)

Ahmad Sarfaraz Yasir (Trustee) / Company Secretary