

Chair of the Corporation

Role Description

Overview

The Chair of the Corporation ensures that the Board fulfils its duties with regard to:

- articulating the vision of the Board.
- maintaining and developing the ethos of the College.
- setting strategic corporate objectives.
- assessing the performance of the Principal/CEO.
- monitoring the financial health and sustainability of the College.

Strategy & Leadership

The Chair is responsible for providing effective leadership of the Board and its efficient operation in accordance with the Instrument & Articles of Government, Standing Orders and Code of Conduct, in close working with the Head of Governance (Clerk to the Corporation).

Key responsibilities include:

- ensuring the efficient business of the Board, including its primary Committees, with a particular focus on strategy.
- ensuring that the views of all Governors are invited at meetings of the Board and ensuring that Governors work collectively as a cohesive team.
- upholding the Nolan Principles of Public Life and enshrined in the Board's Code of Conduct and that these principles are observed in all Board business.
- acting as one of the principal College ambassadors, bringing enthusiasm, vision and energy in promoting the College's best interests and reputation (to include attendance at external meetings, presentations and conferences, locally and nationally).
- developing strong working relationships with key stakeholders, including employers, local authorities, FEC, ESFA and with Chairs of neighbouring institutions.

Operation of the Board

The Chair will be expected to:

- develop effective working relationships with the Vice-Chair, Head of Governance and the Principal/CEO in promoting and enhancing the outstanding governance of the College.
- attend the College on a regular basis between formal meetings for briefings and discussions with the Principal/CEO, SLT and Head of Governance.

- act as a 'critical friend' in constructively questioning and providing guidance in respect of delivering the College's strategic objectives and KPIs.
- approve agendas for the Board and other meetings (eg Search & Governance Committee; Chair's Group).
- call a special meeting of the Board where urgent and significant matters need to be considered before the next ordinary meeting.
- exercise a second or casting vote at meetings where there is an equal of division of votes on an issue.
- take Chair's action on behalf of the Board on matters delegated to it in between meetings, subject to all such actions being duly reported to the Board.
- as Chair of the Search & Governance Committee, to oversee the process for appointing the Principal/CEO (and other senior postholders); to review the balance of Governor skills and experience on the Board and to make new Governor recommendations for consideration.
- promote effective and constructive working relationships between Governors, staff and students through regular dialogue and engagement activities, as part of the Governor Champion programme.
- be willing to undertake personal training and development, as appropriate.

Performance of the Board: Individual and Collective

The Chair will endeavour to:

- ensure that the Board has a range of performance indicators against which to measure its performance, including holding the Principal/CEO to account.
- ensure that each Governor can discuss (as part of a two-way annual appraisal process) their own contribution to Board business and any development needs they may have.
- promote critical self-evaluation of the Board's performance through a Governance Development SAR and related annual self-assessment process.
- promote a genuine commitment to EDI matters, ensuring diversity and gender balance in terms of Board membership reflecting the College's wider community.

Relationship with Principal/CEO and Head of Governance

The Chair has responsibility for developing constructive and supportive relationships with the Principal/CEO and the Head of Governance in delivering effective and responsive governance.

The Chair will meet regularly with both the Principal/CEO and Head of Governance on a one-to-one basis (and also as part of structured three-way meetings), to ensure that the Chair is briefed on all matters of importance and significance related to the delivery of strategic objective and KPIs and Board business.

The Chair will approve all Board and other related agendas prepared by the Head of Governance and will request briefing papers and reports as appropriate.

As part of annual process, the Chair will undertake the formal appraisal of the Principal/CEO, reviewing the achievement of agreed key objectives and considering any training/development needs in setting objectives for the year ahead.

The Chair will also carry out an annual review of the Head of Governance, reviewing objectives and training/development needs. The outcome of both appraisal exercises will be reported to the Board for assurance purposes.

In exceptional circumstances, the Chair will be responsible for instigating any disciplinary action against senior postholders and other designated senior posts.

Other Duties

The duties set out in this role description are not exhaustive, and other duties may be required to be performed which are commensurate with the role.

Person Specification

	Essential	Desirable
Knowledge/ Experience	<ul style="list-style-type: none"> • Significant executive management and leadership experience with exemplary financial acumen. • Experience of leading successful change programmes in complex organisations. • Experience of taking a broad-based view of issues and events and their short and long-term impact through direct experience of working at a senior level. • Excellent communication skills to deal effectively with a wide range of people both within the College and with other organisations and individuals. • Experience of realising an organisation's commitment to excellence through its strategic aims. • An understanding of the education sector and the aims and purposes of further education. • An understanding of the legal and regulatory framework in further education. 	<ul style="list-style-type: none"> • Experience of holding a responsible position on a board, committee or other similar group. • Experience of leading a Board, committee or group whilst in the role of Chair.
Skills/Abilities	<ul style="list-style-type: none"> • Ability to chair meetings of the Corporation, facilitating discussion by members and enabling efficient determination of actions and decisions. • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution. 	<ul style="list-style-type: none"> • Knowledge of the obligations of charitable trustees.

	<ul style="list-style-type: none"> • Ability to understand and challenge written or verbal reports. • Ability to promote our excellent reputation and behave appropriately and professionally in meetings. • Ability positively to manage differences of opinion and effect collective responsibility for decision making. • Ability to recognise and further develop the diverse talents and contributions of individual Board members. 	
<p>Essential Special Requirements</p>	<ul style="list-style-type: none"> • Compelling passion and dedication to improve education and training across Coventry. • Commitment to the College and its role in relation to the communities it serves. • Availability for attendance at meetings and other events. • Responsibility for ensuring the promotion and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns. • Willingness continuously to update skills and knowledge. • Understanding how to promote equality and diversity within the role. • Willingness to work in line with the Nolan Principles of Public Life (attached) and Code of Conduct. 	<ul style="list-style-type: none"> • Willingness to attend occasional regional meetings with other governors.

	<ul style="list-style-type: none">• Willingness to obtain DBS at enhanced level and to provide evidence of the right to live and work in the UK.	
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