



GOVERNOR

Role Description and Person Specification

(Approved by Corporation 05.06.18)

Responsible to:	The Chair of the Corporation, The Board of Governors, the College and its stakeholders
Time Commitment:	Approx. 10 hours per month comprising preparing for and attending Corporation Meetings, Committee meetings (where appropriate), training, strategic planning meetings, college events and general correspondence and administration.
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	Governors will be appointed for a term of office not exceeding 4 years. Governors may be re-appointed for subsequent terms on the recommendation of the Search Committee

The duties of the Corporation are specified in the Instrument and Articles of Government. Governors contribute their professional, specialist skills and experience to the Corporation in a non-executive role. They provide an oversight of the College and its business, making a positive contribution that does not interfere with day to day management of the College (which is the remit of the Principal and Senior Management Team).

1. In order to assist the Corporation with discharging responsibilities each Governor will:

- 1.1. Prepare for, attend and actively participate in Corporation and Committee meetings. Consider reports prepared by management and provide constructive challenge to ensure that decisions are well founded.
- 1.2. Participate in appropriate induction, strategic planning and training events (including on-line training). Attend college events to engage with students, staff and other stakeholders e.g. awards ceremonies, Open Day, staff conference.
- 1.3. Engage with the Link Governor programme to gain a greater understanding of the College's activities to enable informed debate and challenge.
- 1.4. Play an active role (by applying external knowledge and expertise) in the high level strategic planning process of the College by contributing to:

- The development of the College's mission, vision and educational character
 - The development of strategic priorities
 - The setting of measurable targets to support the college's development and budget
 - The monitoring of achievement against objectives
 - The development of plans to address major weaknesses
- 1.5. Contribute to the financial oversight of the College through the regular monitoring of the financial health of the College. Ensuring the effective and efficient use of resources, the solvency of the College and safeguarding College assets.
 - 1.6. Ensure that robust quality processes and procedures are in place and regularly scrutinise the College's performance against agreed and established key performance indicators.
 - 1.7. Abide by the Code of Conduct for members outlined in the Rules and Regulations.
 - 1.8. Act as an ambassador for the College.
 - 1.9. Take collective responsibility for decisions of the Corporation and abide by them, even if not present when the decision was made or have spoken against a proposal during debate.
 - 1.10. Understand that individual Governors, other than the Principal, have no specific powers to make statements at public meetings or to the press or media, or through social media, about the proceedings of Corporation or its committees.
 - 1.11. Act in good faith with care and diligence in the best interests of the College at all times. Governors cannot be bound by mandates given to them by external organisations or persons.
 - 1.12. Make an annual declaration of eligibility and interests which is held by the Clerk (The Register of Interests is made available to the public on request).
 - 1.13. Comply with the Instrument and Articles of Government, the Corporations Rules and Regulations and any other related governance policies and procedures. Note the Corporation Members financial liability as outlined in Annex B of the Rules and Regulations.
 - 1.14. Work within the guidelines, policy and procedure requirements laid down by College policies in such matters as Safeguarding & Prevent, Equality and Diversity, Health and Safety and Risk Management and promote their effective implementation.
 - 1.15. The College is an exempt charity under Part 3 of the Charities Act, and the Governors are the trustees of the charity and therefore required to:
 - Apply the property and income of the college only for the purposes of the charity
 - Act only within their legal powers
 - Manage and project the property of the college

- Exercise the same degree of care in dealing with the administration of the charity as a prudent business person would in managing their own affairs
- 1.16. Governors shall be entitled to request all relevant information about the College's affairs as is reasonably necessary in order to enable you to discharge your duties.

2. Eligibility

- 2.1. All Governors will need to fully comply with Clause 7 of the Instrument of Government. A person is ineligible to become a Co-opted Member if a) they have ever been adjudged bankrupt or made a composition or arrangement with creditors, or b) they have ever been convicted of an offence and had a sentence of imprisonment (whether suspended or not) for not less than 3 months without the option of a fine.
- 2.2. All Governors should be the subject of a Disclosure and Barring Service (DBS) check, previously known as Criminal Records Bureau (CRB).
- 2.3. A member of staff employed under a contract of employment with the College is not eligible for appointment as an independent member.

3. Person Specification

The Corporation endeavours to maintain a balance of skills and experience amongst its membership. Sometimes Governor vacancies may require professional experience in specific areas such as human resources, law, finance or estates management. The following is a specification for Governors in general:

Values

- 3.1. At Plumpton College we are:
- Ambitious and Progressive
 - Enterprising
 - Professional
 - Passionate about everything we do
 - Supportive

Knowledge/Experience

- 3.2. Experience in a public sector or private sector appointment, paid or voluntary position at Board level and/or an appreciation of the issues that affect the senior management role.
- 3.3. Experience as a Charitable Trustee / Company Director / Governor in an educational context (*Desirable*).
- 3.4. Expertise in a field which is of importance to the oversight of the affairs of the college and in delivering the Strategic Plan (*Desirable*).

Skills/Abilities

- 3.5. Competent in the use of IT e.g. Microsoft Office
- 3.6. Ability to work positively with others as part of a team and engage in constructive debate and challenge while maintaining the position of being a 'critical friend' to the College.
- 3.7. Ability to communicate effectively including the ability to think independently, express ideas in a clear manner, listen actively to other views and act in the best interests of the College.
- 3.8. Ability to absorb and analyse complex information, rationalise appropriately and arrive at a pragmatic solution.
- 3.9. Ability to establish an effective course of actions for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the College.
- 3.10. Ability to develop a broad-based view of issues and events and assess their long term impact.
- 3.11. Exercise responsibilities with independence and discretion, respecting rules on confidentiality.
- 3.12. Ability to demonstrate behaviour and skills that motivate others to achieve, inspire confidence in others to achieve objectives, and respect the views of others.