



## **Governor Job Description**

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### **Purpose of the Role**

To contribute to the strategic oversight and operational assurance responsibilities of the Board. This will include, but not be limited to the academic direction, strategic planning and mission of the College, supporting the decisions of the Corporation and its committees once they have been reached, based on collective responsibility.

### **Main Duties**

- To contribute to the robust governance of the College and provide constructive challenge to the Executive in a spirit of openness, accountability and mutual respect.
- To have regard to the interests of learners, staff, stakeholders and the wider community in considering the work of the College at a strategic level
- To undertake induction training on appointment to the role
- To comply with the provisions of the following documents as they apply to the role of members of the Corporation:
  - Instrument and Articles of Government
  - Standing Orders
  - Code of Conduct
  - Financial Memorandum
  - The Nolan Committee's seven principles of public life
  - The College financial regulations and financial procedures
- To act in the best interests of the Corporation and North Kent College
- To read all papers sent prior to a meeting to ensure a full and informed debate and decision-making process.
- To support decisions of the Corporation and its committees once they have been reached based on collective responsibility, even though you may have spoken against a proposal during a debate at a meeting.
- To give due priority to attending meetings of the Corporation and its committees, attending and participating actively in the Corporation meeting as required, and to be a member of at least one committee or lead governor role.
- To attend college events (such as student awards presentations and open days/evenings) to gain an appreciation of the work of the college and to meet its students and staff.
- To participate in training and Corporation development activities to develop knowledge and skills, and to read educational material from a variety of sources.
- To promote the effective implementation of the college's equality and diversity policies in relation to all aspects of the duties of the role.
- To promote the effective implementation and oversight of the Corporations statutory responsibilities in relation to the Safeguarding of all learners and staff.
- To promote the highest standards of health and safety practice in relation to all aspects of the duties of the role

- To understand that individual members have no specific powers, e.g., statements may only be made on behalf of the Corporation by those authorised to do so.

### **Key Accountabilities To:**

- The College's learners and customers for quality of experience and outcome
- The Government, Education Skills Funding Agency and public for the use of public funds
- The local community for a local resource
- College staff as their legal employer

### **Eligibility**

- Governors are required to make an annual declaration of eligibility and interests. This is held by the Clerk & Governance Advisor to the Corporation and is made available to members of the public on request.
- A person is not eligible to be a Governor of an FE College if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years or been removed from office as a member of an FE Board within the last ten years.
- Although not a statutory requirement, Governors are required to agree to Disclosure & Barring Service (DBS) checks on appointment and re-appointment.
- Governors are required to participate in the annual appraisal programme.
- The College is committed to the principles of equality and diversity and welcomes applications from all sections of the community.

## **Governor Person Specification**

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### **Core Elements**

Governors should be able to demonstrate:-

- An active interest in further and higher education
- Commitment to lifelong learning and the role of the college as a major provider of education and training
- Commitment to promoting and championing the importance of equality and diversity.
- Commitment to quality and raising standards.
- Willingness to promote the College within the community it serves.
- Ability to work positively with others and to contribute as a member of a team.
- Ability to shape and agree strategies and policies and ensure these are monitored and implemented.
- Ability to make reasoned decisions and to act honestly, diligently and in good faith.
- Ability to contribute to establishing performance targets and the monitoring of performance against these.
- Commitment to attend Board Meetings, Committees and Away Days and development events.

### **Generic Skills**

- Strategic awareness
- Financial awareness
- Sharing best practice

- Vision and commitment
- Ability to share and work to common values.
- Critical listening and appraisal skills
- Ability to ask probing questions.
- Analytical and problem-solving abilities.
- Integrity to act without self-interest.
- Ability to work within a framework of collective decision-making and in the best interests of the Board and the College.
- Awareness of standards in public life, public accountability and a determination to abide by them.
- Respect for confidential discussions/reports
- Communication skills

## **What does a Governor of North Kent College do?**

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Governors need to be committed to the College and are expected to attend 10 Board Meetings each year and up to two Governor Strategy/Development days. Governors are encouraged to serve on one or more of the Board's three committees being Audit Committee (3 meetings per year); Search, Governance & Remuneration Committee (3 meetings per year), Quality & Standards Committee (approx. 6 meetings per year) and the Estates Strategy & Capital Projects Committee (approx. 6 meetings per year). All Board meetings take place on a Thursday from approximately 5.30pm, Committee meetings also usually take place on a Thursday at 5.30pm. North Kent College is going through an exciting and demanding period of growth and therefore anticipate that there may be the need to attend additional meetings as and when required.

College Governors are volunteers and do not receive remuneration. They are appointed based on their relevant skills and experience. Governors make a positive contribution to the College with an important part to play in raising standards through strategic direction, ensuring accountability and monitoring and evaluating college performance.

The role of a Governor is non-executive. Governors should be as flexible as possible in executing their responsibilities and duties, ensuring that their oversight of the College does not interfere with the day-to-day operational management of the College, which is the responsibility of the Chief Executive. However, Governors will be required to monitor College performance by setting targets and agreeing key performance indicators in areas including finance and quality.

Governors have an important role to play in promoting College interests. This includes fostering good relations between the College and the community it serves and ensuring that the aims and objectives of the College are understood.

Governors have a genuine interest and concern in the learner experience. This includes ensuring that the College provides an environment for all students to safely enjoy their time at the College, develop and succeed.