

ROLE DESCRIPTION AND BACKGROUND FOR GOVERNORS

Background

Each college in the Further Education sector has a Governing Body made up of students, staff and external people with a range of skills, experience and background to make a contribution to help shape the direction of the college and to oversee its activities. These members of the Governing Body are known as governors .

Wiltshire College & University Centre Governing Body has a membership comprising:

- up to 12, **or exceptionally, 14** External Members
- up to 3 Staff Members
- 2 Student Members
- 1 Principal & CEO

The Governing Body is supported by the Director of Governance.

Role

The role of a Governor is a voluntary, un-remunerated position. Governors are charity trustees and have the obligations expected of trustees.

Governors are responsible for:

- the College's educational character and mission;
- approving the quality strategy;
- making sure that resources are used efficiently and effectively, that assets are safeguarded and that the college stays solvent;
- approving the annual budget;
- appointing senior staff; and
- setting a framework for the pay and conditions for all other staff.

In addition, governors are expected to:

- be ambitious for the College and its learners and have high expectations of what learners can achieve.
- understand the College's strengths and weaknesses.
- play a key part in shaping the College's strategic direction.
- support and strengthen the College's leadership as well as providing challenge to hold them to account for improving the quality of learning.
- take all decisions making sure that the best interests of the college and its students are being served at all times.
- oversee the way the College is run and to ensure that it delivers what its users and the community needs, in a way that reflects the highest professional and ethical standards, and makes effective use of the resources it has available.

In carrying out their role, governors must be prepared to work in line with the College's constitutional documents and its Code of Conduct, show the highest loyalty to the College and acting in its best interests at all times, working collectively as a Governing Body in taking decisions.

The management of the College remains the responsibility of the Principal and Chief Executive, who operates within the broad framework of policies and accountabilities set out and monitored by the Governing Body.

General requirements

In appointing new members, the Governing Body looks to secure amongst its membership

- A range of skills and experience which may include relevant business, community and/or education experience and knowledge
- An aptitude for strategic thinking and the ability to take part in collective decision-making
- A commitment regularly to attend Board and Committee meetings, development activities, College events and other activities to understand the life of the college and its students and staff
- A balance of different skills, background and experience so that the Board has a good mixture of expertise, outlooks and perspectives in order to have different lived experiences and thinking styles to bring to decision making
- Members who can reflect the community served by the college. People from Black, Asian and Ethnic Minority groups, women, those with a disability and younger people are particularly welcome as these groups are currently under-represented in the Board membership.

A thorough induction will be provided on all aspects of the College and the role of a governor. There is a regional induction for all new governors provided by the Association of Colleges, as well as a full development programme both online and face to face nationally for governors in further education.

All governors are asked to complete a Disclosure and Barring Service check and to make a declaration that they meet the qualification criteria of a 'fit and proper person'. An annual declaration of interests is required and to declare any interests at meetings as necessary.

Board meetings take place about 5 times a year and last between two and two and a half hours. There is an annual Strategy awayday or residential event once a year.

The following committees operate:- Audit, Finance and Resources, Quality and Standards, Remuneration. Audit Committee normally meets 3 times a year, Remuneration once or twice a year and Finance and Resources and Quality and Standards both 4 times a year.

In being appointed, Governors are expected to have a high attendance at Board meetings and also to serve as a member of at least one committee. Board Meetings will mostly take place on a face-to-face basis. Committee meetings may be either online or face to face. Meeting papers are provided electronically. An iPad can be loaned to a governor in order

to access papers if they do not have one available. Travel and other out of pocket expenses may be claimed for attending meetings and events.

Governors are asked to take part in 'Learning Walks' or 'Deep Dives' normally at least three times every year to see teaching activity and meet students and staff, to attend at least one Quality and Resource Review meeting a year and to attend events such as student and staff awards and other notable events in the college's life. Governors are expected to participate in development activities from time to time in accordance with the Governor Development Policy and generally to develop their knowledge about the college.

Governors might expect to devote the equivalent of around 1 to 2 days a month in total to Governing Body activities including meeting attendance, meeting preparation, reading of papers, development activities and involvement in the life of the College.

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