

Role description: Governor

1. The Appointment

Role title: Governor

Responsible to: The Corporation Board, the college, and the wider community

Pay scale: Voluntary role – reasonable expenses will be paid

Approximately an average of two hours per week, on the understanding that the workload will have peaks and troughs throughout the academic year. This includes attendance at five Corporation Board meetings per academic year plus committee meetings*; attendance to strategy days and training; preparation time for meetings; and engagement with college events and governors' social occasions throughout the year. Governors can put more time into the role if they wish and are able to do so.

The period of office for governors shall normally be for four years. Governors can serve a maximum of two four-year terms of office.

Purpose of the role

- To contribute to the values, purpose and educational direction, and strategic planning of the college.
- To support the decisions of the Corporation Board once they have been reached, on the basis of collective responsibility.
- Governors contribute their professional and specialist skills and their experience to the board in a non-executive role. These may well be inflected with lived experience drawn from socio-economic background, culture, faith and ethnicity, gender and gender identity, age and disability and other factors.
- Governors provide oversight of the college and its business, making a positive contribution that does not interfere with day-to-day management (which is the remit of the CEO and senior leadership team).

The role will require you to embed the college's values: **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

*Exact committee membership is to be discussed and agreed – the college currently has vacancies on the following committees: Standards, Finance & Estates, Audit, and Workforce Development.

2. The Post

2.1 Main duties and responsibilities

- a) Determine and promote the values, educational character and mission of the college.
- b) Account for public monies granted to the college.
- c) Ensure the solvency of the college and its assets.

- d) Approve annual estimates of income and expenditure.
- e) Be responsible for the employment of those staff designated as senior postholders and the clerk to the corporation.
- f) Set a framework for the pay and conditions of service for staff who are not senior postholders, in line with best employment practice.

2.2 Other responsibilities

- a) To contribute towards the development and monitoring of the college's Strategic Plan.
- b) To prepare for, attend, and actively participate in board and committee meetings to assist the board in its strategic oversight of college activities.
- c) To participate in appropriate induction, strategic planning and training events to develop knowledge and skills, including reading educational material from a variety of sources.
- d) To take an oversight of the college's annual self-assessment process and, in particular, contribute to self-assessment processes in relation to leadership, management and governance.
- e) To contribute to the continuous improvement of standards by applying external knowledge and expertise to the strategic oversight and decision-making processes of the board.
- f) To demonstrate and promote the highest standards in public life in accordance with the role of a charitable trustee as set out in the Nolan Seven CEOs of Standards in Public Life.
- g) To support decisions of the board once they have been reached on the basis of collective responsibility, even if you have spoken against a proposal during debate.
- h) To understand that individual governors have no specific powers, e.g. statements can only be made on behalf of the board by those authorised to do so.
- i) To comply with the provisions of certain documents as they apply to governors, including but not limited to the:
 - Instrument and Articles of Government
 - Standing Orders
 - Scheme of Delegation
 - Code of Conduct
 - Financial Memorandum
 - Financial Regulations and Procedures
- j) To ensure that a robust quality strategy is developed and approved; also, to regularly monitor the college's performance against agreed and established key performance indicators.
- k) To contribute to the financial oversight of the college.
- l) To oversee arrangements for obtaining the views of staff, students and other stakeholders.
- m) To develop an understanding of the local community and act as an ambassador for the college.

- n) To seek at all times to promote the interests of the college and its students.
- o) To attend college events to meet students, staff and other stakeholders, e.g. student conferences, performances, exhibitions, community events, or award ceremonies.
- p) To demonstrate positive behaviours and commitment to the college's core values.
- q) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work, including the equality & diversity and health & safety policies and procedures, and attend training as requested.
- r) To comply with the college's own safeguarding policy and practices and attend training as requested.
- s) To keep up to date, so far as necessary, for the efficient executing of the role, with new legislation, procedures and techniques and attend relevant mandatory training.
- t) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- u) To present and promote an appropriate public image in representing the college.
- v) To undertake any other relevant duties as may reasonably be required commensurate with the post as may be assigned by the chair of the Corporation Board in agreement with the postholder.

3. Skills, Qualities & Knowledge

- a) Ability to demonstrate a full understanding and appreciate the principles of governance, including collective responsibility, discharge of fiduciary duties and the Nolan Principles.
- b) An existing (or ability to quickly gain) awareness and understanding of national and local educational issues and their impact on the college.
- c) Can demonstrate the ability to contribute to the establishment and monitoring of strategic objectives for a large organisation.
- d) Ability to demonstrate understanding and commitment of the principles of safeguarding and equality and diversity as relevant to the needs of the post.
- e) An awareness of the concerns of business, employability and the skills issues of the local economy.
- f) Experience or potential to thrive in a public or private sector appointment, paid or voluntary position at a board level and/or an appreciation of issues that affect the senior management role.
- g) Experience as a charitable trustee/company director/governor in an educational context.
- h) Expertise in a field or position that is of particular relevance to the oversight of the affairs of the college and in delivering the Strategic Plan (e.g. in finance or as a senior HMI).
- i) 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.

- j) Experience in a public, private or third sector appointment, paid or voluntary position at a board or senior executive level and/or an appreciation of issues that affect the senior management role.
- k) Ability to develop a broad-based view of issues and events and assess their long-term impact.
- l) Ability to follow and apply Nolan Principles (selflessness, integrity, objectivity, accountability, openness, honesty leadership).
- m) Passionate about education and the difference that it can make to individuals and communities.
- n) Exercise responsibilities with independence and discretion, respecting rules on confidentiality.
- o) 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.

4. The Application

Individuals with the appropriate skills, experience, qualifications, and personal qualities are invited to submit a CV and supporting statement (addressing key essential experience areas in line with the above) to **PERIDOT CONTACT DETAILS/PORTAL** by **TIME** on **DAY/DATE**. Please also provide the name and email address of one individual who can be approached to provide a reference following successful appointment.

If you would like any additional information about the post, please contact **NAME** via email: **EMAIL**.

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointed governors are all subject to DBS check and will be asked to provide relevant documentation to enable this to be carried out following appointment.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.