

GOVERNOR ROLE DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of a Further Education Governor is:

- To promote the College's Mission Statement, values and strategic objectives including equality and diversity;
- To contribute to the academic direction, strategic planning and improved quality of teaching, learning and the student experience;
- To ensure strong financial stewardship and use of college resources
- To provide support and challenge to the Principal and Chief Executive and members of the Senior Leadership Team
- To ensure compliance with law, regulations and appropriate procedures as they apply to the role of members of the Corporation within:
 - the Statutory Framework;
 - the Instrument and Articles of Government;
 - the principles laid down by the Nolan Committee on Standards in Public Life) for those holding public office
 - the core principle of good governance set out in the Governors' Code of Conduct, the Code of Governance for Colleges and the Corporation Standing Orders
 - the ESFA conditions of funding, other funding contracts. financial regulation and procedures;
- To promote a safe and supportive environment for students and staff through the effective implementation of the College's equality and diversity, safeguarding and health and safety policies;
- To promote the implementation of the policies of the College;
- To act in the best interests of the whole Corporation and the College as a charity including its beneficiary learners, staff and stakeholders in the community
- To participate actively and flexibly in a range of Corporation activities, including attendance at Corporation and Committee meetings and Strategy Days, and attendance at internal College meetings and events; and
- To participate in training and Corporation development activities to develop knowledge and skills and to keep informed about the FE sector and improving educational standards.

We strive to achieve diversity in our Board membership through attracting governors from a range of backgrounds, representative of the communities served by Brooklands College.

PERSON SPECIFICATION

All Governors should have:

- an active interest and commitment to further education colleges and their students, and the issues facing the sector
- a commitment to promoting equality of opportunity and diversity;
- a commitment to raising standards and willingness to help lead on improvement strategies;
- time and commitment to the proper governance of the College;
- the ability to promote the work of the College to the community at large;
- the ability to co-operate and work with other Board Members and Senior Managers to agree policies and strategies and to ensure these are monitored and implemented;
- drive to achieve sustainable improvement and determination to overcome challenges and difficulties;
- the ability to accept the responsibilities of the Corporation; and
- the ability to make reasoned decisions and to act honestly, reasonably, diligently and in good faith.
- Experience or understanding of working in a senior role in a similar sized organisation
- Expertise in a field that is particularly relevant to the oversight of the business of a Further Education college.

We are currently particularly seeking Governors with one or more of the following skills and knowledge:

- An accountancy qualification and expertise
- Current experience of working at a management level in a Further Education College
- Knowledge of and links with employers in Surrey
- A good grasp of the principles of good governance
- Human Resources

Governors should also be able to:

- work positively with others, applying constructive inter-personal and team skills;
- Understand and interpret data, financial information and complex matters
- communicate ideas in a clear and concise manner, listen to the views of others and positively influence deliberations and decision making;
- communicate an independent view in discussion, but abide by any collective decision made, respecting due confidentiality;
- attend and actively participate in meetings of the Corporation; and
- foster good relations between the College and the community it serves, ensuring that the aims of the College are widely understood.
- avoid any conflicts of interest caused by connections to any organisation operating in competition with the College, or business relationships to the College.

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TIME COMMITMENT

The amount of time that governors give to the role varies from individual to individual. As a minimum, however, you should expect to prepare for and attend 10 – 12 evening meetings a year (usually between 6pm and 8pm) plus three strategy/development days.

Whilst optional, our governors are also strongly encouraged to attend occasional events, exhibitions and ceremonies during college hours.

REMUNERATION

The role of governor is unremunerated. We will, however, cover reasonable travel and other expenses relating to your work.

HOW TO APPLY FOR THE ROLE OF GOVERNOR

Please send your CV and a covering letter explaining your interest in becoming a governor at Brooklands College and what you will bring to the role, in terms of your experience, knowledge and skills, along with any other relevant information.

If you would like an informal conversation about the role, please do not hesitate to contact the Director of Governance, Melissa Drayson at Melissa.drayson@brooklands.ac.uk

May 2023

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