



## Role Summary

The Chair of Governors leads the Board of Governors in the discharge of its duties, in accordance with the Articles of Association and standing orders. In doing so, the Chair of Governors takes account of advice from the Director of Governors.

The Chair's leadership will ensure that the Board of Governors

- a. sets, and communicates, the college's strategy and goals
- b. holds executive leaders to account for the educational performance and quality of the college
- c. holds executive leaders to account for the performance of staff
- d. functions as a team, working with the senior executive team in a constructive way to achieve the college's strategy objectives through appropriate support and challenge
- e. exercises effective control to ensure that funds and assets are protected, that the college remains solvent and that all legal obligations are met
- f. fulfils the highest standards of corporate governance at all times
- g. assures itself that students are safeguarded, and the Chair of Governors will
- h. receives the support, advice and guidance is provided to individual governors to assist their effective contributions to collective governance.
- i. develop strong working relationships with key stakeholders, including employers, local authorities, chairs of colleges and other educational institutions.

## Responsibilities

### 1. Governance: duties

- a. To lead the Board of Governors in the effective and efficient fulfilment of its duties and responsibilities.
- b. To ensure that the Board of Governors fulfils its duties in determining, and giving life to, the college's mission, vision and ethos.
- c. To exercise any authority delegated to the Chair of Governors by the Board of Governors.
- d. To act on behalf of the Board of Governors as the Standing Orders allow.

### 2. Governance: relationships

- a. To develop, and to make use of, a productive working relationship between the Chair of Governors, the Chief Executive and Principal and the Director of Governance as the triumvirate.
- b. To develop, and to make use of, a productive working relationship with the senior post-holders, based on a full understanding of the role of governance and the difference between governance and management.

- c. To serve as the principal ambassador for the college, bringing enthusiasm and energy to the promotion of its interests and reputation by representing it at external meetings, presentations and conferences in local, regional and national settings.

### **3. Governance: standards**

- a. To ensure that the Board of Governors meets its external accountabilities.
- b. To challenge and, where necessary, to take action where the attendance, performance or conduct of a governor does not meet requirements or otherwise causes concern.
- c. To ensure that the college's procedures are followed in any matter of staff discipline that falls to the Board of Governors to determine.

### **4. Governance: meetings**

- a. To lead in the creation of the annual governance business plan.
- b. To propose an annual schedule of governance meetings.
- c. To agree agendas for the Board of Governors encompassing all necessary items, to agree and to monitor actions and to clear minutes in a timely way.
- d. To co-ordinate the work of committees, including their agendas, ensuring that they meet business needs.
- e. To support chairs of committees in the discharge of their duties, taking into account their development needs.
- f. To ensure that senior executive leaders are aware of the requirements of the Board of Governors for briefing and other papers.
- g. On behalf of the Board of Governors, to challenge senior executives when briefing requirements are not met.
- h. To chair meetings of the Board of Governors and other bodies in such a way that they conduct their business efficiently, that they focus on those strategic matters requiring attention, that they do not engage in operational matters and that they run to time.

### **5. Governance: quality**

- a. To lead in the recruitment of governors who have the knowledge, skills and experience needed to complement the governing team at the time.
- b. To develop the Board of Governors in the fulfilment of its duties and responsibilities and in its strategic oversight of the organisation.
- c. To lead the Board of Governors in its use of performance measures to improve the quality of provision.
- d. To ensure that the Board of Governors sets, and monitors, corporate objectives in a timely way.
- e. To ensure that the Board of Governors identifies, and understands, the main strategic issues facing the college, side by side with leading the Board of Governors in being responsiveness to students, employers and the wider community.
- f. To appraise governors' performance.

### **6. Governance: staff**

- a. To act as a sounding board to the Chief Executive and Principal, providing constructive challenge and support.

- b. To lead the process of appointing, and setting the terms and conditions for, the Chief Executive and Principal, the Deputy Principal, the Director of Finance and Resources, the Director of Human Resources, and the Director of Governance, these being the designated senior post holders.
- c. To lead the appraisal of senior post holders.
- d. To promote good working relations between governors and staff through regular dialogue and engagement in specific College activities such as student or staff awards events.

## **7. Governance: engagement, inclusion, respect and development**

- a. To undertake such training as may be required and that may be appropriate.
- b. To promote engagement by all governors in the full range of governance activities and by those staff attending meetings.
- c. To promote inclusion and respect so that the contributions of everyone in the governing team, and of others attending governance meetings, are encouraged.
- d. To ensure that governors fulfil their mandatory training obligations.
- e. To foster a culture of development among governors, through delegation and by encouraging participation in relevant non-mandatory training and a range of governance activities, including those that stretch governors' experience, knowledge and skills.

## **Personal Qualities**

The qualities required of the Chair of the Board of Governors are listed below.

- A strong commitment to specialist further education
- A strong commitment to the values, aims and objectives of the college.
- Availability to attend induction, training and events organised by the college and other bodies.
- A willingness, and the ability, to devote the necessary time and effort to the duties of the Chair and as a governor in their own right.
- Political awareness.
- An understanding of the economic, social and political dynamics of the West Midlands region.
- Strategic vision and good, independent, judgement.
- The willingness, and confidence, to challenge and to engage others in debate.
- Honesty.
- Integrity
- Networking skills.
- Influencing skills.
- Advocacy skills.
- An understanding of the importance of, and a commitment to, equality and diversity.
- Respect for confidentiality.
- Financial astuteness.