

Governor Role Description

Role Title: Governor

Responsible to: The Board of Governors, the College and the wider community

Pay Scale: Voluntary role. Expenses will be paid

Approximately 100 hours per year (1-2 days a month): attendance at termly Board and Committee meetings, plus attendance at Strategic Planning Meetings (October and May), training and development events, preparation time and College events throughout the year. See Governor Activity Matrix for further details.

Term of officer: 4 years. Governors can serve a maximum of two 4-year terms of office.

Purpose of the Role:

1. To contribute to the values, purpose, educational direction and strategic planning of the College.
2. To support the decisions of the Board once they have been reached on the basis of collective responsibility.
3. To contribute professional and specialist skills, as well as experience to the Board, in a non-executive role: 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).
4. It is anticipated that collectively Governors will draw on lived experiences that are wide ranging and diverse, re: socio-economic backgrounds, cultures, faiths, ethnicity, gender, gender identity, age and disability.

Main Duties:

1. Determine and promote the values, educational character and mission of the College
2. Account for public monies granted to the College
3. Ensure the solvency of the College and its assets
4. Approve annual estimates of income and expenditure
5. Be responsible for the employment of those staff designated as Senior Post Holders (this includes the Clerk to the Governing Body/Head of Governance).
6. Set a framework for the pay and conditions of service for staff who are not Senior Post Holders in line with best employment practice.

Governors will:

1. Contribute towards the development and monitoring of the College's strategic plan.
2. Prepare for, attend and actively participate in Board and Committee meetings to assist the Board in its strategic oversight of College activities.
3. Participate in appropriate induction, strategic planning and training events to develop knowledge and skills including reading educational material from a variety of sources.

4. Support the enhancement of board effectiveness by contributing to internal and external board review processes, attending an annual 1:1 review meeting with the Chair or Vice Chair and participating in at least one 'external' training event each year.
5. Have oversight of the College's annual self-assessment process and in particular contribute to self-assessment processes in relation to leadership, management and governance.
6. Contribute to the continuous improvement of standards by applying external knowledge and expertise to the strategic oversight and decision-making processes of the Board.
7. Demonstrate and promote the highest standards in public life in accordance with the role of a Charitable Trustee as set out in the Seven Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty leadership).
8. 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.
9. Understand that individual Governors have no specific powers eg statements can only be made on behalf of the Board by those authorised to do so.
10. Comply with the provisions of certain documents as they apply to Governors including but not limited to:
 - o The Instrument and Articles of Government
 - o The Governing Body's Standing Orders
 - o The Governing Body's Scheme of Delegation
 - o The Governing Body's Code of Conduct
 - o The Post-16 Audit Code of Practice
 - o College Financial Regulations and Procedures
11. 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.
12. Contribute to the financial oversight of the College.
13. Oversee arrangements for obtaining the views of staff, students and other stakeholders.
14. Develop an understanding of the local community and act as an ambassador for the College.
15. Seek at all times to promote the interests of the College and its students.
16. Attend College events to meet students, staff and other stakeholders e.g. student conferences, performances, exhibitions, community events or award ceremonies.
17. Work within the guidelines, policy and procedure requirements laid down by College policies in such matters as Safeguarding & Prevent, Equality and Diversity, Health and Safety and Risk Management and promote their effective implementation.
18. Demonstrate positive behaviours and commitment to the College Core values (aspiration, inclusion, innovation, support and progress) of aiming for excellence, being inclusive, developing students and staff to their full potential, focusing on teaching and learning, operating in a sustainable way, serving our community and valuing each other.
19. The post holder will be required to carry out such other relevant duties commensurate with the role as may be assigned by the Chair of the Board in agreement with you.
20. It is anticipated that the role will have reciprocal benefits for the individual and the College.

SELECTION CRITERIA

Essential:

1. An ability to demonstrate a full understanding and apply the principles of good governance, including collective responsibility, discharge of fiduciary duties and upholding of the Nolan principles.
2. An existing (or ability to quickly gain) awareness and understanding of national and local educational issues and their impact on the College.
3. An ability to contribute to the establishment and monitoring of strategic objectives for a large organisation.
4. An ability to demonstrate understanding and commitment of the principles of safeguarding and equality and diversity as relevant to the needs of the post.
5. An awareness of the concerns of business, employability and the skills issues of the local economy.
6. Expertise in a field that is of particular relevance to the oversight of the affairs of the College and in delivering the Strategic Plan (some vacancies may require specific qualifications or a particular skill or experience).
7. 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.
8. Passionate about education and the difference that it can make to individuals and communities
9. Exercise responsibilities with independence and discretion, respecting rules on confidentiality

Desirable:

10. Some experience 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
11. Some experience as a Charitable Trustee/Company Director/Governor in an educational context.
12. Ability to develop a broad-based view of issues and events and assess their long-term impact.

Adapted from materials received from the ETF programmed: 'Technical Aspects of being a Governance Professional' (April 2021).