

**West Suffolk College**

**Governor Description**

## Role Description and Person Specification for Governors

<b>Role Title:</b>	Governor
<b>Hours:</b>	At least three Corporation meetings per year (in December, March and July) Regular review of reports and documentation At least two strategy and Board development days per year Participation in at least one sub-committee Attendance at College events on an ad hoc basis Meetings with external stakeholders as and when appropriate
<b>Salary:</b>	Unremunerated, although reasonable travel expenses will be paid
<b>Term of Office:</b>	Four years
<b>Purpose of the role:</b>	The Corporation oversees the management and administration of the College and its centres

### Role Description

#### **Governance**

FE College Corporations are the legal entities established for the charitable purpose of advancing education. Corporations are both:

- a statutory corporation established under the Further and Higher Education Act 1992, and
- an exempt charity

Governors are accountable to the Education and Skills Funding Authority (ESFA) and the wider community, for the quality of the education received by all students of the College and the expenditure of public money.

Governors are required, pursuant to the Funding Agreements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the College.

#### **Specific Responsibilities of the Corporation and the Governors**

The role of the Corporation and the Governors collectively is to:

- Determine the strategic vision and overarching strategic plan of the College;
- Provide strategic leadership and governance;
- Set and communicate the College's educational character, strategy and goals
- Hold executive leaders to account for the educational performance and quality of the College, and for the performance of staff
- Exercise effective control to ensure that funds and assets are protected and legal obligations are met
- Ensure the Corporation carries out its purpose for the public benefit
- Comply with the Corporation's governing document and the law
- Act in the Corporation's best interests
- Ensure that the Corporation's resources are managed responsibly
- Act with reasonable care and skill
- Ensure the Corporation is accountable
- To develop effective links within the College community, communicating openly and frequently as appropriate and ensuring that the institution meets their responsibilities

to the community and serves the community's needs in relation to the safeguarding and education of its students;

- Provide challenge and support to senior leaders including the CEO;
- Set the College's strategic and operational policies;
- Set and monitor performance benchmarks;
- Determine curriculum priorities;
- Set the overall College Budget;
- Monitor expenditure in accordance with appropriate authorisations;
- Ensure an effective risk management strategy;
- Ensure appropriate insurance or risk cover is put in place;
- Support a culture that develops staff including training programmes and opportunities for professional development;
- Approve site and asset management strategies;
- Approve any significant capital expense and building projects;

### **Core Competencies**

The following core competencies and skills are expected of the Governors: that they will:

- Work as a team;
- Attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- Be respectful of the views of others and to be open to new ideas and thoughts;
- Treat all confidential information confidentially;
- Act with integrity, avoiding any personal conflicts of interest and complying with the College's Conflict of Interest policy;
- Develop a deep understanding of the vision and ethos of the College and the roles played by all individuals in fulfilment of the College's mission;
- Understand the policies and procedures of the College;
- Support the College in public and act as an ambassador of the College;
- Commit to training and skills development;
- Be ready to ask questions;
- Be focussed on problems and be ready to learn from past experiences;
- Adhere to the Nolan Seven Principles of Public Life in their conduct (see Appendix 1)

### **Person Specification**

#### **Personal Qualities and Values:**

- A desire to create positive change for young people;
- A commitment to the ethos, aims and objectives of the West Suffolk College;
- A willingness to devote time and effort;
- An ability to work effectively as team while contributing an independent perspective;
- An ability to build productive and supportive professional relationships;
- A commitment to the Nolan's Seven Principles of Public Life; selflessness; integrity; objectivity; accountability; openness; honesty and leadership;
- A commitment to equal opportunities and anti-discriminatory practice;
- A commitment to Safeguarding young people;
- A commitment to seeking and taking account of the views of stakeholders e.g. parents and stakeholders;
- A willingness to make and stand by collective decisions, even if s/he offered an alternative view during discussions;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a governor;
- The ability to challenge current thinking, the method of governance and management of the College in a constructive manner;

- An eagerness to reflect and learn, even in the role of a Governor.

#### **Education and Training:**

- A record of continuous professional development;
- Educated to higher level in professional area of expertise.

#### **Expertise:**

- Experience of driving positive change;
- Experience in leadership and management;
- Professional experience in education/accountancy/finance/business/HR/marketing/law;
- Monitoring and evaluating performance in the commercial and/or not for profit sectors.

#### **Knowledge:**

- An understanding and acceptance of legal duties, responsibilities and liabilities of the role of a Governor;
- An understanding of the use of attainment and other data to assess the progress, strengths and weaknesses of an educational environment;
- An understanding of financial and workforce data.

#### **Skills:**

- Strategic vision;
- An ability to think creatively;
- Good, independent judgement;
- An ability to use financial workforce data to inform decision making.

#### **Legal Requirements:**

Individuals who are not able to make the following declaration may not serve as a Governor:

- I am not disqualified from acting as a charity trustee;
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as “spent”);
- I have not been involved in a tax fraud or other fraudulent behaviour including misrepresentation and/or identify theft;
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance of tax;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;
- I have not been removed from serving as a charity trustee or been stopped from acting in a management position within a charity;
- I have not been disqualified from serving as a company trustee;
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a Governing Board of a school;
- I am able to provide a valid Disclosure and Barring Service (DBS) certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children.

## Appendix 1

### **Nolan's Seven Principles of Public Life**

The Principles apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources.

The principles also apply to all those in other sectors delivering public services.

#### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.