

Governor role description

Purpose of the Role

To contribute to the work of the Board as laid out below:

- The Board, led by the Chair, provides checks and balances to the operational executive team led by the Principal/CEO.
- The Board is accountable for its stewardship of public funds to deliver a quality service and for the performance of its legal and statutory duties.
- The Board will set the strategic direction of the College and monitor College performance by setting targets and agreeing key performance indicators.

Duties

These are specified in the Instrument and Articles of Government. Governors are responsible for: –

- Determination of educational character and ethos
- Articulation of vision, values and strategic direction
- Approving the quality strategy of the institution
- Oversight and monitoring of college activities
- Effective and efficient use of resources
- Financial probity
- Safeguarding assets
- Approving annual estimates of income and expenditure and three year; financial plan
- Approving strategic plan
- Appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Principal/CEO, designated Senior Post Holders and the Director of Governance
- Setting framework for pay and conditions of service of all other staff
- Agreeing retention and achievement targets, monitoring academic achievement, and raising standards
- Ensuring the correct policies and procedures necessary to fulfil its legal obligations.
- We estimate that the time commitment required of a governor is between five and eight hours a month.

Eligibility:

- Governors are required to make an annual declaration of eligibility and of interests. This is held by the Director of Governance and is made available to members of the public.
- A person is not eligible to be a Governor of an FE college if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years, or been removed from office as a member of an FE Board within the last ten years.
- Governors should not normally have a teaching role or be a student at the College unless they are appointed as staff or student members.

- Although not a statutory requirement, Governors are required to agree to DBS¹ checks on appointment and on re-appointment.
- Governors are required to participate in the annual appraisal programme.

Note on governor liability: The College has indemnity insurance to cover governors acting in good faith. In most circumstances if there is a problem at a College resulting in loss to a third party, the aggrieved person may sue the College as a corporate entity. In certain exceptional circumstances it may be possible for a claimant to sue an individual governor. However, the law* provides some protection in this situation so long as the governor has acted honestly and reasonably. (* Section 145 of the Learning and Skills Act 2000)

Governor Person Specification

Core Elements

Governors should be able to demonstrate: -

- An active interest in further education
- Commitment to lifelong learning and the role of the college as a major provider of education and training
- Commitment to promoting equality and diversity
- Commitment to quality and raising standards
- Willingness to promote the College within the community it serves
- Ability to work positively with others and to contribute as a member of a team
- Agree policies and strategies and ensure these can be monitored and implemented
- Ability to make reasoned decisions and to act honestly, diligently and in good faith
- Ability to contribute to establishing performance targets and the monitoring of performance against these
- Commitment to attend Board Meetings, Committees and other governor events and training sessions

Generic Skills

- Strategic awareness
- Financial awareness
- Vision and commitment
- Ability to share and work to common values
- Critical listening and appraisal skills
- Ability to ask probing questions
- Analytical and problem-solving abilities
- Integrity to act without self-interest
- Ability to work within a framework of collective decision-making in the best interests of the Board and College
- Awareness of standards in public life, public accountability and a determination to abide by them;
- Communication skills and the ability to influence
- A commitment to the promotion of the College Equal Opportunities and Health & Safety Policies

¹ <https://dbscheckonline.org.uk/>

An appointment as a governor of this College is a public appointment. All governors are required to abide by the Board's Code of Conduct, which is based on the seven principles of public life (the 'Nolan' principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All governors, including staff and student governors, work on a voluntary basis. The College meets reasonable out-of-pocket expenses incurred by governors in the performance of their duties. These might include travel expenses incurred in attending external training courses or meetings