



## What does a Governor do?

Governors need to be committed to the College and are expected to attend five Board Meetings each year. In addition, there are four half day development Workshops. Governors are encouraged to serve on one or more of the Board's five Committees, which also meet approximately five times each year. Time commitment for attendance to meetings and preparation is approximately 4 hours each month.

College Governors are volunteers and do not receive remuneration. They are appointed on the basis of their relevant skills and experience and should fit a membership category within the Instrument and Articles of Government and the Corporation's adopted membership structure.

Governors make a positive contribution to the College with an important part to play in raising standards through setting strategic direction, ensuring accountability and monitoring and evaluating college performance.

Governors need to be informed and involved in the strategic decision-making in the College. This is to enable them to contribute effectively to the creation of the College's vision and the development of a clear and comprehensive strategic plan to achieve its vision.

Governors need to consider financial information and Performance Indicators on all aspects of the Colleges activities and receive a report on the College's financial position at least once a term.

The role of a Governor is non-executive. Governors should be as flexible as possible in executing their responsibilities and duties, ensuring that their oversight of the College does not interfere with the day-to-day operational management of the College, which is the responsibility of the Principal. However, Governors will be required to monitor College performance by setting targets and agreeing key performance indicators.

Governors have an important role to play in promoting College interests. This includes fostering good relations between the College and the community it serves and ensuring that the aims and objectives of the College are understood.

## Governor Job Description and Person Specification

### Purpose of the Role

- The Board, led by the Chair, provides checks and balances to the operational executive team led by the Principal.
- 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, designated Senior Post Holders and the Clerk;
- 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.

## **Key accountabilities to:**

- The College's learners and customers for quality of experience and outcome
- The Government, LSC and public for the use of public funds;
- The local community for a local resource;
- College staff as their legal employer.

## **Eligibility:**

- Governors are required to make an annual declaration of eligibility and of interests. This is held by the Clerk 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 Criminal Records Bureau (CRB) checks on appointment and on re-appointment.
- Governors are required to participate in the annual appraisal programme.

# Governor Person Specification

## Core Elements

Governors should be able to demonstrate: -

- An active interest in further and higher 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 Governors' Workshops.

## Generic Skills

- Strategic awareness;
- Financial awareness;
- Sharing best practice;
- 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.