

## Job Description

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| <b>Role Title:</b>      | Governor   |
| <b>Context:</b>         | To ensure that the educational character and strategic direction of the Heart of Yorkshire Education Group, and the quality of its provision, meet the needs of its community. |
| <b>Closing date:</b>    | 31 <sup>st</sup> October 2022  |
| <b>Time commitment:</b> | Full Board members: Time commitment is 1.5 days per month on average<br><br>Local Board Members: Time commitment is 1 day a month  |
| <b>Interview dates:</b> | At regular intervals   |

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### **Main Duties and Responsibilities:**

- (i) the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (ii) publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- (iii) the effective and efficient use of resources, the solvency of the institution and the safeguarding of its assets;
- (iv) approving annual estimates of income and expenditure;
- (v) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of senior post holders, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- (vi) setting a framework for the pay and conditions of service of all other staff.

| <b>Person Specification - Governor</b>  |  |
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| <b>NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.</b>   | <b>Criteria:</b><br><br><b>Essential</b><br><b>Desirable</b>   |
| <b>Experience &amp; Knowledge</b>   |  |
| <ul style="list-style-type: none"> <li>Proven experience in providing vision and strategic leadership.</li> </ul>   | <b>Essential</b>   |
| <b>Skills &amp; Expertise</b>   |  |
| <ul style="list-style-type: none"> <li>Highly developed communication skills, including the ability to listen effectively and challenge management on performance in a critical friend capacity.</li> <li>The ability to work effectively as part of a team, develop positive working relationships with all stakeholders and to promote the College Group.</li> <li>The ability to understand and interpret financial and management information and to make considered judgements.</li> <li>Commitment to excellence for learners at all levels and a passion for enabling them to achieve their full potential.</li> </ul>   | <b>Essential</b>   |
| <b>Additional factors relevant to the role</b>  |  |
| <p>A Governor of the Heart of Yorkshire Education Group must:</p> <ul style="list-style-type: none"> <li>have an active interest in further and higher education;</li> <li>have the highest personal and professional ethics, values and integrity;</li> <li>have an inquiring and independent mind;</li> <li>have practical wisdom and sound judgement;</li> <li>have skills and experience that are useful to the Governing Body and complementary to those of other Governors, so that an optimum balance can be achieved and maintained;</li> <li>have a commitment to devote the required amount of time to carrying out the duties and responsibilities of being a Governor;</li> <li>have a commitment to serve on the Governing Body over a period of years to develop knowledge about the College(s) and their role in the community and make a contribution to its future development;</li> <li>participate and be involved in the life of the College Group outside of meetings as an ambassador for the Governing Body; and</li> <li>have a commitment to continuous self-improvement and participate in an annual appraisal process.</li> </ul> <p>A Governor of Heart of Yorkshire Education Group would preferably live or work in the communities the group serves.</p> | <b>Essential</b><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><b>Desirable</b> |

## Expectations and Further Details for Applicants:

- (i) to comply with the Code of Conduct for Governors, which includes the Nolan Committee's seven principles of public life;
- (ii) to comply with the provisions of the following documents as they apply to the role of Governor: (a) Instrument and Articles of Government; (b) Standing Orders; (c) College Financial Regulations;
- (iii) to act in the best interests of the Governing Body and the heart of Yorkshire Education Group;
- (iv) to read all papers sent prior to a meeting;
- (v) to give due priority to attending meetings of the Governing Body and its committees, attending the Governing Body meetings as required, and to be a member of at least one committee;
- (vi) to actively contribute to informed debate and the decision-making process;
- (vii) to act as a critical friend in challenging management in the development of strategy and to improve College performance;
- (viii) to support decisions of the Governing Body and its committees once they have been reached based on collective responsibility, even though you may have spoken against a proposal during a debate at a meeting;
- (ix) to attend College events (such as the Graduation Ceremony and Awards Evening) in order to support the work of the College and to meet its students and staff;
- (x) to proactively participate in Governor training and development activities to develop knowledge and skills, including spending time in College engaging with staff and students;
- (xi) to act as an ambassador for the College; and
- (xii) to carry out the specific responsibilities of Governors in relation to the key areas of equality and diversity, health and safety and safeguarding.

## Time Commitment

The overall time commitment required of a Governor for the effective conduct of the duties of the post is approximately 1 or 2 days per month, on average.

## Equality and Diversity

The Heart of Yorkshire Education Group Board of Governors celebrates and values diversity and believes that the Colleges will benefit from appointing a diverse Governing Body which represents its learner profile and the community by providing positive role models.

The Group is committed to upholding British Values, celebrating equality and diversity, maintaining a culture of respect and tolerance and equality of opportunity for all, regardless of race, ethnic origin, sex including gender reassignment, disability, age, religion, nationality or skin colour, physical appearance, sexual orientation, marital or parental status, civil partnership, status as ex-offenders and trade union membership.

Governors are expected to promote equality and diversity in all aspects of their work and undertake appropriate development and training.

## Safeguarding

Governors must undertake a proactive approach to safeguarding and promoting the welfare of students including:

- ensuring compliance with Group procedures for safeguarding;
- ensuring compliance with the Group Guidance on safe working practices; and

- overseeing the effectiveness of and undertaking Safeguarding and Prevent training, as necessary.

Applicants must not be disqualified from working with children or young people nor subject to sanctions.

### **Eligibility Criteria for Becoming a Governor of the Heart of Yorkshire Education Group**

- (1) No one under the age of 18 years may be a member.
- (2) No one who is disqualified from being a trustee of a charity in accordance with Sections 178-184 of the Charities Act 2011 (as amended from time to time) may be a member.
- (3) Subject to paragraphs (4) and (5), a person will be disqualified from holding office as a member if that person has been adjudged bankrupt, or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986a, or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.
- (4) Where a person is disqualified by reason of having been adjudged bankrupt, or by reason of being subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking, that disqualification will cease –
  - (i) on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
  - (ii) if the bankruptcy order is annulled, at the date of that annulment; or
  - (iii) if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date ordered by the court; or
  - (iv) if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
  - (v) if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.
- (5) Where a person is disqualified by reason of having made a composition or arrangement with creditors, including an individual voluntary arrangement, and then pays the debt in full, the disqualification will cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
- (6) Subject to paragraph (7), a person will be disqualified from holding office as a member if –
  - (i) within the previous 5 years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
  - (ii) within the previous twenty years that person has been convicted as set out in sub-paragraph (i) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
  - (iii) that person has at any time been convicted as set out in sub-paragraph (i) and has received a sentence of imprisonment, whether suspended or not, of more than five years.
- (7) Any conviction by a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom will be disregarded.

- (8) Anyone who is unable to satisfactorily complete a Disclosure and Barring Service check where this is required by law and/or the Group shall not be appointed as a member.