

## Additional Information on the Role of Governor

### Context

The Group has a vision to be an outstanding college at the heart of the communities it serves. This will be realised by achieving the following four strategic objectives:

1. Deliver a high-quality, destination focused learning experience to all learners
2. Meet the skills needs, aspirations and interests of the Districts the colleges serve and the wider region
3. Have a skilled, engaged workforce who feel safe and promote College values
4. Resource a high-quality student experience

The Board has a considerable agenda arising from these aspirational goals. A flavour of key issues includes:

- continuing to improve teaching and learning to ensure students make sustained progress, achieve their potential and develop skills, knowledge and behaviours which lead to positive destinations;
- establishing strategic partnerships within the communities the group serves to ensure the Group is seen as a responsive and agile partner;
- ensuring the College continues to meet the needs of students and employers in the Districts;
- developing further each College's relationships with schools;
- expanding the Group's higher education provision and consolidating its strong apprenticeship offering;
- ensuring high levels of staff satisfaction and overseeing the effectiveness of staff health and wellbeing strategies;
- monitoring the financial performance of the Group on an ongoing basis; and
- understanding government policy and funding arrangements and identifying any areas of future growth.

### Role of the Governor

The work of Governors in making further improvements in quality, achievement and participation is central to the success of the Group. Your role as a Governor would be to set the strategic direction of the College and monitor its performance. We are specifically looking to appoint people who provide a balance of expertise, from public, private and the community sectors to bring their experience and knowledge to make a substantial contribution to the Governing Body (Corporation).

No formal qualifications are necessary to be a Governor, just the enthusiasm to work in a voluntary capacity alongside other Governors, helping to ensure that the College continues to meet the needs of the communities it serves.

### Responsibilities of a Governor

The Governing Body operates within the terms of the Further and Higher Education Act 1992 and under Instrument and Articles of Government.

Under the Articles of Government, the Governing Body is responsible for:

- (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 Corporation and safeguarding their 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 the Senior Postholder and the Clerk, 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.

The Governing Body is directly assisted in the discharge of its work by the Principal, who is the Accounting Officer for the College and by the Director of Governance. The Governing Body is responsible for establishing the pay and conditions of service for these two postholders.

### Time Commitment

**Group Board:** There are at least six Governing Body meetings per academic year, which start at 4.00pm and last approximately two hours, depending on the agenda. In addition, Governors should be prepared to be a member of one of the Governing Body's committees. Governing Body and committee meetings generally take place on a Tuesday evening. An annual calendar of meetings is published at least three months before the start of each College year.

Meetings will be held at each of the College sites to give Governors the opportunity to tour the College's full range of facilities and engage with staff.

The Governing Body has established the following Committees:

- Audit Committee
- Curriculum and Quality Committee
- Finance, Resources and People Committee
- Remuneration Committee
- Search and Governance Committee

The Audit Committee meets three times each year to monitor the internal control systems and the arrangements for risk management, control and governance processes of the Corporation.

The Curriculum and Quality Committee meet termly and has the responsibility for assuring the Corporation that quality improvement programmes deliver an exceptional quality of

education and excellent learner experience for all students it focuses on curriculum planning and implementation, quality assurance and influencing quality improvement and innovation plans. It also provides assurance to the Corporation on the self-assessment validation process and monitors progress on the Group's quality improvement plan (QIP).

The Finance, Resources and People Committee meets each term and considers any matters relating to finance and assets/liabilities, Estates, Resources and Staffing.

The Remuneration Committee meets annually to consider the pay and conditions of employment of the designated Senior Postholder within the College and the Director of Governance.

The Search and Governance Committee meets three times each year to undertake recruitment of new Governors and consider and advise the Board on governance matters.

There is one Governor Strategic Planning day and other commitments include attendance at College events (such as the Graduation Ceremony and Awards Evening) and spending some time at the Colleges observing teaching and learning and engaging with staff and students.

Each Governor on the main board is required to take responsibility for an aspect of College delivery or responsibility as Lead Governor. Lead Governors are expected to liaise with appropriate members of College staff to gain a greater depth of understanding of their allocated area in order to provide feedback and assurance to the rest of the Board.

A Lead Governor role will be allocated to new Governors.

The above equates to an approximate time commitment of two days per month, which will vary from month to month.

**Local College Boards:** Governors on the Local College Board will have a meeting at least once a term, and potentially every half term, depending on the weight of business. Members will focus on local needs, local delivery, the learner experience and stakeholder feedback. Meetings for the Local College Board will normally take place at the Local College the local board represents.

Governors on the Local Board, may also be co-opted to a committee. Governors will also complete monitoring visits, attend college events and attend development events.

The above equates to an approximate time commitment of two days per month, which will vary from month to month.

## **Training and Development**

On appointment, training and development is available to all Governors. When new Governors are appointed, there is a programme of induction to support them in their new role and to help them get to know the College and the responsibilities that Governors have. The programme is tailored to meet individual interests so that new Governors can quickly contribute their previous experience and skills to the advantage of the Governing Body. There is also an ongoing development programme for Governors.

## Allowances

Governors are not paid for carrying out their duties but may claim expenses, within specified limits, for travelling, subsistence and childcare associated with attendance at meetings, training events and conferences.

## Personal Liability of Governors

Governors are not generally personally liable for the debts of the College. All Governors are covered under professional indemnity insurance purchased by the College.

## Code of Conduct

Governors are expected to abide by the Code of Conduct for Governors, which sets out requirements for the standards of conduct expected of Governors, to enable them to understand and carry out their full range of duties and to detail their relationship with the Governing Body and Principal. The Code is aimed at promoting effective and well-informed College governance.

The Code also includes the seven principles of public life set out in the second report of the Nolan Committee on Standards in Public Life, which recommends that governing bodies act with:

- **Selflessness** taking decisions solely in terms of the public interest
- **Integrity** acting without obligation to or influence on outside individuals/organisations
- **Objectivity** taking decisions on merit
- **Accountability** being accountable for decisions and subsequent public scrutiny
- **Openness** being as open as possible and giving reasons for decisions
- **Honesty** declaring private interests and avoiding conflicts of interest
- **Leadership** promoting and supporting the principles by leadership and example

The Governing Body operates a Register of Interests, which all Governors are required to complete. In completing the Register, Governors will register all business, financial and personal interests, as appropriate. The Register is open to public inspection.

There is collective responsibility amongst Governors for decisions taken by the Governing Body. No Governor is to be bound by a mandate given to him or her. Governors are required to take a view on each matter before them and reach a decision based on the merits of the issue.

## Communications – Relationship with College Staff

A key part of the work of a Governor is achieving the right balance in communications with staff and managers in the Group.

The Governing Board is the employer of all staff in the Group, but does not direct the work of staff, other than the designated Senior Postholders. The management of staff in the College is the responsibility of the Principal and the Executive Team.

The function of the Governing Board is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Principal and the

Senior Leadership Team are responsible for achieving the objectives and strategies by the day-to-day management of the staff and operations in the College.

Governors should strive to establish a constructive working relationship with the Principal and her senior team, and all concerned should aspire to be mutually supportive, while maintaining a professional relationship at all times.

## **The Appointment Process**

Applications to become a Governor are made on-line via [www.wakefield.ac.uk/jobs](http://www.wakefield.ac.uk/jobs) and will be considered by the Search and Governance Committee. Shortlisted Governors will be invited to an interview following which a recommendation will be made to the Governing Body.

The Search and Governance Committee will consider a candidate's personal suitability for appointment regardless of any of the protected characteristics: age (provided the candidate is aged 18 or over), ethnic origin, gender, gender reassignment, marital status, sexual orientation, pregnancy or maternity, religion or disability.

In general, no formal qualifications are required as the range and depth of experience and skills are more important. In making appointments, the Search Committee will not only consider the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Governing Body and the need to ensure that the composition of the Governing Body broadly reflects the community that the College serves.

Governors are typically appointed for a term of four years, with the first term subject to an initial one-year probation period. Governors can be re-appointed at the end of their first term for a subsequent term of office of up to four years. In deciding whether to re-appoint an existing Governor, the Committee will evaluate the needs of the Corporation, in terms of skills and experience, and the contribution of the Governor during their term of office, and this will be largely based on the outcomes of the annual appraisals of the Governor.

## **Before Making an Application**

If you are employed, you must establish with your employer that you will be allowed to take reasonable time off work to undertake the duties of a Governor. Your employer or a representative should generally be one of your referees. The College endeavours to keep the time commitment for attendance during working hours to a minimum.

If you have any queries about completing your application, please do not hesitate to contact:

Antonia Praud  
Director of Governance  
[prauda@selby.ac.uk](mailto:prauda@selby.ac.uk)