

ANNEX I OF STANDING ORDERS – GOVERNOR ROLE DESCRIPTION

Role Title: Independent Governor (Member of the Board of Governors)
Responsible to: The Board of Governors, the College and its stakeholders and the wider community
Pay Scale: Voluntary role. Expenses will be paid.

Time Commitment:

Approximately 100 hours per year comprising attendance at monthly Board meetings, plus attendance at Strategic Away Days, training events, preparation time and College events throughout the year.
Board meetings take place at 4.30pm on a Monday.

Term of Office:

The period of office of governors shall normally be for 3 years. Governors can potentially serve a maximum of three three-year terms of office (i.e. 9 years total) depending on their contribution and the Board's skill requirements.

Primary Purpose of the Role:

To contribute to the academic direction, strategic planning and mission of the College, supporting the decisions of the Board once they have been reached, on the basis of collective responsibility.

Governors contribute their professional, specialist skills and experience to the Board in a non-Executive role. They provide oversight of the College and its business, making a positive contribution that does not interfere with day-to-day management (which is the remit of the CEO and Senior Management Team).

Main Duties:

The Board of Governors will:-

1. Determine the educational character and mission of the College
2. Properly account for public monies granted to the College
3. Ensure the solvency of the College and its assets
4. Approve annual estimates of income and expenditure
5. Be responsible for the employment of those staff designated as Senior Post Holders and the Clerk to the Corporation
6. Set a framework for the pay and conditions of service for staff who are not Senior Post Holders

In order to assist the Board of Governors with discharging these responsibilities each Governor will:-

1. Contribute towards the development and monitoring of the College's strategic plan
2. Prepare for, attend and actively participate in Board meetings to assist the Board in its strategic oversight of College activities

[Type text]

3. Participate in appropriate induction, strategic planning and training events to develop knowledge and skills including reading educational material from a variety of sources
4. Take an oversight of the College annual self-assessment process and in particular contribute to self-assessment processes in relation to leadership, management and governance
5. Contribute to the continuous improvement of standards by applying external knowledge and expertise to the strategic oversight and decision making processes of the Board
6. Demonstrate and promote the highest standards in public life in accordance with the role of a Charitable Trustee as set out in the Nolan Seven CEOs of Standards in Public Life
7. Support decisions of the Board once they have been reached on the basis of collective responsibility, even if you have spoken against a proposal during debate
8. Understand that individual Governors have no specific powers e.g. statements can only be made on behalf of the Board by those authorised to do so
9. Comply with the provisions of certain documents as they apply to Governors including but not limited to:-
 - Instrument and Articles of Government
 - Standing Orders
 - The Scheme of Delegation
 - Code of Conduct
 - Financial Memorandum
 - College Financial Regulations and Procedures
10. Ensure that a robust quality strategy is developed and approved. Also to regularly monitor the College's performance against agreed and established key performance indicators.
11. Contribute to the financial oversight of the College.
12. Oversee arrangements for obtaining the views of staff, students and other stakeholders
13. To develop an understanding of the local community and act as an ambassador for the College
14. Seek at all times to promote the interests of the College and its students
15. To attend College events to meet students, staff and other stakeholders e.g. student conferences, performances, exhibitions, community events or award ceremonies.

[Type text]

16. Work within the guidelines, policy and procedure requirements laid down by College policies in such matters as Safeguarding & Prevent, Equality and Diversity, Health and Safety and Risk Management and promote their effective implementation.
17. Demonstrate positive behaviours and commitment to the College Core values of aiming for excellence, being inclusive, developing students and staff to their full potential, focusing on teaching and learning, operating in a sustainable way, serving our community and valuing each other.
18. The post holder will be required to carry out such other relevant duties commensurate with the role as may be assigned by the Chair of the Board in agreement with you.

[Type text]

Governor Person Specification

Job Title: Independent Governor (Member of the Board of Governors)

Responsible to: The Board of Governors, the College and its stakeholders and the wider community

ATTRIBUTES & RELEVANT CRITERIA (Assessment of the criteria will be made by application, interview and references as applicable)	Essential/ Desirable
Knowledge/Understanding	
Ability to demonstrate a full understanding and appreciate the principles of governance, including collective responsibility, discharge of fiduciary duties and the Nolan principles.	Essential
An existing (or ability to quickly gain) awareness and understanding of national and local educational issues and their impact on the College	Essential
Can demonstrate the ability to contribute to the establishment and monitoring of strategic objectives for a large organisation.	Essential
Ability to demonstrate understanding and commitment of the principles of Safeguarding and Equality and Diversity as relevant to the needs of the post.	Essential
An awareness of the concerns of business, employability and the skills issues of the local economy.	Desirable
Experience*	
Experience in a public or private sector appointment, paid or voluntary position at a Board level and/or an appreciation of issues that affect the senior management role	Essential
Experience as a Charitable Trustee/Company Director/Governor in an educational context	Desirable
Expertise in a field that is of particular relevance to the oversight of the affairs of the College and in delivering the Strategic Plan (some vacancies may require specific qualifications or a particular skill or experience)	Desirable
<p><i>*Staff and student governors will not necessarily be expected to demonstrate this experience but it is essential that they</i></p> <ul style="list-style-type: none"> <i>• Bring insight into the proceedings of the Board from their experience</i> <i>• Provide first hand insight of being a member of staff or student</i> <i>• Are able to assume an interest in all aspects of the work of the Board</i> 	
Skills/Abilities	
Ability to work positively with others as part of a team and engage in constructive debate and challenge while maintaining the position of being a 'critical friend' to the College.	Essential
Ability to communicate effectively including the ability to think independently, express ideas, listen actively to other views and act in the best interests of the Board.	Essential
Ability to absorb and analyse complex information, rationalise appropriately and arrive at a pragmatic solution.	Essential
Ability to establish an effective course of actions for self and others to achieve goals that can be monitored by realistic performance targets.	Essential
Exercise responsibilities with independence and discretion, respecting rules on confidentiality	Essential

[Type text]

Ability to develop a broad-based view of issues and events and assess their long term impact	Essential
Competent in the use of relevant IT e.g. Microsoft Office	Essential
Ability to follow and apply Nolan Principles (selflessness, integrity, objectivity, accountability, openness, honesty leadership)	Essential
Passionate about education and the difference that it can make to individuals and communities	Essential
Ability to demonstrate behaviour that motivates others to achieve and inspire confidence in others	Essential
Commitment to the promotion of equality and diversity	Essential
Available to attend scheduled meetings of the Board and by prior arrangement, ad hoc meetings and College events	Essential
Other Requirements	
Ability to meet requirements of an enhanced DBS Check <i>Staff governors undergo this check on their appointment at the College and students are not required to undergo this check</i>	Essential
Eligibility to be a Governor of a Further Education College <i>You are not eligible to serve as a charity trustee or a company director if you</i> <ul style="list-style-type: none"> • <i>are an undischarged bankrupt</i> • <i>in the previous 5 years, have been sentenced to a term of imprisonment for a period of not less than 3 months without option of a fine</i> • <i>are a paid employee of Greater Brighton Metropolitan College (excluding staff governors)</i> 	Essential
To make an annual declaration of eligibility and interests which is held by the Clerk. (The Register of Interests is made available to the public on the College website).	Essential
To participate in the annual Governor appraisal programme	Essential

The College is committed to the principles of equality and diversity and welcomes applications from all sections of the community.