

THE ROLE OF A STAFF GOVERNOR

Governors of a Further Education College take joint responsibility for its educational character – the kind of provision which it makes for the student groups it serves – and for ensuring that it is well managed and solvent. Each governor brings to the governing body (the ‘Corporation’) a mix of knowledge, skills and abilities which are unique, but which complement those of other governors to provide a range of expertise which aims to give strategic direction to the senior management of the college in their operational roles.

1. APPOINTMENT

The Corporation has published rules for the appointment (and re-appointment) of Governors and you will be appointed using this process. A copy of the rules for appointment, are available on the College website and on request from the Clerk to the Corporation.

As a Staff Governor you are elected by the appropriate constituency (either support staff or academic staff) to serve on the Corporation as a Governor. You are not elected as a staff representative for any group or whole body of staff.

2. ACCOUNTABILITY

Governors are accountable to the Chair of the Corporation and the Corporation Board.

3. LEADERSHIP

PERSONAL QUALITIES

- a) Demonstrate a strong personal commitment to further education and college values aims and objectives.
- b) Act fairly and impartially in the Corporations and colleges interests using independent judgement and maintaining confidentiality as appropriate
- c) Make yourself available to attend induction/training/events organised by the College and other bodies.
- d) Commit to the overall time commitment required of a Governor, to effectively carry out the role.
- e) Have a high degree of personal integrity
- f) Have the ability to be decisive with an ability to lead and guide others in decision making processes on getting things done and to challenge and engage others in debate
- g) Have the ability to recognise the distinction between governance and management and to act accordingly
- h) Have the ability to take a financial overview

4. RESPONSIBILITIES - AS A GOVERNOR, YOU WOULD BE EXPECTED TO:-

- a) Understand and agree with the principle that a staff governor appointed as an individual should not hold mandates or lobby on behalf of others.
- b) Take joint responsibility, with other members of the Corporation, for setting and monitoring the strategic framework within which the college operates.
- c) Be actively involved in reviewing the role and function of the college in response to internal and external change.
- d) Ensure that all resources, including financial, personnel, property and other assets, are effectively deployed and managed.
- e) Through regular quality reports ensure that the college is setting and achieving high quality provision across all areas of delivery
- f) Through receiving regular financial reports, ensure that the college is solvent and that finances are well managed. You will, as a Governor, be responsible for approving annual estimates of income and expenditure.
- g) Work with other members of the Corporation to set frameworks for pay and conditions of service, noting that responsibility regarding named senior post holders and the Clerk are dealt with by the Remuneration Committee and are subject to confidential restrictions.
- h) Foster good relations between the college and its community and ensure that the college's aims and objectives are understood.
- i) Participate in committees or working groups of the Corporation, in accordance with your own professional knowledge, skills and abilities.
- j) Be willing to serve across the full range of Committees at the request of the Chair and or the Search & Governance Committee subject to mutual agreement. NB Staff Governors may not be Chair or Vice Chair of the Corporation but – provided they are not designated senior post holders – may sit on a Committee of the Corporation.
- k) Be willing to undertake any additional Governors duties as may be required from time to time by mutual consent such as serving on appeal Committees and Tender Committees etc.
- l) Be willing to undertake any additional duties as may be required from time to time by mutual consent.
- m) Help to ensure that the college, in its procedures, policies and actions, complies with the law.

5. EXTERNAL ROLE

- a) Represent the Corporation and college at external meetings, presentations and conferences as requested by the Chair (this is not an exclusive role and can be extended to other members).
- b) Play an agreed ambassadorial role on the college's behalf

6. TIME COMMITMENT

The Corporation has an attendance policy and sets attendance objectives on an annual basis. These are monitored and reported upon on a termly and annual basis.

As an Independent Governor you will be required to serve on **at least** one Committee (currently termly meetings) and attend the termly Corporation Meetings (and any additional Special Corporation meetings as may be required from time to time).

In addition all Governors are asked to attend one Governor Development Event per annum (these are held termly) and attend at least one College Event during the academic year.

7. EXPENSES AND INSURANCE

All Governors are advised that Members are entitled to claim normal travel and subsistence expenses in line with the Governors expenses policy identified in the Financial Regulations.

Governors are advised that the College has Governors liability Insurance in place.

Natalie Lynch
Clerk to the Corporation
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