



20 June 2009

David Coates  
Mobile 07710 754338  
E-mail: david@dmcg.org.uk

Dear applicant,

**APPLICATION FOR MEMBERSHIP OF THE  
CORPORATION OF DERBY COLLEGE  
("THE CORPORATION")**

Thank you for your recent enquiry about joining the Corporation of Derby College. I enclose an application form together with notes for guidance which give details of the duties of a Governor, personal qualities looked for, eligibility requirements and instructions for making an application.

The Corporation make an appointment after the Search Committee has submitted recommendations. The process of consideration can be quite long. You may be invited for an initial interview with the Search Committee, and possibly asked to attend a second interview if this is felt necessary. The Search Committee will then decide which names are to be put forward to the Corporation.

The number of candidates for appointment can exceed the number of vacancies and it may be the case that although personally suitable, you cannot be recommended for immediate appointment, either because there are no vacancies or there is a need for the Board to ensure that its composition broadly reflects the community it serves in terms of age, gender, geographical spread, experience, etc. Achieving a balance is, however, a secondary consideration to the most important requirement, which is that a candidate must be personally suitable for appointment.

The proceedings of the Search Committee are conducted **in the strictest confidence**. No information given to, or obtained by, the Committee is used for any purpose other than the consideration of candidates for appointment as Governors. The process itself is not confidential, and there is no reason why candidates should not mention to those known to them the fact that they have applied. It is certainly proper to discuss your candidature with your referees and, if you are in employment, your line manager.

If you decide that you would like to apply to join the Board then please complete the enclosed application form and return it to me at the address stated at the head of this letter. I hope you will appreciate that we are obliged to ask some of the questions on the application form to enable us to check against the list of criteria for eligibility for membership.

A curriculum vitae may be submitted in addition to a completed application. References may be taken-up if you are invited for interview.

If you would like any further information on becoming a governor, or clarification of any of the matters raised above, then please contact me for an informal chat on one of the contact numbers above.

Yours sincerely,

A handwritten signature in black ink that reads "D M Coates". The signature is written in a cursive style with a horizontal line underneath.

**D M COATES**  
**Clerk to the Corporation**

**APPLICATION FOR APPOINTMENT TO  
THE CORPORATION OF DERBY COLLEGE**



Before completing this form please read the Notes for Guidance carefully.  
This form may be photocopied when it reaches the College and it would therefore be helpful if you could please complete it in **black** ink.

PERSONAL DETAILS	
<b>a. Title</b>	Mr    Mrs    Miss    Ms    Dr    Other ( <i>specify</i> ) <i>Please circle one.</i>
<b>b. Surname</b>	
<b>c. First Name</b>	
<b>d. Home Address</b>	
	Telephone Number Mobile Phone Number E-mail address
<b>e. Address for correspondence</b>	<i>(if different from above)</i>
	Telephone Number E-mail address
<b>f. What is your present profession/occupation? If retired please state "Retired" followed by your former profession/occupation.</b>	

**g. Describe briefly why you wish to become a Governor at Derby College.**

**h. Have you visited the College and when?**

**i. If you have ever been a member of a college governing body or made a previous application to be a member of the Corporation of Derby College, please give details.**

**j. Please give the name of any relative, including spouse, partner and their close relatives, who are Members of the Corporation or employees of Derby College. *Please include details of past serving Governors and/or employees since 1993 giving details of their position held, dates of office or employment where possible.***

**k. Are you an employee, or a student, at Derby College? If 'Yes' please give details.**

**SKILLS**

This section of the application form has been designed to capture information about you and your experience that will assist the Search Committee in matching your skills and expertise with the current skills base of the governing body.

Please tick the following boxes which best reflect your abilities and experience in each area.

	key area of expertise used regularly in own profession/job	significant area of expertise used regularly in own profession/job	detailed working knowledge used regularly in own profession/job	some working knowledge used periodically in own profession/job	little or no knowledge and/or experience
<b>SETTING STRATEGY</b>					
Broad Business Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative Partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate and Strategic Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUALITY IMPROVEMENT</b>					
Quality Assurance Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education – further/higher/schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Target Setting and performance monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGETS AND FINANCIAL PLANNING</b>					
Finance and Financial Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estates/Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small and Medium Sized Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HUMAN RESOURCES/EMPLOYMENT</b>					
Personnel/Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	key area of expertise used regularly in own profession/job	significant area of expertise used regularly in own profession/job	detailed working knowledge used regularly in own profession/job	some working knowledge used periodically in own profession/job	little or no knowledge and/or experience
Appointing/Appraising Senior Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER SKILLS</b>					
Change Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equality and Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inter Personal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate any voluntary or community role with which you are associated					
<input type="checkbox"/>	Community groups and associations	<input type="checkbox"/>	Magistrate	<input type="checkbox"/>	Youth work
<input type="checkbox"/>	Community languages	<input type="checkbox"/>	Offenders/ex-offenders		
<input type="checkbox"/>	Disabled and mental health groups	<input type="checkbox"/>	Performing arts/theatre		
<input type="checkbox"/>	Faith work, church or other religious group	<input type="checkbox"/>	Refugees/asylum seekers		
<input type="checkbox"/>	HE/University governor	<input type="checkbox"/>	School or college governor		
<input type="checkbox"/>	Local elected councillor	<input type="checkbox"/>	Trade union		
Other (please specify)					

Please indicate any voluntary or community role with which you are associated

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**DECLARED INTERESTS, CONVICTIONS AND ANY CIVIL MATTERS**

a. Does your employer (or 'you' if self-employed or former employer if you are 'retired') have any current or intended contractual arrangements with the College for the supply of goods and/or services that you are aware of? If so, please give details of the nature of the contract(s) and the value(s).

b. Please give details of any criminal convictions that you have, whether spent or not under the Rehabilitation of Offenders Act 1974. (Please note that it is standard procedure for all Governors, and applicants, to complete a request for disclosure with the Criminal Records Bureau).

*Please continue on a separate sheet and attach, if necessary.*

Offence	Penalty or Order of the Court	Court	Date of Conviction

b. Please give details of any criminal or civil proceedings in which you are, or expect to be, a party.

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<p><b>c. Please give details of any police cautions to which you have been subject.</b></p>
<p><b>d. Have you ever been declared bankrupt on, or entered into a voluntary arrangement with creditors? If 'Yes' please give details.</b></p>
<p><b>e. Have you ever been a director of a company which has been placed into liquidation or administration? If 'Yes' please give details.</b></p>
<p><b>f. Are you a member of any political organisation whose aims and objectives are not consistent with the College's duty to promote good race relations and to oppose all forms of racial or other discrimination? If 'Yes' please give details.</b></p>

**REFERENCES**

Please give details of two people who are prepared to provide a written reference in support of your application. It is expected that a referee should have known you for at least three years.

**Referee 1**

**Title** *please circle one:*      Mr   Mrs   Miss   Ms   Dr   Other (*specify*)

**Name:**

**Address:**

**Email address (if we may use such address)**

**Telephone Number:**

**Occupation:**

**Referee 2**

**Title** *please circle one:*      Mr   Mrs   Miss   Ms   Dr   Other (*specify*)

**Name:**

**Address:**

**Email address (if we may use such address)**

**Telephone Number:**

**Occupation:**

**DECLARATIONS**

*Please tick either **Yes** or **No**. You may be asked this question again, if you are called for an interview.*

Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Corporation?

Yes

No

I have read the Notes for Guidance. If appointed, I will be able to carry out my fair share of duties described in the Application for Appointment Notes for Guidance and undertake the required training. The information, which I have given, is true and complete to the best of my knowledge and belief.

Signed \_\_\_\_\_

Date \_\_\_\_\_

The completed application form should be sent to: -

Clerk to the Corporation  
Derby College  
Prince Charles Avenue  
Derby  
DE22 4LR

*Before completing the application form please read these notes carefully.*

### **THE APPOINTMENT OF GOVERNORS**

All appointments to the governing body of Derby College are made by the Board of the Corporation, after recommendation by its Search Committee.

The Search Committee will consider a candidate's personal suitability for appointment regardless of age (provided the candidate is aged 18 or over), ethnic origin, gender, marital status, sexual orientation, political affiliation (save as noted in the last question on page 6 of the application form), religion or subject to the physical requirements of the office, disability.

In general, no formal qualifications are required as the range and depth of experience and skills are more important. In making recommendations to the Board, 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 Board and the need to ensure that the composition of the Board broadly reflects the community that the College serves.

In deciding whether to re-appoint an existing Governor whose term of appointment is coming to an end, the Committee will evaluate both the contribution of the Board Member and their attendance record.

### **THE DUTIES OF A GOVERNOR**

**Each Governor is expected to: -**

- **undertake a fair share of the work of the Board;**
- **act as an ambassador for the College;**
- **undertake such activities and make such connections that will contribute to *Derby College making a difference in the provision of post-14 learning in the area*; and**
- **attend every meeting of the Board and join at least one committee.**

The above equates to an approximate time commitment of six hours per month.

Board meetings are normally held during the working day. An annual calendar of meetings is published before the start of the college year, which commences on 1 August.

The maximum term of office to which a Governor may be appointed is four years. In order to ensure that opportunity is given for new members to join the Board, a policy has been established that no Governor may serve for more than twelve consecutive years and may not be further appointed for twelve months after this period.

## **RESPONSIBILITIES**

The Corporation operates within the terms of the Further and Higher Education Act 1992 and under Instrument and Articles of Government issued by the Secretary of State, and amended from time to time.

Under the *Articles of Government* the Board is responsible for: -

- a. the determination of the educational character and mission of the College and for oversight of its activities;
- b. approving the College's strategy for improving the quality of education provided;
- c. the effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets;
- d. approving annual estimates of income and expenditure (the annual budget);
- e. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk to the Corporation; and
- f. setting a framework for the pay and conditions of service of all other staff.

The Board is assisted in the discharge of its work by a Principal, who also holds the title of Chief Executive, and by a Clerk. The Board is responsible for establishing the pay and conditions of service for both post holders, as well as other designated senior post holders.

## **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 their legal duties and to assist them both in carrying out their duties and in their relationship with the Corporation and the Principal and Chief Executive. 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 or influence to 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 principles by leadership and example.

The Board operates a Register of Interests, which all Governors are required to complete. In completing the Register, Governors are invited to register all business interests, financial or otherwise. The Register is open to public inspection.

Governors nominated by particular groups should not speak or vote at meetings as if delegated by the group they represent. No governor is to be bound by a mandate given to him or her. Members are required to take a view on each matter before them and reach a decision based on the merits of the issue. There is collective responsibility amongst Governors for decisions taken by the Board.

### **COMMUNICATIONS – RELATIONSHIP WITH COLLEGE STAFF**

The most sensitive part of the work of a Governor is achieving the right balance in communications with staff and managers in the College.

The Corporation is the employer of all staff in the College, but does not direct the work of staff, other than designated senior post holders. The management of staff in the College is the responsibility of the Principal and Chief Executive and the Executive Team ('the Executive').

The function of the Board is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Principal and the Executive are responsible for achieving the objectives and strategies by the day-to-day management of the staff in the College.

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

## **TRAINING**

Newly appointed Governors are invited to undergo induction training before attending any meeting of the Board, including Committees. The aim of the induction training is to help new members understand their duties, obtain sufficient knowledge of the College and acquire a working knowledge of the policies and procedures employed by the Board.

## **ALLOWANCES**

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

## **PERSONAL QUALITIES OF A GOVERNOR**

Candidates nominated for appointment or re-appointment to the Board should possess the following skills, qualifications and attributes: -

- Highest personal and professional ethics, values and integrity
- An inquiring and independent mind
- Practical wisdom and mature judgement
- Broad training and experience at the policy-making level in education, business, government or technology
- Expertise that is useful to the Board and complementary to the background and experience of other Governors, so that an optimum balance of expertise among members of the Board can be achieved and maintained
- Willingness to devote the required amount of time to carrying out the duties, responsibilities and functions of being a Governor
- Commitment to serve on the governing body over a period of years to develop knowledge about the College and its role in the community and make a contribution to its future development
- Participation and involvement in the life of the College outside of meetings as an ambassador for the Corporation

## **PERSONAL LIABILITY OF GOVERNORS**

In principle, Governors are not liable for the debts of the College. All Governors are covered under professional indemnity insurance purchased by the College.

## **BEFORE MAKING AN APPLICATION**

It is advisable to have visited the College at least once before making an application. The Clerk to the Corporation can advise you on when it is best to visit.

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 Board Member. Your employer or a representative should generally be one of your referees.

## **COMPLETING THE APPLICATION FORM**

- If a question does not apply, please mark it N/A (not applicable). Do not leave the space blank or put a line through it.
- You must disclose any convictions, however minor, which are not regarded as being spent under the terms of the Rehabilitation of Offenders Act 1974. All police cautions must also be disclosed.
- Candidates are asked to answer the 'key' question on the application form:

*'Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Corporation?'*

If you have any concerns about answering this question, you may, if you so wish, speak with the Clerk to the Corporation whose address and telephone number is shown on the front page. It is stressed that the Corporation pays no regard to sexual orientation when making appointments. Sexual orientation or cohabitation with a partner of the same sex need not be disclosed in response to the 'key' question.

- Your application must be supported by two referees who have known you for at least three years. If you are employed, one referee should be your employer or a representative, even if you have worked for them for less than three years. No more than one of your referees may be a serving Board Member.