

GOVERNOR JOB DESCRIPTION

Purpose

- The preservation and development of the educational character and mission of the Group and oversight of its activities;
- Setting and communicating the Group's strategy and goals;
- Exercising effective control to ensure that funds and assets are protected, the organisation remains solvent and legal obligations are met;
- Holding executive leaders to account for the educational performance and quality of the college and for the performance of staff.

Duties

These are specified in the Instrument and Articles of Government. Governors are responsible for: –

- Determination and periodic review of educational character and ethos and the oversight of its activities;
- Articulation of vision, values and strategic direction;
- Approving the quality strategy of the institution;
- Effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- Financial probity;
- Approving annual estimates of income and expenditure and three year; financial plan;
- Approving strategic plan;
- Appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Principal, designated Senior Post Holders and the Clerk;
- Setting framework for pay and conditions of service of all other staff;
- It is estimated that the time commitment required of a governor is between six and ten hours a month.
- Carry out a link (curriculum) or lead (core function) role reporting back to the Board;
- Join one of the Corporation's committees.

As a charity trustee you must:

- Ensure the Corporation carries out its purpose for the public benefit;
- Comply with the Corporation's Instrument and Articles of Government and the law;
- Act in the Corporation's best interests;
- Manage the Corporation's resources responsibly;
- Act with reasonable care and skill;
- Ensure the Corporation is accountable.

Skills and Attributes

Governors should be able to demonstrate: -

- An active interest in further education;
- Strategic awareness, experience and understanding;
- Financial awareness;
- Critical reasoning skills and the ability to engage in board-level discussions and decision making
- Ability to ask probing questions;
- Commitment to promoting equality and diversity;
- Commitment to quality and raising standards;
- Willingness to promote the College within the community it serves;
- Ability to work positively with others and to contribute as a member of a team;
- Ability to make reasoned decisions and to act honestly, diligently and in good faith;
- Commitment to attend Board Meetings, Committees and other governor events and training sessions.

Link Governors

The Link governor role is a method of enhancing their knowledge, and providing assurance, regarding responsibilities including:

- duty to review that the organisation is meeting skills needs (SAR, QIP, CBP & ESB);
- to understand the strengths and weaknesses of the organisation (SAR);
- to set the educational mission and contribute to shaping its strategic direction (CBP);
- to provide challenge and hold senior leaders and managers to account for improving the quality of learning (SAR, QIP);
- test the effectiveness of performance management systems (PMRs inc Teachers' Scorecards etc)
- financial solvency (CBP);
- ensure the organisation is meeting its statutory responsibilities inc; safeguarding, equality etc (SAR, QIP and walkarounds) .

During the course of each year, Governors will be encouraged to visit their link area once a term as a minimum. On these visits. In addition, Governors are encouraged to attend Open Days, student shows and exhibitions.

The focus of discussions with SLT Link will normally include:

- Curriculum design / Curriculum Business Plans (how the skills agenda informs this);
- Quality Performance/student outcomes including the Quality Improvement updates;
- Areas for improvement and successes;
- Self-assessment matters including Safeguarding, British Values and Prevent.

Link governors will take part in the SAR Validation Panels and Curriculum Business Planning Panels for their link areas.

Lead Governors

Lead Governors are statutory roles that link with one of the legislative functions, such as Safeguarding, Audit, etc. These operate in much the same way as the Link Governor scheme. Lead governors need to familiarise themselves with the Corporation's legal duty and any statutory guidance in relation to their lead role.

The focus of discussions with the College link will normally include:

- Monitoring performance against KPIs;
- Progress made against the latest Action Plan;
- Oversight of relevant policies;
- Oversight of risk register.

Governors should remain mindful of the respective roles of leadership/management and governance during these visits; any feedback on the performance of individuals must be provided to the member of SLT with accountability for the Academy/area of business, outside of the visit.

The Clerk will arrange link meetings on behalf of the governor. Governors will be expected to complete a report using the Link Governor form and report back into the Corporation meeting.