

South Staffordshire College



Role and Responsibilities of a Governor



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Main Responsibilities of the Board of Governors

Under Article 3(1) of the College's Articles of Government the Board 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. approving the quality strategy of the institution;
- iv. the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- v. approving annual estimates of income and expenditure;
- vi. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts 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
- vii. setting a framework for the pay and conditions of service of all other staff.

Responsibilities of Individual Governors

- i. To attend meetings of the Board of Governors and other occasional events arranged by the College.
- ii. If requested, to be a member of at least one committee of the Board and to attend the necessary meetings.
- iii. To participate actively and constructively in meetings of the Board and the appropriate committees and, in doing so, to assist the Board in its oversight of the College's activities and effectiveness of College management
- iv. To take an active interest in Further Education in general and in the College in particular.
- v. To abide by the Code of Conduct for governors as approved by the Board and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board.
- vi. To contribute to the strength of the Board by bringing an external perspective and experience to the Board's oversight of the College but to stop short of giving professional advice.
- vii. To act as an ambassador for the College and to foster good relations between the College and the local community.
- viii. Always to act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies.

(Estimated time commitment required: a minimum of 4 hours per month)

All Members should be the subject of a Disclosure and Barring Service (DBS) check, previously known as Criminal Records Bureau (CRB).

Role And Responsibilities Of The Chair

- i. With the support of the Clerk, to ensure :
 - (a) That the governing body receives appropriate, timely and high-quality information in a form that allows it to monitor and scrutinise the College's activities effectively, and to challenge performance where required
 - (b) That the business at Board meetings is conducted efficiently and effectively
 - (c) That issues before the Board are debated fully and that all governors have the opportunity to contribute
 - (d) That discussions and decisions are properly summarised and recorded
- ii. To exercise a second or casting vote where there is an equality of votes on any issue at a Board meeting.
- iii. To exercise any specific authority delegated by the Board together with a general delegated authority to act, after consultation with the Principal and the Clerk, on any issue arising which is both urgent and important which would normally be dealt with by the Board but which cannot wait for the next meeting. Such action to be reported to the Board for information at the next available meeting.
- iv. To develop an effective working relationship with the Principal and the Clerk based on a full understanding of the role of the Board in the governance of the College.
- v. To provide leadership for the Board.
- vi. Where appropriate, to offer both general and specific support to the Principal where strategic, major or contentious issues are involved.
- vii. To appraise the Principal and to ensure appropriate opportunities for development and training for the Principal.
- viii. To instigate disciplinary action against holders of senior posts should the need arise.
- ix. To oversee and arrange appraisal of the work of the Clerk to the Corporation.
- x. To represent the College and the Board on appropriate occasions and in particular to handle relations with the media on behalf of the Board.
- xi. To ensure that arrangements exist for the induction and development of Board members.

(Estimated time commitment required: a minimum of 8 hours per month)

Role And Responsibilities Of The Vice-Chair

- i. Develop an effective working relationship with the Chair, Principal and the Clerk, based on a full understanding of the role of the Corporation in the governance of the College.
- ii. Where appropriate, to offer both general and specific support to the Principal and Chair where strategic, major or contentious issues are involved.
- iii. Provide effective leadership in support of the Chair, including in their absence,
- iv. In the absence of the Chair or where deputised to do so, the Vice Chair ensures that they:
 - (a) Ensure that the governance arrangements are working in the most effective way
 - (b) Chair meetings of the Board effectively and efficiently
 - (c) On an annual basis assist in the appraisal of the performance of Governors and the Board.
 - (d) Assist in the assessment of the performance of the Principal and the Clerk
- v. External Role: The Vice Chair may be asked to (in the absence of the Chair and with the consent of the external organisation concerned) to represent the College and the Board on appropriate occasions.

(Estimated time commitment required: a minimum of 6 hours per month)

Role And Responsibilities Of A Co-Opted Non-Governor

- i. To bring an external perspective to the work of the Corporation and to contribute specific professional expertise to the committee to which they are appointed. External co-opted committee members are not members of Corporation.
- ii. Co-opted Members will prepare for, attend and actively participate in committee meetings (by applying external knowledge and expertise). Co-opted Members will be invited to attend governor training and induction events as required.
- iii. Co-opted Members will play an active role to ensure that the committee, to which they are appointed, fulfils its responsibilities as defined in the Terms of Reference for the committee.
- iv. Co-opted Members will abide by the Code of Conduct for members and act as an ambassador for the College.
- v. Co-opted Members will be required to make an annual declaration of eligibility and interests which is held by the Clerk.
- vi. All Co-opted Members will need to fully comply with Clause 7 of the Instrument of Government. A person is ineligible to become a Co-opted Member if a) they have ever been adjudged bankrupt or made a composition or arrangement with creditors, or b) they have ever been convicted of an offence and had a sentence of imprisonment (whether suspended or not) for not less than 3 months without the option of a fine.
- vii. All Co-opted Members should be the subject of a Disclosure and Barring Service (DBS) check, previously known as Criminal Records Bureau (CRB).
- viii. A Co-opted Member shall not be an employee at the College, or have any other business relationship with the College.

(Estimated time commitment required: a minimum of 4 hours per term)