

## ROLE DESCRIPTION FOR COLLEGE GOVERNORS



### City College Norwich

#### Tasks

As part of their shared corporate responsibility Governors are expected to play their part in ensuring that:

1. the educational character and mission of the College reflect the needs of the community which is served by the College.
2. public funds are used in accordance with the requirements of the funding bodies and to the maximum benefit of the community.
3. appropriate staffing arrangements are in place, particularly regarding the appointment of holders of senior posts and the framework for pay and conditions for all staff.
4. ensure the solvency of the College and its assets.
5. approve annual estimates of income and expenditure.

In addition Governors have an individual responsibility to:

1. contribute towards the development and monitoring of the College's strategic plan.
2. ensure that the Corporation carries out its purpose for the public benefit.
3. comply with the Corporation's Instrument and Articles and the law.
4. act in the Corporation's best interest.
5. manage the Corporation's resources responsibly.
6. act with reasonable skill and care.
7. ensure the Corporation is accountable.
8. prepare for, attend and contribute to meetings of the Corporation and its Committees as appropriate.\*
9. apply specialist knowledge and expertise in contributing to the decision-making processes of the Corporation.
10. act as an ambassador for the College.
11. participate in the annual review of the performance of the Corporation.
12. take part in any relevant training and development events or opportunities as arranged from time-to-time for the benefit of Governors.
13. give any additional assistance as may be reasonably requested by the Chair of the Corporation.

\*All members of the Board will be required to attend Board Meetings and Strategy Days. Governors will, as a rule, also be a member of one committee, potentially more.

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Governance meetings are generally held on Tuesday evenings 4:30pm-6:00pm (unless otherwise stated)

Scheduling of these meetings are as follows:

- Board – at least 2 per term
- Business and Curriculum and Standards Committees - at least 2 per term
- Audit and Risk Committee – at least 1 per term
- Remuneration and Governance Committee – at least 1 per term
- Strategy Days – at least 2 per year
- Training Session – as required

The Board or Committees may call any extraordinary meetings as required and these will be discussed with all relevant members to ensure availability.

Governors will be required to review the meeting papers prior to attending each meeting to aid discussion and challenge. Attendance will be recorded and monitored as part of the governance self-assessment process.

Throughout the academic year Governors may also be invited to attend other meetings or events such as (but not limited to) Governor Curriculum Scrutiny Link programme, Training Sessions, Award ceremonies (staff and students), Graduation, theatre performance etc.

It is estimated that the time commitment typically required of Governors, in the ordinary course of business is 1 day a month. This includes preparation time but does not include the time spent travelling to and from meetings or events.

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### Requirements

Potential College Governors should be able to offer some of the following attributes:

- \* a keen interest in the further and higher education sector
- \* an understanding of the national context in which further education operates
- \* a knowledge of other aspects of education and training provision
- \* experience of working in local commerce, industry or public service at board or senior management level
- \* active involvement in the work of local community groups
- \* an interest in voluntary service to the community
- \* specialist expertise such as business planning, human resources management, estates management, finance or law.

College Governors must follow the Seven Principles of Public Life (also known as the Nolan Principles):

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership