

## ROLE DESCRIPTION FOR COLLEGE GOVERNORS

### Corporation Board Responsibilities

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

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

### Governor Responsibilities

In addition to the collective Board responsibilities outlined above, Governors have an individual responsibility to:

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

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<sup>1</sup> All members of the Board will be required to attend Board Meetings and Strategy Days. Governors will also be a member of one or more Committees.

## Meetings, Training and Events

Governors are expected to prepare for and attend Governance meetings, which are usually held on Tuesday evenings 4:00pm-6:30pm.

The frequency of these meetings is as follows:

- Corporation Board – at least 2 per term
- Business and Curriculum and Quality Committees – at least 2 per term
- Audit and Risk Committee – at least 1 per term
- Remuneration and Governance Committee – at least 1 per term

Further meetings Governors are required to attend are as follows:

- Strategy Days – at least 2 per year
- Governor Strategic Groups (to be allocated at the start of each academic year)
- Mandatory Safeguarding Training
- Additional Training and Development Sessions – as required
- Governance Self-Assessment Session (Summer Term)
- Governance 1:1 meetings with the Director of Governance and Legal (at least one per academic year)
- Annual 1:1 Review with the Chair of the Corporation (Summer Term)

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

Governors will be required to review meeting papers prior to attending each meeting to aid discussion and challenge. Attendance is recorded and monitored for the purposes of the governance self-assessment process, annual Governor reviews and inclusion in the Annual Report.

All Governors are expected to attend at least 75% of meetings, unless exceptional circumstances apply and have been communicated to the Chair of the Corporation and the Director of Governance and Legal. Governors are required to send their apologies at least 7 days in advance of a meeting where possible.

Throughout the academic year, Governors will be invited to attend or be involved in other meetings or events such as (but not limited to) award ceremonies, including Graduation, end of year shows, exhibitions and theatre performances. All Governors will be expected to attend a minimum of 2 events throughout the year in support of both staff and students.

As well as in person training sessions, there will be online training courses to complete as required.

It is estimated that the time commitment typically required of Governors in the ordinary course of business is 2 days a month during term time. This includes preparation time but does not include time spent travelling to and from meetings and attendance at events. The role of Governor at City College Norwich is not remunerated.

## Governor Person Specification

Governors should be able to demonstrate the following:

- an active interest and commitment to the further and higher education sector and its students, including apprentices, and the local community
- an empathy with the 'student first' value
- an understanding of public funding and associated challenges
- a comprehension of the size of the College and the estate
- an interest in voluntary service to the community
- a commitment to ensuring effective governance
- a commitment to attend and actively participate and engage in College governance meetings and College events
- an ability to understand, interpret and challenge complex data, making informed decisions and shaping both short- and long-term strategies
- an ability to collaborate effectively with fellow Board Members and the Senior Management Team to develop, agree upon, and oversee the implementation of the Strategic Plan, Targets and Policies
- a commitment to promoting equality of opportunity together with inclusive and high-quality education
- work or lived experience in a field relevant to the business of the further and higher education sector within this College

All Governors will be expected to complete a Skills Audit upon induction, which will be reviewed annually at the 1:1 Review with the Chair of the Corporation. Development and Training will be provided with Governors to develop areas and this will be included within the Board Development and Engagement Plan.

The importance of lived experience is also recognised and Governors personal background, community involvement, or professional engagement with diverse and multicultural environments can offer invaluable perspectives to support an inclusive and equitable learning environment.

In addition, it would be beneficial for College Governors to offer some of the following attributes:

- an understanding of the national context in which further and higher education operates and the issues facing the sector
- specialist expertise such as commercial and finance, curriculum and quality, people and culture, estates and property management, audit, risk and accountancy or law.
- experience of working at board or senior management level
- active involvement in the work of local community groups
- experience in the key employment sectors in Norfolk, such as agriculture and food production, IT, tourism, hospitality and catering and clean energy
- experience of working within a regulated environment

## **The Nolan Principles**

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