

## THE ROLE AND RESPONSIBILITIES OF GOVERNORS

### The Governing Body

The principal powers of a further education Corporation are to provide further and higher education and supply goods or services in connection with the provision of education. The Governing Body also has supplementary powers relating to the exercise of its principal powers, for example, the power to acquire and dispose of land and other property, enter into contracts and to borrow and invest money.

### Accountability

Responsible to: the Chair of the Board

### Responsibilities of the Corporation and the Role of Governor

The responsibilities of the Corporation are set out in the Instrument and Articles of Government. Individual governors contribute their professional and specialist expertise and general management skills to the work of the Corporation (and its standing committees and working parties) in a non-executive role.

Article 3 states:

The Corporation are responsible for:

- a) the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- b) 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;
- c) approving the quality strategy of the institution;
- d) the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- e) approving annual estimates of income and expenditure;
- f) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Director of Governance, including, where the Director of Governance is, or is to be appointed as, a member of staff, the Director of Governance's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- g) setting a framework for the pay and conditions of service of all other staff.

The Articles state that the Principal is the Chief Executive of the institution and is responsible for its organisation, direction and management. Governors have general oversight of the College and its business and take an active role in formulating and monitoring the College's strategic plan, financial forecasts and budgets and capital programmes, all of which provide the essential framework for the internal management of the College. Governors are encouraged to form links with teaching and support staff to learn more about the College's curriculum and its day-to-day work and to attend College events.

The Corporation has established committees (Audit; Performance & Remuneration and Search & Governance) which allow more detailed discussion of issues than is possible at a full meeting of the Corporation and governors generally serve on at least one of these. There are seven Board meetings a year (Board meets on Tuesday late afternoon) and meetings generally last two and half hours. There is also 2 x Development Half Days in September and February.

## **APPOINTMENT OF NEW MEMBERS TO THE CORPORATION**

### **PERSON SPECIFICATION**

In considering individuals for membership of the Corporation, the Search & Governance Committee will seek:

- Commitment to education and training
- Commitment to the College's mission, role and corporate aims, the College being an institution that must achieve both educational purposes and efficient operation
- Knowledge and experience relevant to the responsibilities of the Corporation and to the work of at least one of its committees (e.g. strategic planning, finance, education and training, estate management, human resource management, equal opportunities, health and safety, enterprise/commercial, management information systems, youth work, safeguarding, audit, curriculum, quality assurance, and marketing)
- Knowledge and experience that is complementary or additional to that already available to the Corporation through its current membership
- Knowledge (recent or current) of local conditions in respect of economic trends, business, education, community etc.
- Acceptance of and commitment to equal opportunities
- Eligibility as stated in the Instrument and Articles
- Preparedness to declare interests and acceptance of Code of Conduct
- Membership over a period of time, which will support substantial contribution to debate and decision-making
- Availability and willingness to attend meetings of the Corporation and at least one of its committees, with adequate preparation
- Availability and willingness to attend development and student events
- Absence of commitment to any organisation operating in direct competition with the College, unless otherwise agreed with the Corporation

In addition, it is desirable for members to have the ability to:

- Absorb complex information and use it when arriving at decisions
- Develop a broad-based view of issues and events and perceive their long term impact
- Generate the enthusiasm needed to be effective and overcome obstacles
- Communicate effectively with staff and stakeholders
- Demonstrate behaviours consistent with public service in a leadership position
- To act in the best interests of the Board and Leeds College of Building
- Demonstrate respect for the views of others
- Maintain commitment to standards of probity and decency in line with Nolan Principles of Public life and the College's stated values.

We are looking for governors to fill current vacancies and we are also interested to hear from individuals who would like to be considered as a governor in the future.

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