

## Board Member Role Description

### Board Members' Key Accountabilities and Responsibilities:

1. Contribute to:
  - i. the development of the College's mission, vision and educational character;
  - ii. the development of the College's strategic priorities;
  - iii. monitoring the strategic framework within which the College operates;
  - iv. reviewing the College's role and function in response to internal and external change;
  - v. the setting of: clear medium term and annual objectives; strategies and goals to achieve its objectives; and annual budgets and plans; the monitoring of quality and ensuring that robust arrangements are in place to continuously improve the student academic experience and student outcomes and to address weaknesses across all areas of delivery.
2. Oversee the management of financial, human and physical resources.
3. Represent the College as necessary at meetings and events and foster good relations between the College and its community, ensuring that its aims and objectives are well understood.
4. Act as an advocate for policies and strategies which have been properly agreed by the Corporation.
5. Uphold the College's Values, Vision and Mission Statements.
6. Ensure that there are sound governance structures in place for the Corporation, its committees and working groups and take an active role in supporting the Corporation through active participation in committees and working groups where required.
7. Assure the College's financial health, ensuring that it is solvent and its finances are well managed.
8. Ensure that there are sound processes in place to ensure accountability and appropriate rewards for Senior Postholders and the Clerk.
9. Comply with the Corporation's Instrument and Articles of Government, its Standing Orders and Code of Conduct and any other related policies and procedures.
10. In carrying out the generic duties, all members have a responsibility to:
  - i. Get to know the College through discussion with the Principal, the Senior Team and other staff, reading relevant papers, briefings and updates, visiting the College and participating in events such as classroom/workshop visits.
  - ii. Help new members understand their role, including mentoring, if requested.

- iii. Participate in committees and working groups as required and in accordance with their own professional knowledge, skills and abilities.
  - iv. Attend regularly at meetings, events and training sessions.
  - v. Serve in the role of chair or vice chair of a committee if elected to do so by the other members.
  - vi. Maintain appropriate confidentiality, avoid any personal conflict of interest and contribute fully their personal skills and expertise.
  - vii. Promote equality and diversity.
11. Members have collective responsibility for the above but no individual member has the authority to speak or act on the Corporation's behalf unless specifically delegated to do so. Members must be free at all times to speak and act in what they believe to be the best interests of the College. They cannot be mandated by any group to express views which are not held by them personally.
12. The post holder will be required to:
- i. Undertake a Disclosure and Barring Service check for this post.
  - ii. Commit to the College's safeguarding policy, undertake training in safeguarding and the Prevent (the UK's counter-terrorism) strategy.
  - iii. Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions as an independent member.
  - iv. Commit 3-4 hours a month to preparing for and attending meetings and related activities.

## **Board Member Person Specification**

### **a) Knowledge, Skills and Experience**

- Able to work positively with others and debate whilst maintaining a constructive atmosphere
- Communication and ability to influence
- Effective planning and organisation skills
- Drive to achieve and determination
- Strategic perspective
- Intellectual and technical ability
- Leadership
- Experience of senior management role
- Expertise in strategic financial management
- Understanding of principles of governance

### **b) Key Attributes (as identified by the Department for Education)**

- Committed to:
  - Further education
  - safeguarding young people and vulnerable adults
  - equal opportunities
- Confident
- Curious
- Challenging
- Collaborative
- Critical
- Creative

### **c) Time commitment**

- i. Able to prepare for and attend all meetings of the Board. Meetings take place six times per year and will last no longer than 2.5 hours. All Board meetings are currently scheduled for Tuesday evenings from 5.30 pm.
- ii. Compulsory attendance at a strategic planning day, usually in early April. This is an opportunity for members to set strategic aims and objectives. Board members also need to attend agreed training and update sessions.
- iii. An expectation that members will serve upon request on one of the Corporation's committees. These usually meet between three and five times a year and meetings usually last around two hours. Most meetings are scheduled for Monday or Tuesday evenings from 5.30 pm.

- iv. Members are encouraged to take advantage of opportunities to attend the wide range of College events that take place each year, including awards events and staff development days. All board members are expected to attend at least one College event per year and undertake one curriculum visit per year.
- v. Board members may also be asked to serve on further committees or task and finish groups, and represent the Board at internal or external events, in line with their skills and experience and as appropriate for the effective operation of the Governing Body.
- vi. There is no remuneration attached to the role but all reasonable expenses can be reimbursed.

## APPENDIX 1

Public concern about the financial probity of Members of Parliament and other holders of public office led to the setting up in 1994 of the Committee on Standards in Public Life chaired by Lord Nolan (and later Lord Neill). The Committee drew up seven principles of public life as a yardstick against which public service may be measured:

- **Selflessness:** Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.
- **Honesty:** Holders of public office have a duty to declare any private interest relating to their public office duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.