

## Governor Role Description

### Context

1. Further Education ("FE") covers education and training occurring after secondary school which is not an undergraduate or postgraduate degree. FE colleges provide technical and professional education and training, preparing students with valuable skills for the workplace, helping to develop their career opportunities and strengthen the local, regional and national economy.
2. Kirklees College is one of the largest FE colleges in the country. Offering a wide range of courses and study options, it operates from two main centres in Dewsbury and Huddersfield and also has specific learning centres for art, animal care, construction, engineering, media and performing arts, and process manufacturing.
3. The Kirklees College Corporation (the governing body) plays a critical role, setting the strategic direction and monitoring performance.

### Key Accountabilities, Responsibilities and Relationships

4. Under the Articles of Government, College Governors:
  - Determine the educational character and mission;
  - Oversee and monitor the College's activities;
  - Safeguard College assets and ensure its solvency;
  - Approve budgets and forecasts;
  - Appoint and manage the Principal, senior post holders and the Clerk; and
  - Set the framework for pay and conditions of all other staff.
5. FE colleges are charities in law. Charity trustees have six main duties in law:
  - Ensure the charity carries out its charitable purpose, and no other;
  - Comply with the governing document and the law;
  - Act in the charity's best interests;
  - Manage resources responsibly;
  - Act with reasonable care and skill; and
  - Ensure the charity is accountable.
6. Key accountabilities are to:
  - College learners and customers for quality of experience and outcomes;
  - Government funding bodies and the public for use of public funds;
  - The Secretary of State for Education as principal charity regulator of FE corporations;
  - The local community; and
  - College staff as their legal employer.
7. Key Relationships are with:
  - The Chair and Vice Chair;
  - Other Governors; and
  - The Principal, the senior leadership team and the Clerk.

### Eligibility and Effectiveness

8. The following eligibility conditions apply:
  - A person is not eligible to be a Governor of an FE college if he or she:
    - is a member of the College staff (except the Principal or a Staff Governor);
    - is disqualified from being a charity trustee;
    - is disqualified as a company director;
    - has an unspent conviction for various offences; or
    - is not a 'fit and proper person' within the meaning of the Finance Act 2010.

- All Governors must:
  - undertake a Disclosure and Barring Service check;
  - make an annual declaration of eligibility and of interests;
  - support the College Values;
  - commit to the safeguarding policy and attend relevant training;
  - promote equality of opportunity and diversity, attending training as necessary; and
  - Support the management team in all health and safety matters.

## **Independent Governor Person Specification**

### **Core Elements**

Governors should be able to demonstrate the following:

- An interest in further education and commitment to lifelong learning;
- Commitment to promoting equality and diversity;
- Commitment to safeguarding children and young people;
- Commitment to quality and raising standards;
- Willingness to promote the College within the community it serves;
- Ability to work positively with others and to contribute as a member of a team;
- Ability to contribute to the development of policies and strategies and ensure they are monitored and implemented;
- Ability to deal with highly sensitive and confidential data;
- Ability to contribute to establishing performance targets and the monitoring of performance against them.

### **Generic Skills (training will be provided)**

- Strategic awareness;
- Financial awareness;
- Sharing of best practice;
- Vision and commitment;
- Ability to share and work to common values;
- Critical listening and appraisal skills;
- Ability to ask probing questions;
- Analytical and problem-solving abilities;
- Integrity to act without self-interest;
- Ability to work within a framework of collective decision-making in the College's best interests;
- Awareness of and commitment to abide by the 'Standards in Public Life';
- Communication and influencing skills.

### **Time Commitment**

Governors are ideally expected to:

- Attend all Corporation meetings (approximately twice each term on Friday afternoons);
- Attend an annual Development day;
- Attend Governor training / briefings;
- Sit on at least one Corporation committee or link to an area of interest;
- Prepare before meetings;
- Ask questions, challenge assumptions and add value as part of a robust debate;
- Work in a supportive relationship between the Corporation and Executive;
- Adhere to relevant rules, policies and conduct guidelines.

### **Training and Induction**

In order to meet Governors' training and development needs, the College will:

- Provide each Governor with a copy of the statutory Instrument and Articles of Government and relevant Corporation documents (electronically);

- Provide a suitable induction for new Governors;
- Provide information on self-study training materials and websites for Governors;
- Offer access to training/briefings;
- Circulate regular updates and information on governance and FE sector issues;
- Provide an opportunity to attend conferences and external training, subject to budgetary constraints.

### **Governor Performance and Development**

The following measures have been adopted as the minimum expectations for Governors:

- to attend Corporation and any relevant Committee meetings<sup>1</sup>;
- to complete safeguarding, Prevent and Equality & Diversity training;
- to participate in at least one Governor engagement event each year, for example:
  - Student / staff celebratory awards events;
  - Self-Assessment Report validation panels;
  - Student Progress Checks.

Governors are asked to self-assess their own performance annually and to identify any training, development or information needs.

### **Equality and Diversity**

The Corporation of Kirklees College is committed to recognising and actively promoting equality, diversity and inclusiveness (“EDI”) for our staff, students and members. We aim to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of people of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

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<sup>1</sup> We have attendance targets but these are a guide to expectations generally and adjustments will be made in individual circumstances in recognition of the different barriers to attendance Governors face, for example self-employment, caring responsibilities, shift-work, etc.