

## **WINSTANLEY COLLEGE**

### **ROLE DESCRIPTION**

**JOB TITLE: COLLEGE GOVERNOR (BOARD MEMBER)**

**RESPONSIBLE TO: THE CHAIR OF GOVERNORS**

#### **Context**

Based in Billinge, Wigan, Winstanley College specialises in advanced level courses for its 1800 full-time 16-19 year old students and has a strong reputation for academic excellence, comprehensive pastoral care and an extensive enrichment programme.

Governor appointments are purely voluntary and are challenging and rewarding positions providing the opportunity to work with an extremely successful college with an excellent reputation.

#### **Governor Member Specification**

1. Commitment to the college's aims and objectives, mission and strategic plan
2. Strategic experience of a skills area identified by the Corporation
3. Broad management experience would be preferable
4. Experience of setting and monitoring strategy
5. Able to fulfil the time commitments of membership
6. Prepared to undertake training to fulfil the role
7. Prepared to accept and abide by the Code of Conduct and policies of the Corporation
8. Commitment to widening participation and equal opportunities

## APPOINTMENT OF MEMBERS TO THE GOVERNING BODY: PERSON SPECIFICATION FOR MEMBERSHIP OF THE GOVERNING BODY

The aim of this document is to identify the qualities, skills and expertise required for membership of the Winstanley College Board and also to give some indication of the responsibilities of a Board member.

### PERSON SPECIFICATION

Members of the Governing Body must be committed to the aims and objectives of the College and be willing to promote the interests of the College and its students in the wider community.

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>Qualities</b> <ul style="list-style-type: none"> <li>An interest in further education</li> <li>A commitment to the principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> <li>A willingness to give time freely to Board activities</li> <li>Commitment to strengthening College links with its business and local communities</li> </ul>	<p>√</p> <p>√</p> <p>√</p>	<p></p> <p></p> <p>√</p>	<p>Interview</p> <p>Application</p>
<b>Skills</b> <ul style="list-style-type: none"> <li>Specialist skills and knowledge relevant to the needs of the Board</li> <li>Connections with the area served by the College through business, work or place of residence</li> <li>Ability to analyse complex problems</li> </ul>	<p>√</p>	<p></p> <p>√</p> <p>√</p>	<p>Application</p> <p>Interview</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>Relevant experience within the operation of a commercial or public service organisation which could be applied to monitoring the core business of Winstanley College.</li> <li>Relevant financial, audit and/or contract management experience.</li> </ul>		<p>√</p> <p>√</p>	<p>Interview</p> <p>Application</p>

<b>Time</b> <ul style="list-style-type: none"> <li>• A willingness to take part in College activities and events</li> <li>• A willingness to participate in training and development activities for Board members</li> <li>• Available to attend an average of six Board meetings per year, including one full-day planning session, and other committees as appropriate</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>		<b>Interview</b>
<b>Relevant discrimination legislation</b> <ul style="list-style-type: none"> <li>• Be committed as an employer to equal opportunities</li> <li>• Observe good practice in discrimination legislation</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p>		<b>Interview</b>

## ROLE DESCRIPTION

### Background

Further Education Colleges were incorporated in 1993 and thence became self-governing and responsible for their own affairs. The Winstanley College Board is accountable for the financial health and good management of the college and for the proper use of the public funds entrusted to it. The success of the College, both as a public body and as an educational institution is influenced by the effectiveness with which the Governing Body carries out its business.

In accordance with the Instrument of Government members will be appointed as governors or as staff, student or parent members.

With certain exceptions, the maximum term of office for a Governing Body Member is 4 years. Members may be considered for re-appointment on expiry of their term of office.

It should be emphasised that Board Members are appointed to act solely in the interests of the College. They do not have a representative role and are specifically prevented by the College's Instrument of Government from speaking and voting according to mandates given to them by other bodies or persons.

### Members' Role

The Board is responsible:

- For setting the strategic direction of the College;
- For the determination of the College's educational character and mission and oversight of its activities;
- For approving the quality strategy of the College;
- For the effective and efficient use of resources, the solvency of the institution and the Board and for safeguarding their assets;
- For approving annual estimates of income and expenditure;
- For the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts;
- For setting a framework for the pay and conditions of service of all other staff;
- For monitoring progress towards achievement of the College's agreed targets;
- For assisting in the formulation and monitoring of the College's strategic plan which will provide the essential framework for the internal management of the College;
- For setting measurable annual targets to support the College's one year business plan and budget;
- For assisting in the annual self-assessment review of governance;
- For attending appropriate governor induction and training days as required;

Members will also be expected to:

- Serve on at least one Committee of the Board as required;
- Have a high level of attendance at Board and Committee meetings;
- Be prepared to read and consider papers circulated in advance of meetings;
- Be involved if called upon to act in any disciplinary and complaints procedures;
- Represent the Board at official functions;

### **Members' Responsibilities**

- To act in the best interests of the College;
- To observe the College's Code of Conduct;
- To comply with the Instrument and Articles of Government, the College's Standing Orders, the Financial Memorandum, the College's Code of Conduct and the College's Financial Regulations and procedures laid down by the Governing Body.
- Not to take or hold any interest in any College property or receive any remuneration for their services (save as a member of staff) without the Secretary of State's permission;
- To disclose openly to the Board any personal or perceived conflict of interest arising from a matter before the Board and/or its committees or from any other aspect of Board business.
- To respect the confidentiality of those items of business which the Board decides from time to time should remain confidential.
- To support decisions of the Board and its committees once they have been reached on the basis of collective responsibility even if they have spoken against them in meetings;
- To give priority to attending meetings of the Board and appropriate committees of the Board;
- To understand that statements may only be made on behalf of the Governing Body by those authorised to do so.

### **TIME COMMITMENT**

The Winstanley College Board holds 6 meetings per year plus an annual planning/strategy event. Meetings normally commence at 6.30 pm on a Monday evening.

The Finance and Resources Committee holds 5/6 meetings per year to accommodate the management accounts and budgeting cycles. Meetings normally held on a Monday or Wednesday evening commencing at 6.30pm.

The Audit Committee holds 3 meetings per year normally commencing at 6.30pm on a Wednesday evening.

The Search Committee holds approximately 4 meetings per year, depending on the requirement to recruit new Board members. Meetings normally commence at 6.30pm on a Monday evening.

The Remuneration Committee meets annually.

An Appeals Committee would be convened as and when required to deal with disciplinary matters.

Other committees will be convened as needs arise to conduct the College's business and will be given terms of reference which are approved by the Board of Governors.