

## JOB DESCRIPTION AND PERSON SPECIFICATION FOR GOVERNORS

### INTRODUCTION

The Henley College values the breadth of experience and skills of its governors and recognises the contribution they make to the success of the College. It also wants governors to feel that the role they fill is rewarding and satisfying. The following role description/person specification has been written with the aim of providing potential governors with an understanding of the role of governors and the type of person who may be suitable for membership of the Corporation Board.

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<b>POST TITLE</b>	<b>GOVERNOR/CORPORATION MEMBER</b>
<b>APPOINTMENT</b>	The appointment to be approved by the full membership of the Corporation, in accordance with all statutory procedures and the Corporation's Standing Orders
<b>RESPONSIBLE TO</b>	The Corporation
<b>RESPONSIBLE FOR</b>	The collective governance of The Henley College

### ROLE DESCRIPTION

As part of a shared corporate responsibility, members are expected to contribute their professional and general management skills to the Corporation in a non-executive role ensuring that there is no interference with the day-to-day management of the College. The statutory duties of governors are:

- to determine the College's educational character, mission, vision and ethos which should reflect the needs of the community and accord with Government policies
- to approve annual estimates of income and expenditure
- to ensure solvency, safeguarding of assets and financial probity
- to approve the 3 year development plan and 3 year financial plan
- to raise standards, agree retention and achievement targets, and to monitor academic achievement
- for the appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Chief Executive Officer/Principal, Deputy Principal and Clerk
- to set a framework for pay and conditions of service of all other staff
- to ensure the effective and efficient use of resources.

In addition, governors have a personal responsibility to:

- abide by the seven principles of public life as set out in Lord Nolan's Report on the Standards in Public Life
- become a member of at least one committee (Audit, Finance & Resources, Quality & Standards, Governance & Search)
- prepare for, attend and contribute to meetings of the Corporation Board and its committees
- participate in training and development events or opportunities as arranged from time-to-time for members
- act as an ambassador for the College

### GENERAL RESPONSIBILITIES

- To review and identify your own performance via an appraisal/review process by the Chair and other members of the Corporation.
- To be responsible for ensuring that the duties and responsibilities detailed in the College's Health and Safety Policy are adhered to and carried out and to maintain awareness of the requirements of the College's Health and Safety Policy.
- To read and apply the College's safeguarding procedures and to ensure that the duties and responsibilities detailed in the College's Safeguarding, Child Protection and Prevent Policy are adhered to and carried out.
- To read the College's Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.

- To ensure adherence to the College's Data Protection Policy.

## **THE PERSON**

While each member should bring skills and experience relevant to the work of the Corporation, the role of the Board is strategic and enabling and members should not be regarded as professional advisers to the College. In seeking to fill vacancies, the Corporation endeavours to maintain a balance of skills and experience amongst its membership. The following are general attributes:

- an interest in, and a commitment to lifelong learning and the role of the College in improving the nation's skills base
- commitment to student success
- independence of judgement with respect for different opinions
- integrity and ability to act without self interest
- strategic awareness
- analytical and problem solving abilities
- ability to ask questions, challenge assumptions and contribute to robust debate
- commitment to equality and diversity

### **Other desirable skills:**

These will vary according to the governing body's needs but can include for example:

- Leadership and mentoring skills
- Accountancy training
- Legal training
- Expertise in human resources
- Estate management and buildings

## **TERM OF OFFICE**

As stated in the Articles of Government but the length of term of office shall not exceed four years in the first instance. Members are eligible for re-appointment. A member may resign at any time.

## **TIME COMMITMENT**

There is an expectation that governors will:

- attend all Corporation meetings – normally five meetings per year, 18.00 – 20.30 hours on a week day evening and an annual away day.
- attend the termly meeting of the committee to which they are appointed, normally three meetings per year, times to be agreed
- read papers before meetings
- keep abreast of education matters, particularly in the FE sector

The Henley College is an Equal Opportunities Employer.

The Henley College is committed to safeguarding and promoting the welfare of learners and expects all governors and staff to share this commitment. This position is subject to a satisfactory DBS check.

Clerk

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