

# East Coast College

## **Role Description for Governors**

### **Corporation Duties**

The duties of the Corporation are specified in the Instrument and Articles of Government:

- the determination and periodic review of the educational character and mission of the institution and the oversight of its activities
- publishing arrangements for obtaining the view 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
- Approving the Quality Strategy of the institution
- the effectiveness and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets
- approving annual estimates of income and expenditure
- 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
- setting a framework for the pay and conditions of service of all other staff
- setting the Policy by which the fees payable to the Corporation are determined (subject to terms and conditions of Funding Bodies in respect of courses funded by tem), and ensuring that funds from these bodies are used only in accordance with attached conditions
- the approval of the annual Self-Assessment Report on performance of the College and the Governing Body
- the approval of all statements of Corporation Policy listed in Appendix 8
- authorising the application and authentication of the College Seal to any document (or related series of document
- the approval of the Annual Report and Financial Statements, which includes the following statement in satisfaction of the requirement
- the consideration of the case for dismissal for Senior Post Holders

## **Main Duties**

Collectively, individual governors contribute their professional, specialist and general management skills to the Corporation (and its committees) in a non-executive role.

To comply with the Instrument and Articles of Government, Standing Orders and Code of Conduct and any other related governance policies and procedures.

To contribute to the business of the Governing Body in an effective, efficient, open and transparent manner;

To represent and act in the best interests of the College at all times.

To abide by collective responsibility, no governor has the authority to speak or act on the College's behalf unless specifically delegated to do so.

To abide by the Nolan seven principles of public life:

- **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.

To prepare for, attend and to contribute actively to meetings, contributing approximately 1 day a month to duties.

To be a member of at least one Committee of the Corporation.

To be prepared to serve as the link governor for key cross-college areas, e.g. Health and Safety, safeguarding, equality and diversity.

To be prepared to engage with college staff and students through their consultative 'voice' forums.

To undertake training and development activities organized by both the College and external bodies, including Governor Away Days.

To participate in the life of the College by attendance at daytime and evening events such as concerts and shows, open evenings and achievement celebrations.

To take responsibility for background reading and research to keep abreast of policy and governance issues in the Further and Higher Education sector.

### **Time Commitment**

To attend Corporation and Committee meetings, governor training, induction and other events as required and this will equate to a commitment of around 1 day a month.

### **Term of Office**

A period of between 1 and 4 years; dependent on the needs of the Corporation at appointment, which may be renewed at its completion.

## **8. ASSOCIATE GOVERNORS**

Where it is seen as appropriate to do so, and in order to provide it with the skills that have been identified as missing, the Board of Governors can appoint someone who is not a Governor, but who has the skills deemed necessary, onto a Committee. Such a person will be known as an Associate Governor.

The appointment of an Associate Governor will be subject to the same procedures as an Independent Governor, as set out in the Policy for the Selection of Governors.

An Associate Governor will have the same rights as other Committee Members including voting rights unless otherwise specified in the Committee's Terms of Reference. These rights do not include attending Corporation meetings other than by invitation from the Chair and/or as an observer.

Associate Governors serving on Committees will be required to abide by the Governors' Code of Conduct, and adhere to Corporation Policies and Standing Orders. This includes the submission of an annual declaration of interests and eligibility. Associate Governors will also be eligible to claim expenses in line with and, at the same rates, as those paid to Governors.

### **Term of Office**

A period of between 1 and 4 years; dependent on the needs of the Corporation at appointment of the Associate Governor, which may be renewed at its completion.