



Chair of the Board of Croydon College FE Corporation

Role Description and Person Specification

Responsibilities

1. Lead the Governing Body and chair its meetings
2. Ensure the Governing Body exercises its statutory responsibilities under the terms of the Instrument & Articles and fulfills other strategic and monitoring requirements
3. Ensure that the Governing Body exercises collective responsibility and adheres to the standards of behaviour in the Nolan Principles and the Governors' Code of Conduct
4. Encourage all members to work together effectively and consensually.
5. Ensure compliance within the Instrument and Articles and Standing Orders for use of delegated authority or Chair's action

6. Establish a supportive but challenging working relationship with the Principal, recognising the separate roles of governance and management
7. Develop effective working relationships with the Clerk in managing and developing the work of the Governing Body
8. Regularly meet with the Principal and Clerk to prepare and develop Governing Body business to ensure accountability for Governing Body decisions
9. Appraise and review the performance of the Principal and the Clerk
10. Participate in the full range of responsibilities necessary for the Governing Body to discharge its responsibilities to Senior Post Holders including the Clerk
11. Lead, with reference to the Principal, the Clerk and the Search & Governance Committee where appropriate, succession planning for both the Governing Body and Senior Post Holders

12. Provide leadership and feedback to other Governors, including on matters of individual performance including attendance, behaviour and removal
13. Conduct a regular programme of individual reviews of the performance and progress of Governors
14. Lead the Governing Body in an annual review of its own performance, its effectiveness, its structures and the information it receives
15. Represent the Governing Body at external events or with external stakeholder
16. Play, in agreement with the Principal, an ambassadorial role for the College
17. Serve as the spokesperson for the Governing Body

Person specification

The Chair will:

1. Demonstrate a strong personal commitment to the College's mission and values.
 2. Act fairly and impartially in the Governing Body's and College's interests using independent judgement and values informed by the Nolan Principles
 3. Make the time commitment required of the Chair to effectively carry out the role.
 4. Be decisive in engaging others in decision-making processes
 5. Understand the distinction between governance and management
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6. Possess substantial experience of working with boards and understanding of the requirements of board leadership
 7. Be able to lead and contribute powerfully to financial and strategic planning
 8. Possess the skills and experience to be able to "see the big picture"
 9. Be willing to attend events organised by the College and other bodies.
 10. Ensure through liaison with the Principal and the Clerk that information presented to the Governing Body and its committees is effective and useful to members
 11. Ensure that Governing Body business is carried out in an efficient and effective manner appropriate for the conduct of business.
 12. Commit to undertake personal development in the role and lead Governors in the same.

3. Term of Office

The Chair will be appointed by the Corporation in accordance with the Instrument and Articles. The term of office is four years.

4 Time Commitment

The time commitment is likely to be in the region of two to three days a month.

5 Notice Period

The Chair will be expected to give one year's notice of their intention to step down in the role. Notice to be given in writing to the Clerk.