

## CROYDON COLLEGE FURTHER EDUCATION CORPORATION

### ROLE DESCRIPTION FOR A COLLEGE GOVERNOR

#### Responsibilities

Under the Articles of Government, and in conjunction with fellow members of the Governing Body, Governors are responsible for:

1. The determination and periodic review of the educational character and mission of the institution and for the oversight of its activities.
2. Approving the quality strategy of the institution.
3. The effective and efficient use of resources, the solvency of the institution and for safeguarding its assets.
4. Approving annual estimates of income and expenditure.
5. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of designated senior post holders.
6. Setting a framework for the pay and conditions of service of all other staff.

#### Duties

Governors have an individual responsibility to:

- Adhere to the English Colleges' Foundation Code of Governance and the College's Code of Conduct (including to the seven principles of Public Life as set out in Lord Nolan's Report on Standards in Public Life i.e. selflessness, integrity, objectivity, accountability, openness, honesty, and leadership) and charity law;
- Attend and contribute to meetings of the Governing Body and its Committees as appropriate;
- Serve on at least one standing committee of the Governing Body, more usually two, and ad hoc working groups as necessary;
- Attend twice yearly Governor Days to observe teaching and learning and visit selected College areas and take part in school/campus review meetings;
- Attend College events so as to gain an appreciation of the work of the College and to meet students, staff and stakeholders;
- Apply specialist knowledge and expertise in contributing to the decision making processes of the Governing Body;
- Complete mandatory training and take part in any relevant training and development events or opportunities to enhance their contribution to the Governing Body;
- Observe and maintain confidentiality where appropriate;
- Accept corporate responsibility for decisions taken by the Governing Body;
- Act as an ambassador and advocate for the College with external stakeholders;

- Ensure that they do not make statements on behalf of the Governing Body unless authorised to do so;
- Give any additional assistance as may be reasonably requested by the Chair of the Governing Body, including representing the Corporation and the College at external meetings, presentations and conferences, as and when necessary;
- make a full and timely personal disclosure in the Register of Interests of Members and declare the nature and extent of any conflict of interest at any meeting of the Corporation or Committee at which a matter which is the subject of the interest is to be discussed and act in accordance with statute and the College's Code of Conduct in respect of such.

### **PERSON SPECIFICATION FOR A COLLEGE GOVERNOR**

- Strong personal commitment to further education and the mission, vision, values, aims and objectives of the College;
- Ability to make a positive contribution to meetings and at times provide constructive challenge to the Executive Team;
- Ability and willingness to work within a formal committee structure, and to understand and act upon the distinction between governance and management;
- Availability and commitment to attend evening meetings (normally up to six Governing Body meetings and three to six committee meetings per year), two Governor days, school/campus review meetings, and some ad hoc events such as the Graduation ceremony, and also time to prepare for meetings (reading papers etc). 80% attendance is expected at formal meetings;
- Ability to grasp the challenges facing a large college operating within a diverse community;
- Ability to work in a way that promotes the safety and wellbeing of students, particularly of young people and vulnerable adults
- Willingness to keep abreast of significant changes in the educational landscape and their impact on the FE / HE sector;
- Expertise or skills in one or more areas identified by the Governing Body as lacking at a particular time;
- Commitment to the continuous improvement of the individual governor, the Governing Body, and the College.

Approved by the Board of Governors  
29 March 2023