



# SEEVIC College Further Education Corporation

## Role and Personal Specification for a Member of the Corporation (“Governor”)

### The Governing Body as an Entity

1. The Governing Body of SEEVIC College is committed to working with College managers and staff (led by the Principal-designate Sarah Wright) to ensure the highest possible quality of student experience and achievement.
2. There are sixteen members, chosen to be broadly representative of the shareholders of the College and community, and to collectively embrace a wide range of skills and experience which reflects the model “Board Profile”.
3. Governors are appointed on the recommendation of the Search Committee. Candidates have to satisfy statutory eligibility criteria, (including Child Protection checks), and agree to abide by the Corporation Code of Conduct which incorporates the seven ‘Principles of Public Life’:
  - Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership

### Responsibilities of the Governing Body

1. Governors are responsible for the strategic oversight of the College, for the appointment of the Principal and other Senior Post Holders, for the approval of budget and accounts and ensuring the safeguarding of the College assets and its solvency, and for setting a framework for the pay and conditions of service of staff. It is a challenging but rewarding role, with important responsibilities and the opportunity to contribute at Board level to a public service body with a multimillion pound budget, a substantial record of achievement and innovation, and a clear vision for the future.
2. These general responsibilities of governors are set out in two legally binding documents, the Instrument and Articles of Government and the Financial Memorandum between the College and the Learning and Skills Council (LSC - the body which allocates funds to Colleges according to their planned/previously achieved student numbers). Copies of these may be consulted before appointment, and are provided to each member on appointment. They are further expanded with practical examples in a publication “Governors and Clerks in Further Education – Benchmark Standards”, that was produced by the Further Education National Training Organisation. Copies of each of these documents are available for prospective governors.
3. For effective governance it is essential that there be trust and respect between Governors, and between Governors and the Principal or other College managers. No surprises (for governors from managers) and no ambushes (of managers by governors) are simple but vital rules. It is also important to respect the proper authority and autonomy of the College management in the performance of their functions whilst not forgetting that the first duty of the Board of any public body is to hold the Executive properly to account.

## **Personal Qualities of Governors**

1. Governors are not expected to be experts in educational practice or theory, but to use their own skills, experience and ideas in making informed judgements. To make informed judgements it is important that each governor understands the core business of the College and the needs of its stake-holders, as well as keeping up-to-date on the requirements of the Government and governmental agencies such as the Learning and Skills Council (LSC, Essex Local LSC). A programme of information and development activities is available to help you in this. Members are expected to take an active interest in the work of the College, and to take opportunities to visit the College to meet staff and students.
2. Regular attendance at the bi-monthly Corporation meetings is essential. Together with the requirements for keeping yourself informed and maintaining regular contact with the College, governance activities will typically occupy between 15 and 18 sessions (two hours in a morning, afternoon or evening) each year. Two conferences are held each year at which Governors and senior staff meet both formally and informally to take forward the strategic planning agenda.
3. Most governors will serve for at least four years – as a governor you are making a commitment to the long term future of the College.