



# WANT TO BE A SEEVIC COLLEGE GOVERNOR?

We're already good.  
Help us to become even better.

The Corporation of Seevic College is seeking to appoint dynamic and forward thinking governors who have a genuine concern for education and wish to make a contribution to the local community.

## Who are we?

Seevic College continues to build on the success and achievement of its students in a wide range of academic and vocational programmes. Based in Benfleet, with a new and innovative campus in Basildon, the College attracts students from an increasingly diverse catchment area.

## Responsibility

The Board of the Corporation has the overall responsibility for the strategic direction, development and financial health of the College and helps to create an environment that supports students and staff in their endeavours. Governors are committed to the value of learning, maintaining educational standards and the promotion of equal opportunities.

## Ofsted

The benefits of the broad range of skills and knowledge of the Board were applauded by OFSTED at the College's very successful recent inspection. 'Governance is good. The College benefits from their broad range of skills and particularly detailed local knowledge' Ofsted Report 2009.

## The Board

The Board consists of 16 members who are drawn from a wide range of business, industrial and professional backgrounds, including two members of College staff and two student members.

## Board Meetings

Members usually attend two early evening meetings a month and give their time without payment. Expenses including travel and care costs are reimbursed. Appropriate training and support is available to new members.

## Application Process

The Corporation is particularly seeking applications from those with backgrounds in Finance, Information Technology, Arts or Media.

We welcome applications from all sections of the community particularly people from black and ethnic minorities as they are under-represented in the workplace.

If you're interested contact Angela Goll on 01268 756 111.

## **Seevic College Further Education Corporation Governing Body**



Thank you for your interest in becoming a Governor at Seevic College.

The following documents have been provided for your information:

1. Role and Personal Specification for a member of the Corporation
2. Governing Body and Committee Structure
3. Eligibility Statement
4. Governors Profile Questionnaire

### **What next?**

Please complete the Governors Profile Questionnaire and return it to Seevic College together with a copy of your CV.

Please also read and sign the Eligibility statement and return to the College.

In making recommendations for appointment the Search and Governance Committee has to have regard to a "Model Board Profile" (although general character and ability to work as a member of the governance team are the over-riding factors)

If you would like more information please contact Angela Goll on 01268 756 111 or email [angela.goll@seevic-college.ac.uk](mailto:angela.goll@seevic-college.ac.uk)

Once again, thank you for your interest.

### **Ralph Devereux**

Schools Support Services  
Clerks to Seevic College Corporation



# Seevic College Further Education Corporation

## Governing Body and Committee Structure

The current constitution of the Corporation (Governing Body) of Seevic College is 15 Members:

- 10 Ordinary Members
- 1 Parent Member
- 1 Student Member
- 2 Staff Members
- 1 Principal

The Governing Body carries out its work chiefly through a number of committees.

Each committee has terms of reference set by the Board, although those of the Audit Committee and Search Committee follow close prescription from the Funding Bodies.

Most of the committees meet once each term, except that the Finance and Estates Committee meets at least twice each term, and the Remuneration Committee only twice each year.

<b>Committee</b>	<b>Principal Concerns</b>
Finance & General Purpose	Financial & Property Issues Health & Safety
Standards	Cross-College Student Support College QA Procedures
Audit	Internal & External Audit
Search and Governance	Recruitment & Development of Governors Oversight of Governance Procedures
Remuneration	Pay & Conditions of Senior Post Holders (The Executive Management Team of Principal, two Deputy Principals and one Vice Principal).

In addition ad hoc groups are established for particular purposes.

Committee chairs meet informally from time to time to ensure co-ordination of committee activities.

The Governing Body has formally adopted a book of Procedures and Policies (Standing Orders).

The Clerk (Ralph Devereux, Schools Support Services) is always available to assist any member who wishes to raise an issue for debate, or who requires additional information about an agenda item.

**Contact**  
schoolsss@aol.com

## Governing Body and Committee Structure

Agendas and papers for all Governing Body meetings should arrive with you seven clear days ahead of meetings – this, of course, means that the clerk requires notice of agenda items at least fourteen days ahead of meetings in order that the necessary research can be undertaken and papers prepared.

At least twice each year members of the Governing Body, usually accompanied by members of the Senior Leadership Team (SLT), have a weekend (Friday evening/Saturday morning) conference to consider major issues of strategy and direction.

### **Delegation**

#### **General Operating Principles**

The Governing Body determines policy in respect of its own operations, and of the administrative, financial and personnel policies of the College, or of any subsidiary company.

Policy and procedure in respect of its own operations is set out as “Rules for the Conduct of Corporation Business” colloquially known as “Standing Orders”.

#### **Finance & General Purpose Committee**

The Governing Body has delegated its responsibility for the Conduct of Seevic College to the Finance and Estates Committee as follows:

1. The Finance and Estates Committee shall be responsible for providing guidance to the SLT on the budget setting process, and for considering the annual estimates of income and expenditure prepared by the SLT before their approval by the Governing Body.
2. The Finance and Estates Committee shall be responsible for monitoring the efficient and effective use of resources, including revenue income and expenditure, cash flow and balance sheet reports, and for bringing to the urgent attention of the Governing Body any concerns about the solvency of Seevic College or the safety of significant assets.
3. The Finance and Estates Committee shall be responsible for approving and revising three year rolling programmes of expected capital expenditure to be included in financial forecasts, all items of capital expenditure not contained in the annual capital estimates approved by the Governing Body and for monitoring progress of capital projects.
4. The Finance and Estates Committee shall be responsible for determination of the accommodation strategy and maintenance investment plan for approval by the Governing Body.
5. The Finance and Estates Committee shall be responsible for maintaining under review the strategic and operating plans of the College, and for making recommendations to the Governing Body about these plans.

#### **Standards Committee**

The Client Services Committee shall be responsible for keeping under review:

1. Quality Assurance
  - a. College quality assurance framework and policy
  - b. Quality standard targets for all services and their attainment
  - c. Progress to achieving/retaining Investors in people status
  - d. College response to inspection reports
  - e. Arrangements and developments leading to self-accreditation status

## Governing Body and Committee Structure

### 2. Student Services

- a. Progression of students from partner schools
- b. Student welfare services
- c. Recreational facilities and activities
- d. Refectories
- e. Careers information and advice
- f. Learning support
- g. Tutorial support
- h. Curriculum support
- i. College council

### 3. Student Conduct and Discipline

The Client Services Committee shall be responsible for discharge of the responsibilities of the Corporation with respect to student conduct and discipline.

### 4. Students with Learning Disabilities and Disadvantages

The Client Services Committee shall be responsible for oversight of arrangements made to satisfy statutory requirements and Corporation policy (Diversity Policy) in providing for the needs of students with learning difficulties and disadvantages.

### 5. Admissions, Liaison with Secondary Schools, Higher Education and Parents

The Client Services Committee shall be responsible for keeping under review the policies of the College in respect of admissions, liaison with secondary schools and higher education, and with parents, and making recommendations to the Corporation on these issues.

## **Audit Committee**

### **Terms of Reference**

#### **Effectiveness**

1. To advise the Board of Governors on the effectiveness of the institution's internal control system including control for securing economy, efficiency and effectiveness.
2. To monitor, annually or more frequently if necessary, the implementation of approved recommendations relating to both internal audit reports and external audit reports and management letters.
3. To monitor the effectiveness of the internal and external audit services.

#### **Internal Audit**

4. To advise the Board of Governors on the appointment of the internal audit services (and head of internal audit, if applicable).
5. To consider and advise the Board of Governors on the audit needs assessment, and strategic and short-term audit plans for the internal audit service.
6. To consider and advise the Board of Governors on internal audit reports.

#### **External Audit**

7. To advise the Board of Governors on the appointment and remuneration of external auditors and the scope of their work.

## Governing Body and Committee Structure

8. To consider and advise the Board of Governors on external audit reports and management letters.

### **Search and Governance Committee**

#### **Terms of Reference**

1. The Search and Governance Committee shall be responsible for keeping under review requirements for appointment or reappointment of Governors, including changes in the number, composition or balance of interest represented on the Governing Body, and making recommendations to the Governing Body.
2. The Search and Governance Committee shall be responsible for the oversight of arrangements made to recruit, inform and interview potential Governors, and to make recommendations to the Governing Body for appointment.
3. The Search and Governance Committee shall be responsible for the oversight of arrangements made for Governor development and training.
4. The Search and Governance Committee shall be responsible for keeping under review the general governance procedures of the Corporation.

### **Remuneration Committee**

The Governing Body has delegated its responsibilities for the Conduct of Seevic College to the Remuneration Committee as follows:

1. The Remuneration Committee shall be responsible for preparation of a framework for pay and conditions of service of holders of senior posts for approval by the Governing Body in accordance with the articles of Government of Seevic College.
2. The Remuneration Committee shall be responsible for monitoring arrangements for the appointment grading, suspension and dismissal of holders of senior posts in accordance with the articles of Government of Seevic College and for appraisal of SLT and clerks.
3. The Remuneration Committee shall be responsible for preparation of a policy framework covering other employment issues affecting holders of senior posts.
4. The Remuneration Committee shall discharge any responsibility of the Governing Body for appointment of holders of senior posts or consideration of hearings or appeals concerning holders of senior posts under disciplinary or grievance procedures.

### **Financial Regulations**

Policy, Procedure and Guidance for Finance and Administration is set out as "Financial Regulations", which has sections covering:

1. Budget setting, monitoring and virement
2. Accounting policy, statistical returns, audit and records
3. Purchasing and competitive tendering
4. Credit policy
5. Banking and cash management
6. Inventory and asset management – equipment
7. Inventory and asset management – land and buildings
8. Risk management
9. Course provision, student numbers and registration
10. Reimbursement of expenses
11. Fee structure

## Governing Body and Committee Structure

12. Procedures for monitoring income
13. Computer access and security
14. Fraud and irregularity

In each section the delegation of responsibility for executive action, and the authority for it is set out.

### **General Rules on Delegation**

In each section the delegation of responsibility for executive action, and the authority for it, is set out.

The Governing Body determines the strategic plan, including the three-year financial forecast and accommodation strategy on the advice of the SLT.

The Governing Body sets policy, and financial limits for expenditure (separately for revenue and capital budgets) on the advice of the SLT.

The Governing Body authorises applications to the Skills Funding Agency (SFA) or other Statutory Bodies, Department for Universities, Innovation Education and Skills (DIUS), Department of Trade and Industry (DTI) and the European Union Social Fund for funds for revenue or capital projects, or for permission to carry out major capital projects, asset disposals or borrowing, on the advice of the SLT.

The Governing Body sets policy for the educational character of the institution, and in relation to health and safety and diversity.

Within this framework of agreed policy the Principal has delegated powers of operation, subject to the financial regulations and human resources policy and procedures, and to the requirement that the Governing Body is (a) kept informed (through its appropriate committee) about progress in implementing policy, and (b) consulted about any major decisions concerning staff, physical assets, and expenditure or contracts for the supply of goods and services.



# 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 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 Skills Funding Agency (SFA) and Young People's Learning Agency (YPLA). 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.



# Seevic College Further Education Corporation

## Eligibility

The formal name for the Governing Body of the College is The Seevic College Further Education Corporation.

Clause 8 of the Instrument of Government of the College lists persons ineligible to be members of the Corporation and this section is set out below:

1. No one under the age of 18 years may be a member, except as a student member.
2. The Clerk may not be a member.
3. A person who is a member of staff of the institution may not be, or continue as, a member except as a staff member or in the capacity of Principal.
4. Paragraph (3) does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of a students' union.
5. Subject to paragraphs (6) and (7), a person shall be disqualified from holding, or from continuing to hold, office as a member if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986 (3), or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.
6. Where a person is disqualified by reason of his having been adjudged bankrupt, or by reason of being the subject of a bankruptcy restrictions order or a bankruptcy restrictions undertaking, that disqualification shall cease:
  - a. on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
  - b. if the bankruptcy order is annulled, at the date of that annulment; or
  - c. if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court; or
  - d. if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
  - e. if the bankruptcy restrictions order is annulled, at the date of that annulment.
7. Where a person is disqualified by reason of his having made a composition or arrangement with creditors, including an individual voluntary arrangement, and then pays the debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
8. Subject to paragraph (9), a person shall be disqualified from holding, or from continuing to hold, office as a member if:
  - a. within the previous five years that person has been convicted whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment

Eligibility

(whether suspended or not) for a period of three months or more, without the option of a fine; or

- b. within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not for a period of more than two and a half years; or
  - c. that person has at any time been convicted as set out in sub-paragraph (a) and has received a sentence, whether suspended or not, of more than five years.
9. For the purpose of this regulation there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.
10. Upon a member becoming disqualified from continuing to hold office under paragraphs (5) or (8), the member shall immediately give notice of that fact to the Clerk.

**Seevic College Further Education Corporation**

**Eligibility Declaration**

I have read Clause 8 of the Instrument of Government of the Seevic College Further Education Corporation and confirm that I am eligible to be a member of the Corporation.

I understand that the position of Corporation Member is a regulated position for the purposes of Part II (Protection of Children) of the Criminal Justice and Court Services Act, and it is an offence for any person disqualified for an offence against a child under that Act to apply for or accept appointment. I give my consent to the Corporation making a check with the Criminal Records Bureau that I am not so disqualified.

Name .....

Signature .....

Date .....



# Seevic College Further Education Corporation

## Governors Profile Questionnaire

This information relates to the model "board profile" and is used for monitoring the composition of the Board against that profile – it is not used to determine recommendations for appointment and the committee also asks that you provide a brief CV.

The information given by you on this form will be stored on a computer record protected by the Data Protection Act 1984.

### Personal Details

Name			
Address			
Telephone Numbers	Day		
	Evening		
Gender		Date of Birth	
Work Status Eg. Retired, Employed, Self Employed			

### Experience of Seevic or other FE Colleges

Have you had any experience as a parent of a full-time student at Seevic College currently or during the past three years?	Yes/No
Have you worked in further or higher education during the past three years as a member of support staff, as a teacher or as a manager?	Yes/No (If you answered yes please complete details below)
College	
Dates	
Post	
% Full Time	
Have you studied at Seevic or in another college during the past three years?	Yes/No (If you answered yes please complete details below)
College	
Dates	
Mode of Study Eg. Full Time, Part Time, Evening	

## Business Experience and Qualifications

Have you served as a director of a private or public limited company?	Yes/No (If you answered yes please complete details below)
Company	
Dates	
Have you worked during the past three years in a post where you managed a budget and/or a workforce?	Yes/No (If you answered yes please complete details below)
Company	
Post	
Dates	
Budget	
Workforce	
Have you a professional qualification in any aspect of business, law, marketing, information technology, finance or property?	Yes/No (If you answered yes please complete details below)
Qualifications	
Have you any experience of Medium – Long Term Strategic Planning for an organisation?	Yes/No (If you answered yes please complete details below)
Please give brief details	

## Community Background

Have you served as a member or been an employee of a public sector body?	Yes/No (If you answered yes please complete details below)
Public Body	
Dates	
Role	Full Time/Part Time
Have you any experience of working directly with groups or individuals requiring community services?	Yes/No (If you answered yes please complete details below)
Client Group/Community Service	
Dates	
Role	
What are your other community interests?	

