

ROLE DESCRIPTION AND PERSON SPECIFICATION FOR GOVERNORS

Introduction

Abingdon and Witney College values the breadth of experience and skills of its governors and recognises the contribution they make to the success of the College. It also wants governors to feel that the role they fill is rewarding and satisfying. The following role description and person specification have been written with the aim of providing potential governors with an understanding of the role of governors and the type of person who may be suitable for membership of the corporation Board.

Role Description

As part of a shared corporate responsibility, members are expected to contribute their professional and general management skills to the Corporation in a non -executive role ensuring that there is no interference with the day-to-day management of the College. The statutory duties of governors are:

- to determine the College's educational character, mission, vision and ethos which should reflect the needs of the community and accord with Government policies
- to approve annual estimates of income and expenditure
- to ensure solvency, safeguarding of assets and financial probity
- to approve the 3-year development plan and 3-year financial plan
- to raise standards, agree retention and achievement targets, and to monitor academic achievement
- for the appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Principal any other Senior Post Holders, and Clerk to the Corporation
- to set a framework for pay and conditions of service of all other staff
- to ensure the effective and efficient use of resources.

In addition, governors have a personal responsibility to:

- abide by the seven principles of public life as set out in Lord Nolan's Report on the Standards in Public Life
- become a member of at least one committee (Finance & General Purposes, Audit, Remuneration, Curriculum and Quality, Strategy and Governance, Nominations)
- prepare for, attend and contribute to meetings of the Corporation Board and its committees
- participate in training and development events or opportunities as arranged from time-to-time for members
- act as an ambassador for the College

Person Specification

While each member should bring skills and experience relevant to the work of the Corporation, the role of the Board is strategic and enabling and members should not be regarded as professional advisers to the College. In seeking to fill vacancies, the

Corporation endeavours to maintain a balance of skills and experience amongst its membership. The following are general attributes:

- an interest in, and a commitment to lifelong learning and the role of the College in improving the nation's skills base
- commitment to student success
- independence of judgement with respect for different opinions
- integrity and ability to act without self interest
- strategic awareness
- analytical and problem solving abilities
- ability to ask questions, challenge assumptions and contribute to robust debate
- commitment to equality and diversity

Time Commitment

There is an expectation that governors will:

- attend all Corporation meetings – normally four meetings per year, 6.00-8.00pm on mid-week evenings, and an annual strategy meeting
- attend the meetings of the committee to which they are appointed, normally three meetings per year, 6.00-8.00pm on mid-week evenings
- read papers before meetings
- keep abreast of education matters, particularly in the FE sector

Term of Office

The length of term of office shall not exceed four years in the first instance. Members are eligible for re-appointment. A member may resign at any time.

Eligibility

The legal constraints affecting Board members, who are also Charity Trustees, are set out in the Application Form.

For further information, please contact Ruth Reavley, Clerk to the Corporation Governors
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