



BEING A GOVERNOR ON HUDDERSFIELD NEW COLLEGE CORPORATION

Huddersfield New College is a successful Sixth Form College and we are looking for supportive new governors, who are committed to inclusive education and who care about producing equality of opportunity for all.

The college's vision is that together we open minds, embrace difference and empower each other to shape a better future.

HNC's mission is to be a college where students love to learn and staff love to work. Where students earn life-changing qualifications. Where we develop the confidence to live authentically and the courage to shape a better future.

The Governing body has a strategic role working with the Principal and Senior Leadership Team to establish, monitor and evaluate the strategic direction of the college as embodied in the mission and to also agree strategic aims and objectives in order to promote continuous improvement. As a College Governor, you will be part of, and make decisions, as a team.

The Corporation wishes to secure genuine equality of opportunity throughout all aspects of its activities. It is our aim to ensure that all prospective Governors are appointed solely on grounds of merit, irrespective of any protected characteristic including Age, Gender and Gender Reassignment, Marital Status, Disability, Religion or Belief, Race, Sexual Orientation, and Pregnancy/Maternity.

THE ROLE OF GOVERNORS OF THE GOVERNING BODY:

Main Objective:

To deliver effective governance by providing strategic direction, creating robust accountability, oversight and assurance for the college's educational and financial performance and being ambitious for all learners to achieve the very best outcomes.

Duties and Responsibilities:

As a part of their shared corporate responsibility Governors are expected to ensure that:

- the educational character and mission of the College reflect the needs of the community which is served by the College and are within Government Policies;
- public funds are used in accordance with the requirements of the funding bodies and to the maximum benefit of the community;
- appropriate staffing arrangements are in place, particularly regarding the appointment of holders of senior posts and the framework for pay and conditions for all staff;
- The College acts at all times in line with its Statutory Instrument and Articles of Government and all other legal and funding requirements.

Governors have an individual responsibility to:

- observe the seven principles of Public Life as established by the Committee on Standards in Public Life:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership

- attend and contribute to meetings of the Corporation and its Committees as appropriate;
- apply specialist knowledge and expertise in contributing to the decision making processes of the Corporation;
- act as an ambassador for the College;
- participate in the annual review of the performance of the Corporation;
- take part where practicable in any relevant training and development events or opportunities, as arranged from time to time for the benefit of Governors;
- give any additional assistance as may be reasonably requested by the Chair of the Corporation;
- familiarise themselves with and be committed to, the relevant Committee's terms of reference and the College's Instrument and Articles of Government;
- act fairly and impartially, maintaining confidentiality;
- use independent judgement and declare any relationship, internal or external, which could interfere with impartial decision-making and the principles of public life;
- accept collective responsibility for Corporation decisions;

Essential Personal Characteristics of an effective Governor include:

- A commitment to lifelong learning and the College's mission statement;
- Personal integrity;
- A capacity for understanding, strategic thinking and reasoning;
- A capacity to challenge;
- An ability to influence without domination;
- Decisiveness with an ability to ensure all actions are completed;
- An ability to take a financial overview;
- Availability to attend Corporation meetings

Desirable Personal Characteristics of an effective Chair include:

- Experience as a Governor in an educational institution;
- Experience of leadership in the public or private sector;
- Experience of performance management;
- Experience of public relations.

THE ROLE OF THE GOVERNING BODY

The role and responsibilities of Sixth Form College Governors are set out in the Instrument and Articles of Government as determined in the Further and Higher Education Act 1992.

The Governing body, together with the Principal as Chief Executive, constitutes the highest level of decision-taking in the College, and has the ultimate responsibility for all the affairs of the College. Acting corporately, the governing body has certain formal duties, powers and rights, including:

- i. determining the educational character and mission of the College, including the range of courses to be offered
- ii. the appointment of the Principal and the Clerk
- iii. the determination, implementation and monitoring of financial strategy to ensure the financial solvency of the College
- iv. ensuring the effective and efficient use of the College's resources
- v. establishing a framework for the pay and conditions of all staff

THE INSTRUMENT AND ARTICLES OF GOVERNMENT

College governing bodies regulate their own proceedings within the boundaries of the Instrument and Articles of Government. These are the documents which set out the framework within which the governing body must work.

The Instrument is concerned with the constitution of the governing body, the appointment of its members and the conduct of meetings.

The Articles of Government define the powers and duties of the governing body and the Principal. The Governors hold the responsibility for governance and the Principal and senior staff have the responsibility for making management decisions. They set out the basis for dealing with certain matters including financial management, the appointment and dismissal of staff, and student discipline.

THE RESPONSIBILITIES OF GOVERNORS

Staff

Governing Body members take part in the selection of the Principal or other senior post-holders. Responsibility for appointment of all other staff rests with the Principal and senior staff.

Management of College Finances

A major financial responsibility of the governing body is to ensure the solvency of the College, the stewardship of public funds and assets, securing value for money, and accounting for the funds which have been spent. The Principal is responsible for preparing annual estimates of income and expenditure for consideration and approval by the governing body. To meet this major financial responsibility, the governing body will wish to satisfy itself of the existence of a good financial management information system, consider and approve financial forecasts and budgets within the framework of the College's strategic plan, and monitor financial performance against budgets as the year progresses.

Accountability

As an independent corporation, the governing body is authorised by law to act as a single person while maintaining a separate legal identity from its individual members. This means the governors have powers and responsibilities as a corporation not as individuals. The governing body is accountable to the Education Funding Agency (EFA) for the use of the funds it receives, and for meeting any conditions attached to that funding, such as the requirement to submit annual accounts or to supply information about student numbers.

Legal Liability of Governors

Under the Further and Higher Education Act 1992, the College is self-governing and responsible for its own affairs. The governors, acting corporately, are accountable for the financial health and good

management of the College, and for the proper use of the public funds entrusted to it. The governing body's responsibilities and accountabilities, including those for monitoring the effectiveness of the governors' own performance are shared equally by each individual member of the governing body.

There is a theoretical possibility of an individual being held liable for his or her actions taken as a governor. It is important, therefore, that individual governors satisfy themselves that all decisions in which they participate are properly made on the basis of adequate information. The governing body has taken out Governors Liability insurance to insure itself against the costs of any charges of negligence.

The government of an F.E. college is a wholly voluntary and unpaid activity. F.E. corporations have charitable status, and therefore the governors are trustees of these charities. Consequently the governors are subject to the laws concerning charity trustees which state that trustees are not entitled to profit from their trusteeship.

THE AMOUNT OF TIME INVOLVED

Governors are appointed for an initial term up to a maximum of four years, with parent and staff members appointed to a maximum of two years and students for one year. Members may be re-appointed to serve a further term of office. Meetings of the whole Corporation take place up to 7 times a year, and committees meet, on average, once a term. In addition, there are occasional college functions to which governors are invited to and an expectation for Governors to also attend training events as and when required for professional development. Almost all meetings take place in the early evening.

Under employment law, employees are entitled to "reasonable time off" without pay for their duties as governors. It is up to you and your employer to agree what is reasonable. Many employers are very happy for their employees to serve as a college governor as this enhances personal development, and some employers provide paid time off for governing activities.

TRAINING

College governors learn about their functions largely by doing them, supported by appropriate briefings and training events. There is a new governor induction, training and mentoring scheme, of which you will be part.

Governors elected to Huddersfield New College Corporation serve on a voluntary basis and no form of payment is made to them, with the following exceptions:

- Fees for attendance on agreed Training Seminar/courses will be paid by the College;
- The cost of hotel accommodation and travelling expenses, in accordance with the college's expenses policy, will be paid in respect of attendance on training seminars/courses

Claire Coupland
Clerk to the Corporation