

### Role Description for a Member of The Board of The Corporation

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#### Purpose

An appointment as a governor of the Trafford and Stockport College Group is a public appointment. All governors are required to abide by the Board's Code of Conduct, which is based on the seven principles of public life (the 'Nolan' principles): selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. All governors, including staff and student governors, work on a voluntary basis. The Group meets reasonable out-of-pocket expenses incurred by governors in the performance of their duties.

#### 1. Main Duties of a Member of the Board of the Corporation

Collectively, individual Governors contribute their professional, strategic skills and experience to the Corporation in a non-executive role as follows:

- 1.1 The determination, periodic review and development of the educational character and mission of the institution and the oversight of its activities. This includes setting and communicating the Group's Strategy and goals.
- 1.2 Publishing the arrangements for obtaining the views of employees and its students on the determination of the education character and mission of the institution and the oversight of its activities.
- 1.3 Exercising effective control to ensure that funds and assets are protected, the effective and efficient use of resources, the solvency of the institution and that all legal obligations are met.
- 1.4 The appointment, grading, suspension, dismissal, and determination of pay and conditions of the Group's designated Senior Post Holders.
- 1.5 Approving annual estimates of income and expenditure.
- 1.6 Holding the Executive Leaders to account for the educational performance and quality of the Group and the performance of staff.
- 1.7 Ensure the Board of the Corporation carries out its purpose for the public benefit.
- 1.8 Comply with the Corporation's Governance documents and the law and awareness of standards in public life.
- 1.9 Act in the best interest of the Corporation.
- 1.10 Provide oversight of the Corporation's resources acting with reasonable care and skill.
- 1.11 Ensure the Board of the Corporation is accountable and complies with reporting standards and requirements.
- 1.12 Adhere to the Codes of Governance adopted by the Corporation including:
  - Promoting high expectations and excellence for students and staff
  - Ensuring Inspirational teaching and learning
  - Creating a safe environment for students to learn and develop
  - Meeting the needs of the community that the Group serves.

## **2. Individual Duties**

- 2.1 Participate in the Governor Links, Learning Walks and Key Business Thematic Tasks as appropriate.
- 2.2 Comply with all the Group's Governance documentation including the Governors' Code of Conduct and Standing Orders.
- 2.3 Provide challenge to Senior Leaders of the Group acting as a critical friend.
- 2.4 Serve on appropriate Corporation Committees as determined by the Board of the Corporation and/or other Working Groups as established by the Corporation for special projects or other purposes.
- 2.5 Participate in the formulation and monitoring of the Group's Strategic Plan and Annual Operational Plan.
- 2.6 Be involved in the appointment of the Group's Senior Post Holders as appropriate.
- 2.7 Attend appropriate governor induction training and development days as required.
- 2.8 Attend external and internal events as a representative of the Board of the Corporation.
- 2.9 Attend meetings on behalf of the Board of the Corporation with external funding and moderating agencies as appropriate.
- 2.10 Ensure that personal interests are declared and recorded in the Governors' Register of Interests and at every Board and Committee meeting.
- 2.11 Ensure decisions are taken solely in terms of public interest and not in the interests of any individual or body.
- 2.12 Participate in the Group's Individual Governor Non-Executive Review Process and periodic Governance External Review.
- 2.13 Preparatory work for meetings and events including extensive reading of a wide range of materials ensuring that enough time is set aside for the role.
- 2.14 Undertake annual Safeguarding Training and acts within the remit of the Group's Safeguarding (Child Protection and Vulnerable Adults) Policy.
- 2.15 Any other duties as required that are commensurate with Member activities.

## **3. Eligibility**

- 3.1 Governors are required to make an annual declaration of eligibility and interest. A register of interest is held by the Corporation Secretary and is made available to members of the public.
- 3.2 An individual is not eligible to be a governor if declared bankrupt within the last three years or served a sentence for a conviction within the last five years or been removed from office as a member of an FE (Further Education) Board within the last ten years.
- 3.3 Governors should not normally have a teaching role or be a student at the Group unless they are appointed as staff or student governors.
- 3.4 Although not a statutory requirement, governors are required to agree to Disclosure and Barring service (DBS) criminal records check on appointment.

### Person Specification for a Member of The Board of The Corporation

Skills	Evidenced on Application Form
Interpersonal Skills and Teamwork	<ul style="list-style-type: none"> <li>• Ability to work positively with others and debate whilst maintaining a constructive atmosphere.</li> <li>• Ability to be a team player and accept the principle of corporate responsibility.</li> <li>• Able to contribute collegiately to group discussion and decision making and to respect the complementary skills and experience of colleagues.</li> </ul>
Communicating and influencing	<ul style="list-style-type: none"> <li>• Ability to always express ideas/plans in a clear manner and to listen actively to other viewpoints.</li> <li>• To be able to speak clearly and fluently and in a compelling manner.</li> <li>• Ability to provide Challenge to Senior Managers and Leaders.</li> </ul>
Planning and Organisation	<ul style="list-style-type: none"> <li>• Ability to quickly establish an effective course of action for self and others to achieve goals that can be monitored.</li> <li>• Ability to set realistic performance targets.</li> </ul>
Achievement and Determination	<ul style="list-style-type: none"> <li>• Ability to create energy/enthusiasm necessary to be effective and have the tenacity to overcome obstacles.</li> </ul>
Strategic Perspective	<ul style="list-style-type: none"> <li>• Ability to develop a broad-based view of issues and events and perceive their long-term impact.</li> <li>• Ability to provide strategic direction and oversight and to have an understanding of Mission, Vision and Values.</li> </ul>
Intellectual and Technical Ability	<ul style="list-style-type: none"> <li>• Ability to demonstrate a knowledge and understanding of facts and rationalise appropriately.</li> <li>• Ability to think laterally and arrive at pragmatic solutions.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour and skills that motivate others to achieve and inspire confidence in others to achieve objectives and respect the views of others.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Will most likely be employed in a senior position in the public or private sector or be a leading member in the local community activities.</li> <li>• Certain vacancies may require professional qualifications to ensure the Corporation has a balance of skills i.e. legal, finance or Human Resources.</li> <li>• An understanding of local community and stakeholder needs and issues.</li> </ul>
Committed to	<ul style="list-style-type: none"> <li>• Education, training and meeting local and national skills needs and to the success of Trafford &amp; Stockport College Group's students.</li> <li>• The well-being and life of the Group and its community.</li> <li>• Strengthening links between the Group and its business and local communities.</li> <li>• Acting openly, honestly and with integrity.</li> <li>• Equal opportunities for all.</li> <li>• The importance of safeguarding young people and adults.</li> <li>• Undertake training and development as required to ensure effectiveness in the role of governor.</li> <li>• Participate in an annual governance self-assessment and periodic governance external review.</li> </ul>
Diversity	<ul style="list-style-type: none"> <li>• The group positively welcomes applications from individuals who can add to the diversity of the Corporation.</li> </ul>
Circumstances	<ul style="list-style-type: none"> <li>• Available to attend an average of 12 meetings per year.</li> </ul>