

## Governor Application Guidance Notes

Before completing your application please read these notes carefully.

Make sure you send the equality and diversity monitoring form with your application form along with a one page CV (A4)

### Appointment of Governors

All appointments to the Corporation (board of governors) are decided by the Corporation on the recommendation of the Search Committee.

The Search Committee will consider a candidate's personal suitability for appointment regardless of age (provided the candidate is aged 18 or over), ethnic origin, gender, marital status, sexual orientation, political affiliation religion or disability.

It may be the case that although you are personally suitable, you cannot be recommended for immediate appointment. This is because the Corporation needs to ensure it maintains an appropriate range of skills and expertise to govern effectively.

You should ensure your application adequately demonstrates the range and depth of experience and skills you can offer. **We are looking for a senior professional who has held an advisory or senior managerial position within the financial sector, and who has accountancy or financial qualifications.**

All appointments will be subject to an enhanced Disclosure and Barring Service check.

### The Duties of a Governor

You will be expected to be an active member of the Corporation with a strong commitment to:

- improving student outcomes;
- shaping the College's values and ethos;
- setting the College's strategic direction;
- ensuring accountability;
- utilising personal knowledge and experience to the College's benefit;
- acting as an ambassador for the College in the wider community;
- giving due priority to attending meetings of the Corporation and its committees.

As a rough guide the time commitment a month is around 3 – 5 hours. There are no scheduled meetings during College holidays. Meetings are usually held in the late afternoon/early evening and occasionally one might be held during the working day. An annual calendar of meetings is published before the start of the academic year.

The maximum term of office to which a governor may be appointed is four years. In order to ensure that opportunity is given for new governors to join the Corporation, a policy has been established that no governor may serve for more than eight years.

## Corporation Responsibilities

The Corporation's responsibilities include:

- the determination and periodic review of the College's educational character and mission and the oversight of its activities;
- the effective and efficient use of resources, the solvency of the College and the safeguarding of their assets

Sixth form colleges are dynamic, changing organisations that need to anticipate, react or respond differently internal and external. Therefore, the determination of the educational character has particular importance as the primary responsibility of the Corporation within its overall requirement to take an overview of the whole College when setting its future direction.

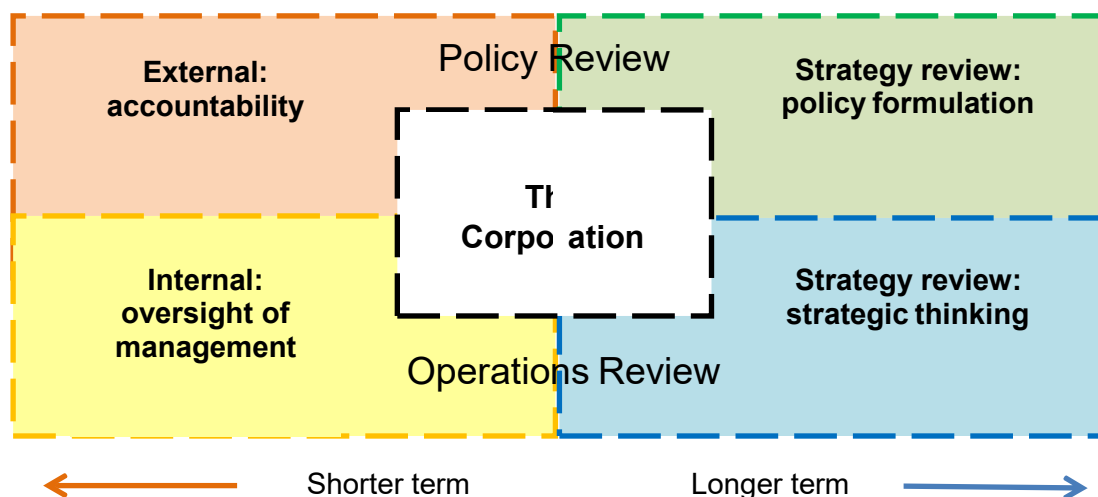
## Staff

Additionally, the Corporation has responsibility for the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the Principal and the Clerk to the Corporation along with setting a framework for the pay and conditions of service of all other staff.

## The way the Corporation Works

The way the Corporation is organised facilitates governors playing an effective part strategically in enabling a positive, high quality learning environment to continue at the College while fostering an open, responsible sharing culture.

The essence of the Corporation's approach is to drive the college forward whilst exercising prudent control. It does this by more or less following the model below:



The Corporation aims to spend the least amount of time on oversight of management. The other three areas are where the Corporation aims to spend the majority of its time and expertise, to help provide clear, overall direction for the College.

Assisting the Corporation in the discharge of its work is the Clerk who is independent of the College's management and reports directly to the Corporation. The Clerk has a central role in correct, effective and efficient governance by the Corporation.

The only governor with executive responsibilities is the Principal.

## Code of Conduct

Governors are expected to abide by the Corporation's Code of Conduct for Governors which sets out requirements for the standards of conduct expected, summarises the legal duties and outlines the interactions with the Corporation, the Principal, staff and third parties. Overall, the Code aims to help promote effective and knowledgeable governance.

The Code also includes the seven principles of public life set out in the second report on the *Nolan Committee on Standards in Public Life*, which recommends that governing bodies and individual governors act with:

<b>Selflessness</b>	Taking decisions in terms of the public interest
<b>Integrity</b>	Acting without obligation or influence to outside individuals or organisations
<b>Objectivity</b>	Taking decisions on merit
<b>Accountability</b>	Being accountable for decisions and subsequent public scrutiny
<b>Openness</b>	Being as open as possible and giving reasons for decisions
<b>Honesty</b>	Declaring private interests and avoiding conflicts of interest
<b>Leadership</b>	Promoting and supporting principles by leadership and example

The Corporation operates a register of interests which all Governors are required to complete and update annually. Governors are advised to register all business and private interests, financial or otherwise. The Register is open to public inspection.

Governors should not speak or vote at meetings as if delegated by a particular group. No governor is bound by a mandate given to her or him. Governors are required to take a view on each matter being considered and reach a decision based on the merits of the issue. There is collective responsibility between Governors for decisions taken by the Corporation.

## Relationship with College Staff

One of the most important things a governor needs to ensure is achieving the right balance in dealings with College's staff and managers.

Technically, the Corporation is the employer of all staff at the College, but it does not direct the work of staff or managers other than the Principal. The management of staff is the direct responsibility of the Principal who is supported by the College Leadership Team.

The Corporation's role is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Principal is responsible for achieving what is needed to fulfill the outcomes identified in the Strategic Plan, for example, through the day to day management of the College's staff.

On delegation, the Corporation has assumed it will govern strategically with an emphasis on:

- outward vision rather than internal preoccupation
- encouragement of equality and diversity
- Strategic leadership over administrative detail
- Decision making that is collective rather than individual
- The future as opposed to the past or present
- Proactivity rather than reactivity

Governors should establish a constructive working relationship with the Principal and managers aspiring to be mutually supportive and maintaining a professional relationship that holds the College to account.

## **Training**

Newly appointed Governors all receive induction training. This is not arduous and is carried out through discussions with the Clerk to the Corporation, the Principal, and the Associate Principals. The aim is to help new governors understand their role and acquire a working knowledge of the College's values and ethos (*with an emphasis on student outcomes*) along with its financial situation.

Subsequently, there are regular opportunities for training and personal development provided in-house or through external providers.

## **Allowances**

Being a governor is a voluntary role and there is no pay for carrying out the duties. Governors may claim expenses, within specified limits, for travelling, subsistence and childcare costs associated with attendance at meetings, training events and conferences.

## **Personal Qualities**

Candidates selected for appointment as a governor should possess the following core attributes:

- Passionate about education and the difference that it can make to individuals and communities.
- Demonstrates the highest personal and professional ethics, values and integrity.
- Shows an inquiring and independent mind, applying practical wisdom and mature judgement.
- Communicates effectively and is able to support, encourage, challenge and persuade colleagues and stakeholders.
- Has a broad training and experience at the policy-making level in education, business, manufacturing, government or technology.
- Has expertise that is useful to the Corporation and complementary to the background and experience of other governors, so that an optimum balance of expertise within the Corporation is achieved and maintained.
- Has a commitment to the Corporation over a period of years to develop knowledge about the College and make a contribution to its future development.
- Shows a willingness to devote the required amount of time to carrying out the role of being a governor.
- Participates in the life of the College outside of meetings and at all times acts as an ambassador for the Corporation and the College.

## **Personal Liability**

In principle, Governors are not liable for the debts of the College. All Governors are covered by appropriate insurances purchased by the College.

## **Before Making an Application**

The Clerk is available by telephone for an informal discussion about the role or if you have any questions. Please contact Rachel Middleton to arrange a convenient time, at [rachel.middleton@wqe.ac.uk](mailto:rachel.middleton@wqe.ac.uk).

If you are employed, you are encouraged to establish with your employer that you will be allowed reasonable time off work to undertake the duties of a governor.

### **Completing the Application Form**

If a section does not apply, please mark it N/A (not applicable). Do not leave the space blank or put a line through it.

You must disclose any convictions, however minor, which are not regarded as being spent under the terms of the Rehabilitation of Offenders Act 1974. All police cautions must also be disclosed.

Your application must be supported by two referees who have known you for at least three years. If you are employed, one referee should be your employer or a representative even if you have worked for them for less than three years. No more than one referee may be a serving Governor.

### **Sending the Application Form**

Send your application, one A4 page curriculum vitae and the equality & diversity monitoring form to the Clerk to the Corporation at the following address. If you are emailing an electronic version (pdfs please) it must show your signature.

Rachel Middleton  
Clerk to the Corporation  
WQE University Road Campus  
University Road  
Leicester  
LE1 7RJ

Email: [rachel.middleton@wqe.ac.uk](mailto:rachel.middleton@wqe.ac.uk)

**Thank you and good luck if you decide to apply!**