



PLUMPTON

COLLEGE

Chair of Governors	
Reporting to	The Board of Governors, the College and its stakeholders
Time commitment:	Up to 8 hours per week
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	3 years

Purpose of the Role

The Primary Purpose of the role is to provide effective leadership of the Corporation **in the discharge of its duties and** ensuring the effective functioning of the board.

Responsibilities

The Chair is responsible for:

- ensuring the effective functioning of the board
- setting expectations for high standards of governance
- giving the board leadership and direction, and keeping it focused on its core functions:
 - determining the college's educational character
 - setting and communicating the college's strategy and goals
 - holding leaders to account for the educational performance and quality of the college and for the performance of staff
 - exercising effective control to ensure that funds and assets are protected, the organisation remains solvent and legal obligations are met
- ensuring all board members understand what is expected of them, and receive appropriate induction, training and development
- ensuring that student governors are supported and engaged
- conducting performance reviews of board members, in conjunction with the Vice Chair, and addressing any attendance or other issues which arise
- leading the recruitment and performance management of the governance professional and the principal
- being the main conduit for communication between the board and the principal
- building effective relations with the governance professional, the principal and the senior management team

The Chair should champion positive board behaviours to create the right conditions for board members to work together, so that they:

- feel comfortable questioning or challenging decisions

- actively contribute skills and experience
- participate constructively in meetings, whether face-to-face or virtual
- feel included and valued and are motivated to remain for their full-term

Duties

a) With the Principal and Governance Professional, ensure that agendas for Corporation meetings enable the Corporation to discharge its responsibilities in accordance with the Instrument and Articles of Government, accountability agreement and funding agreement.
b) Chair meetings of the Corporation, ensuring: • meetings are well paced • adequate time is allowed for discussion of complex or contentious issues • all members are encouraged to effectively prepare and contribute • all members effectively utilise their areas of expertise • constructive challenge is promoted of each other and members of SMT • the Board keeps focus on its core functions
c) Ensure that the Corporation exercises collective responsibility and adheres to the standards of behaviour in the Nolan Principles and the Governors' Code of Conduct as outlined in the Rules and Regulations
d) To review and approve draft minutes of Corporation meetings in a timely fashion.
e) Develop effective working relationships with the Principal and Clerk, meeting regularly.
f) To offer general and specific support to the Principal where strategic, major or contentious issues are involved.
g)
h) To lead the self-assessment of the performance of the Corporation and to undertake an annual appraisal of individual Governors with support from the Vice Chair.
i) To represent the Corporation as required within the College including events such as the Awards Ceremony and where appropriate support the Principal in representing the College within the wider community at external meetings, presentations, conferences in local, regional and national settings.
j) To have a second or casting vote at meetings of the Corporation where there is an equal division of votes on an issue.
k) To act on behalf of the board between meetings on matters delegated to them or on routine matters such as the signing of documents in accordance with the Rules and Regulations.
l) To ensure that the Corporation meets its Safeguarding responsibilities.
m) To participate, where appropriate, in hearing Staff Appeals against dismissal and any Grievance raised against the Principal or Clerk.

Person Specification

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Eligibility criteria: • Neither the Principal nor any staff or student member shall be eligible to be appointed as Chair • Meet the governor eligibility requirements as outlined in the governor role description
Ability to Chair meetings impartially, effectively and inclusively
Excellent communication skills
Ability to balance tact and diplomacy with willingness to challenge and constructively criticise
Excellent leadership skills
Demonstrate impartiality, fairness, inclusiveness and ability to respect confidences.
Available to attend regular meetings with the Principal and Governance Professional
A strong personal commitment to Further Education and the values, aims and objectives of the College
To model and promote the Nolan Principles as the foundation of the Board's culture

OTHER INFORMATION

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.