



PLUMPTON

COLLEGE

Committee Chair	
Reporting to	The Board of Governors, the College and its stakeholders
Time commitment:	Approx. 2-4 hours per term
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	3 years

Purpose of the Role

To provide **effective leadership** of the committee, ensuring it operates within its delegated authority and delivers **robust assurance and informed recommendations** to the Governing Body in support of the College's strategic objectives

Duties

a) Ensure meetings are called and held in accordance with the committee terms of reference.
b) In consultation with the Chair of Governors, Principal and governance professional, establish and confirm a schedule of business for the year for the committee, which will inform the agenda for each meeting.
c) Chair committee meetings ensuring: • meetings are well paced and finish on time • 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 • discussion on agenda items is relevant, productive and professional
d) Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.

e) Ensure minutes are complete and accurate, retained, and actions are followed up at the next meeting
f) Report to the Board on committee activity (what the Board needs to be alerted to; assured on; and what action (if any) it needs to take)

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 Vice 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.
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.