



PLUMPTON

COLLEGE

Governor	
Reporting to	The Chair of the Corporation, The Board of Governors, the College and its stakeholders
Time commitment:	Approx. 10 hours per month comprising preparing for and attending Corporation Meetings, Committee meetings (where appropriate), training, strategic planning meetings, college events and general correspondence and administration.
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	Governors will be appointed for a term of office not exceeding 4 years. Governors may be re-appointed for subsequent terms on the recommendation of the Search and Governance Committee

Purpose of the Role

As a member of the Corporation of Plumpton College, to play a full part in College governance including setting the strategic direction and educational character of the college and ensuring the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets.

Governors contribute their professional, specialist skills and experience to the Corporation in a non-executive role. They provide an oversight of the College and its business, making a positive contribution that does not interfere with day to day management of the College (which is the remit of the Principal and Senior Management Team).

1. Principal duties

Under the Articles of Government, and in conjunction with fellow members of the governing body, governors are responsible for:
a. the determination and periodic review of the strategic objectives including the educational character and mission of the institution and the oversight of its activities;
b. approving the quality strategy of the institution;
c. the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
d. approving the financial strategy and annual budgets
e. the corporation shall obtain the views of staff and students on the determination and periodic

review of the strategic objectives including educational character and mission of the institution and the oversight of its activities:

- f. the Corporation will ensure that the arrangements for obtaining the views of staff and students are published.

2. Duties

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| a. Prepare for, attend and actively participate in Corporation and Committee meetings. Consider reports prepared by management and provide constructive challenge to ensure that decisions are well founded. |
| b. Participate in appropriate induction, strategic planning and training events (including on-line training). Attend college events to engage with students, staff and other stakeholders e.g. awards ceremonies, Open Day, staff conference. |
| c. Engage with the Link Governor programme to gain a greater understanding of the College's activities to enable informed debate and challenge. |
| d. Play an active role (by applying external knowledge and expertise) in the high level strategic planning process of the College by contributing to: <ul style="list-style-type: none"> • The development of the College's mission, vision and educational character • The development of strategic priorities • The setting of measurable targets to support the college's development and budget • The monitoring of achievement against objectives • The development of plans to address major weaknesses |
| e. Contribute to the financial oversight of the College through the regular monitoring of the financial health of the College. Ensuring the effective and efficient use of resources, the solvency of the College and safeguarding College assets. |
| f. Ensure that robust quality processes and procedures are in place and regularly scrutinise the College's performance against agreed and established key performance indicators. |
| g. Comply with the Instrument and Articles of Government, the Corporations Rules and Regulations and any other related governance policies and procedures including the Governor Code of Conduct. |
| h. Act as an ambassador for the College |
| i. Take collective responsibility for decisions of the Corporation and abide by them, even if not present when the decision was made or have spoken against a proposal during debate. |
| j. Understand that individual Governors, other than the Principal, have no specific powers to make statements at public meetings or to the press or media, or through social media, about the proceedings of Corporation or its committees. |
| k. Act in good faith with care and diligence in the best interests of the College at all times. Governors cannot be bound by mandates given to them by external organisations or persons. |
| l. Make an annual declaration of eligibility and interests which is held by the Clerk (The Register of |

Interests is made available to the public on request).
m. Work within the guidelines, policy and procedure requirements laid down by College policies in such matters as Safeguarding & Prevent, Equality and Diversity, Health and Safety and Risk Management and promote their effective implementation.
n. The College is an exempt charity under Part 3 of the Charities Act, and the Governors are the trustees of the charity and therefore required to: • Apply the property and income of the college only for the purposes of the charity • Act only within their legal powers • Manage and project the property of the college • Exercise the same degree of care in dealing with the administration of the charity as a prudent business person would in managing their own affairs
o. Governors shall be entitled to request all relevant information about the College's affairs as is reasonably necessary in order to enable them to discharge the duties
p. Participate in the annual governor appraisal programme as part of the governance self-assessment process

Person Specification

When considering whether to appoint a new external Governor or to extend the appointment of an existing external Governor, the Governing Body will have regard not only to the skills and knowledge of each individual candidate but also to the balance of skills and knowledge available to the Governing Body as a whole, including the extent to which the Governing Body has access to the views of different stakeholder groups.

Sometimes governor vacancies may require professional experience in specific areas such as human resources, finance or estates management. The following is a specification for Governors in general.

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:

- Governors must not be disqualified from becoming a charity trustee
- A person is not eligible to be a governor of an FE college if he or she has been declared bankrupt within the last 3 years or served a sentence for a conviction within the last five years, or been removed from office as a member of an FE Board within the last 10 years.
- Governors are required to agree to a DBS check on appointment
- A member of staff employed under a contract of employment with the College is not eligible for appointment as an independent governor

Committed to Plumpton College's vision and values.
Passionate about education and the difference that it can make to individuals and communities.
Able to work positively with others as part of a team and engage in constructive debate and challenge while maintaining the position of being a 'critical friend' of the college.
Able to exercise responsibilities with independence and discretion, respecting rules on confidentiality.
Able to absorb and analyse complex information and rationalise appropriately.
Comfortable with the routine use of IT.
Committed to the promotion of safeguarding and equality, diversity and inclusion.
Normally able to attend at least 80% of board and committee meetings and to participate in other college events and training sessions as required.

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.

Note on governor liability:

- The College has indemnity insurance to cover governors acting in good faith. In most circumstances, if there is a problem at a College resulting in loss to a third party, the aggrieved person may sue the College as a corporate entity. In exceptional circumstances, it may be possible for a claimant to sue an individual governor. However, the law provides some protection in this situation so long as the governor has acted honestly and reasonably (Section 145 of the Learning and Skills Act 2000).
- The FE insolvency regime came into force in January 2019. This new law extends the Company Director Disqualification Act to colleges. Tests for disqualification require evidence of serious wrong doing, generally involving a mixture of fraud, criminal activity, personal enrichment and failure to take professional advice.