

## **APPENDIX 5**

### **Governor Role Description**

**Title:** Governor

**Responsible to:** The Chair of Governors and Governor Colleagues

#### **Context**

Carmel College is a large and highly successful sixth form college that has been in existence for over 30 years. The College has a strong reputation for academic excellence, comprehensive pastoral care and an extensive enrichment programme.

Governor appointments are personal appointments made to the individual concerned. These appointments are solely voluntary. The appointments are challenging and rewarding positions, providing the opportunity to work with an extremely successful College with an excellent reputation.

Becoming a governor at Carmel College offers an exciting opportunity to be fully involved with the strategic management and decision-making of one of the top Sixth Form Colleges in England.

#### **Governor Expectations**

1. A commitment to the College's aims and objectives, mission and strategic objectives.
2. All governors have a duty to uphold the distinctive ethos of Carmel College.
3. Relevant skills and competencies identified by the Board to support good governance.
4. Providing leadership and direction for the College and its senior management.
5. Able to fulfil the time commitments of membership.
6. Prepared to undertake training and professional development to fulfil the role.
7. Prepared to accept and abide by the Code of Conduct and policies of the Board.
8. A commitment to inclusivity.

In accordance with the Instrument of Government members will be appointed as foundation governors or as staff, student, co-opted or parent governors.

With certain exceptions, the maximum term of office for a Governing Body Member is four years. Members may be considered for re-appointment on expiry of their term of office.

Governors are appointed to act solely in the interests of the College. They do not have a representative role and must not speak from, or vote according to, mandates given to them by other bodies or persons.

## **Governor Responsibilities**

Article 5 of the Articles of Government set out the responsibilities of the Governing Body as follows:

- the preservation and development of the College's educational character and mission and oversight of its activities
- publishing arrangements for obtaining the views of staff and students on the preservation and development of the educational character and mission of the College and the oversight of its activities
- approving the quality strategy of the College
- the effective and efficient use of resources, the solvency of the College and the safeguarding of its assets
- approving annual estimates of income and expenditure
- the appointment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts
- setting a framework for the pay and conditions of service of all other staff
- determining the policy for the admission of students.

In addition, governors at Carmel College will be expected to:

- set the College's strategic priorities and monitor progress against these
- support a commitment to self-assessment and continuous improvement of College governance
- attend appropriate governor induction and complete ongoing training and development activities
- serve on at least one standing committee of the Board as required
- have a high level of attendance at Board and committee meetings
- read and consider papers circulated in advance of meetings
- support the College as requested whenever governor representation is required.

General duties as governors/charity trustees:

- act in the best interests of the College with collective corporate decision-making set in the context of the College's mission and strategic aims
- show the highest loyalty to the College and observe the standards of public duty as set out in the College's Code of Conduct
- comply with the Instrument and Articles of Government, the College's Standing Orders, the Funding Agreement entered into with the Education and Skills Funding Agency, the College's Code of Conduct and the College's Financial Regulations and procedures laid down by the Governing Body
- not to take or hold any interest in any College property or receive any remuneration for their services (save as a member of staff)
- disclose openly to the Board any personal, financial or perceived conflicts of interest arising from a matter before the Board and/or its committees or from any other aspect of Board business, having first completed an annual declaration of interests
- respect the confidentiality of those items of business which the Board decides from time to time should remain confidential
- support decisions of the Board and its committees once they have been reached on the basis of collective corporate responsibility even if they have spoken against them in meetings such that all governors subscribe to collective responsibility following due diligence and consideration of all of the options
- give priority to attending meetings of the Board and appropriate standing committees of the Board

- understand that statements may only be made on behalf of the Governing Body by those authorised to do so.

## **Time Commitment**

**Full Governing Body** – usually four meetings in any one academic year. The Board may convene a special meeting in the event that there is urgent business which cannot wait until the next scheduled meeting. Board Meetings begin at 6pm on a Tuesday.

**Audit Committee** – usually four meetings in any one academic year commencing at 9am on a Tuesday morning.

**Quality and Standards Committee** – usually four meetings in any one academic year commencing at 5.30pm on a Tuesday evening.

**Finance and Resources Committee** – usually four meetings in any one academic year to accommodate the management accounts and budgeting cycles. Meetings are normally held on a Thursday morning commencing at 8am.

**Search & Governance Committee** – usually four meetings per academic year. Meetings normally commence at 3pm on a Monday.

**Remuneration Committee** – usually two or three meetings per academic year. Meetings normally commence at 4pm on a Tuesday.

Other committees will be convened as the need arises to conduct the College's business and will be given terms of reference which are approved by the Board of Governors.