



Role description for Chair of the Governing Body ('Corporation')

Appointment

The Chair shall normally be elected by the Board at the last Corporation meeting of the relevant calendar year and the appointment shall be made for a period of four years, in accordance with all statutory procedures, including the Instrument and Articles of Government and the Standing Orders.

Accountability

The Chair is accountable to the Corporation Board.

Role Summary

The role of the governing body Chair is fundamental to its success. The Chair is responsible for providing effective leadership of the Corporation Board in the discharge of its duties, in accordance with the Instrument and Articles of Government and the periodic review of the educational character.

The Chair will provide the leadership to ensure that:

- the Corporation of the college (the 'Board') delivers highly effective governance for the college, fulfilling the highest standards of corporate governance at all times
- the Board functions as a unit and works closely with the Senior Leadership Team to achieve the college's strategy and objectives
- accountability is maintained for the effective and efficient use of resources, and safeguarding the college students, staff, assets and estate
- the Board offers appropriate challenge and support to the Senior Leadership Team
- as Chair, support, advice and guidance is provided to individual governors to assist their effective contributions to collective governance
- governors are supported as powerful ambassadors for the college in the wider community as well as to students and staff.

The Chair will develop strong working relationships with key stakeholders, including employers, local authorities and with Chairs of neighbouring colleges and other educational institutions.

Responsibilities

1. To continue to develop the board of governors which has strategic oversight of the organisation.

2. To ensure that the Board meets its external accountabilities and fulfils its duties in determining the college mission, setting and monitoring corporate objectives, articulating the college's vision, and maintaining and developing its ethos.
3. To understand and focus on the main strategic issues bearing on the college, keeping always as a lodestone the college's responsiveness to the students, employers and communities it serves.
4. To work with the Board and Senior Leadership Team in setting the educational character of the college; ensuring that students and the skills needs of the local economy are central to decision-making processes, with performance measures in place to drive up quality and standards, thereby enhancing the rates of retention and success.
5. To strive to ensure that all discussions, decisions, judgements and actions are underpinned and informed by the 'seven principles of public life' established by the Nolan Committee.
6. To serve as the principal ambassador for the college, bringing enthusiasm and energy in promoting the college's best interests and reputation, by representing the college at external meetings, presentations, conferences in local, regional and national settings.
7. To lead the Board of the organisation in the effective and efficient fulfilment of its duties and responsibilities, as laid down in the Instrument & Articles of Government, the Funding Agreement and the Audit Code of Practice.
8. To provide strong leadership for the Board and to chair its meetings, ensuring that business is conducted efficiently, effectively and in a timely manner ensuring that matters are debated fully, so that all Governors have opportunities to engage and contribute.
9. To ensure, in liaison with the CEO and the Clerk & Governance Advisor to Corporation, that appropriate issues are brought before the Board.
10. To ensure that the discussions and decisions of the Board are properly summarised and recorded in the minutes as well as following up actions to be taken.
11. To exercise any specific authority delegated by the Board and to act on the Board's behalf between meetings or, where necessary, in emergencies, in accordance with Standing Orders.
12. To build a team of governors with the right skills for the successful oversight of the college.
13. To develop a productive working relationship between the Chair, the CEO, the Clerk & Governance Advisor to the Corporation and the Senior Post-holders, based on a full understanding of the role of the Board in the governance of the college and the difference between governance and management.
14. To ensure that there is an active succession plan in place which fosters good governance and opportunities for individual governor development as laid out in the Code of Governance.
15. To delegate effectively, to provide opportunities for governor development and making best use of governors' areas of expertise.
16. To lead and to contribute to the annual self-assessment of governance.

17. To ensure that the college's agreed procedures are followed in any matter of staff discipline which falls to the Board to determine.
18. To discuss with the Clerk & Governance Advisor, where necessary, any matters relating to an individual Member's attendance, performance or conduct, and to agree on such action as should be taken.
19. To be willing to attend any necessary and appropriate professional development, whenever practicable.
20. To act as critical friend to the CEO in matters upon which s/he wishes to confer and, where appropriate, to offer both general and specific support to the CEO where strategic, major or contentious issues are concerned.
21. To lead the process of appointing, and setting the terms and conditions for, the CEO/Accounting Officer and other designated senior post holders.
22. To be responsible for the annual appraisal of the CEO and the Clerk & Governance Advisor to the Corporation.
23. To promote good working relations between members and staff through regular dialogue and engagement in specific college activities such as Student or Staff Awards events.

Personal Qualities

The qualities required of the Chair of the Board are:

- a strong personal commitment to Further Education and the values, aims and objectives of the college
- be available to attend induction/training/events organised by the college and other bodies
- a willingness to devote the necessary time and effort to their duties as Chair and member of the Board
- political awareness and an understanding of the economic, social and political dynamics of the region
- strategic vision and good, independent, judgement
- be willing and confident to challenge and engage others in debate
- honesty and integrity
- skills of networking, influencing and advocacy
- an understanding of the importance of and a commitment to equality and diversity
- respect for confidentiality
- financially astute

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