

**GOVERNOR (TRUSTEE) ROLE DESCRIPTION & PERSON SPECIFICATION**

<b>RESPONSIBLE TO:</b>	Chair of the Corporation
<b>TERM OF OFFICE:</b>	4 years
<b>APPOINTMENT:</b>	Appointed by the Corporation Board
<b>TIME COMMITMENT:</b>	Prepare and attend c.10 meetings per year plus induction and continuous professional development
<b>ROLE TYPE:</b>	Voluntary, expenses paid

**Introduction**

Being a college governor is a hugely rewarding leadership role. Governors can make a real difference and give something back to the local community. It also provides an opportunity for governors to use and develop their professional skills in a board-level environment. To support governors, the College offers bespoke induction sessions and ongoing flexible continuous professional development opportunities.

**Main Purpose of the Role**

Preston College is a technical specialist college which takes pride in supporting learners in achieving the qualifications and outcomes they need, whether that be career advancement, further study or preparation for employment. The Governing Body (the Board), is an independent body consisting of up to 21 governors; the Principal and Chief Executive, independent governors, staff governors and student governors.

The Board:

- provides strategic leadership, ensuring accountability for its educational and financial performance;
- works with the Executive Leadership Team to shape the College's educational character, mission and strategy;
- oversees the College's activities;
- oversees the College's financial performance to ensure it remains solvent and its money is well spent.

**Key Responsibilities**

Governors will play their part by:

- contributing to the Board's development and monitoring of the College's strategic plan;
- providing support and constructive challenge to the Executive Leadership Team and College management;
- reviewing the educational and financial performance of the College;
- contributing to the review of the College's annual self- assessment report and the Board's annual review of effectiveness;
- ensuring policies are in place to safeguard staff and learners
- ensuring the views of staff, learners and other stakeholders are considered during decision making;
- being an ambassador for the College and the transforming power of further education.

The full role and responsibilities of the Board are outlined in the College's Instrument and Articles:

<https://www.preston.ac.uk/the-college/governance/board-minutes-documents>

### **Time commitment, practical requirements and support provided**

Governors are normally appointed for a four year term. Governors would need time to prepare for and attend c. four Board meetings, three to four committee meetings and a strategic planning meeting in each academic year. Some members might join more than one committee. Meetings are normally held in the evening, with the occasional meeting or training session in the afternoon. Meetings are held either at Preston College or via video-conference.

We recognise that governors will join the Board with varying skills, knowledge and experience and we offer bespoke induction sessions and ongoing training and support. Induction and training is a flexible mix of onsite and online, including webinars and video conferences. Training is provided on the Board's key responsibilities including safeguarding and Prevent.

It is important that governors have an understanding of life at the College for learners and staff. Governors are invited to engage with staff and learners at governance meetings and events e.g. student performances and staff awards.

### **Person specification**

1. Governors should have the ability to analyse written, verbal and numerical information and use this information to:
  - ask questions of management;
  - make decisions and suggestions;
  - review progress against targets and objectives.
2. Governors should have the ability to plan at a strategic level and;
  - consider the consequences of decision making;
  - appreciate the bigger picture.
3. Governors should be able to build strong working relationships with governors and management and:
  - ask questions and challenge constructively;
  - support and hold to account the Executive Leadership Team;
  - work collaboratively by supporting colleagues and taking collective responsibility for Board decisions;
  - demonstrate the [Seven Principles of Public Life](#) and the [College's values](#).
4. Governors should have the ability to apply the principles of equality, diversity and inclusion into every strand of the Board's decision making process. Governors should understand the current issues and the potential impact of inequality and lack of diversity.

The Board is mindful that a successful board has an appropriate mix of governors with diverse skills, experience and backgrounds. The Board is looking for people who are enthusiastic about education and good governance and will widen the Board's perspective when discussing College matters and making decisions. The Board also values the diversity of our learners and staff, who come from a variety of ethnic, cultural and religious backgrounds. The Board is determined to reflect this diversity amongst our Governing Body and encourages people from a range of backgrounds and experiences to apply. The Board is particularly looking for governors with experience of: working/involvement in FE or education sector, business, audit, risk or estates management.

## **The College's Values and Behaviours**

**Welcoming and inclusive** - we believe in making sure that all learners, staff and visitors to the College feel welcomed and valued at all times.

**Supportive and compassionate** - we believe in the importance of being reassuring, encouraging and caring towards our College community.

**Aspirational for our learners, ourselves and each other** - we believe in being ambitious in the way we work and promoting this with our learners.

**Act with integrity and transparency** - we believe in acting honestly at all times, and having open and transparent communications.

**Be accountable** - we believe in the importance of taking ownership of our actions, and expect others to act similar.

## **EQUALITY AND DIVERSITY STATEMENT**

The College recognises its responsibility to ensure that all students, staff and governors are treated with dignity and respect and that equality, diversity and inclusion are promoted throughout the organisation. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the person specification and applicants should bear this in mind when preparing their application. Governors will be expected to adhere to College policies on Equality and Diversity, Health and Safety and Quality Assurance.

## **SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All Preston College authorized personnel are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure for regulated activity through the Disclosure and Barring Service. As governors are volunteers, there will be no charge for this service. Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)