



# GOVERNOR RECRUITMENT PACK



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# Introductory letter from the Chair

Many thanks for your interest in becoming a governor at Preston College.

At Preston College we are very proud of our 50 year history and our vision to transform lives through education. This reflects what we aim to do every day.

We believe that we are inspirational in what we do, and that the support we offer to both our students and our staff is second to none.

Our staff are committed to the delivery of high-quality teaching and communication and our Board members oversee and share such commitment.

We are on a strong upward trajectory, having been accredited as "Good" in our last Ofsted inspection, we continue to push forward and have achieved further progress.

The College benefits from an experienced leadership team and motivated staff at every level. Our student achievement continues to rate above national averages and our finances are in great health. However, our progress to date does not make us complacent; there is still much to be achieved.

We are currently searching for new governors to join our vibrant, modern and very competent Board. We hope you will consider joining us.

We very much welcome applications from the local community. The Board knows that having a diverse Board, including governors with different backgrounds, life experience and approaches will benefit its decision making.

This is a really exciting time to join the Board as during 2025/26 the College will be developing a new strategic plan.

If you require any further information, or would like to speak with me about the role, please contact Clare Rayner, Director of Governance, [crayner@preston.ac.uk](mailto:crayner@preston.ac.uk) 01772 225046.

We look forward to hearing from you.



**Jose Sedano Martinez**  
Chair of the Governing Body

[jsedanomartinez@preston.ac.uk](mailto:jsedanomartinez@preston.ac.uk)



# About Preston College

Preston College is a large and diverse General Further Education College providing teaching, learning and skills development for both young people and adults in Central Lancashire and beyond. The College takes great pride in supporting all our students to achieve the qualifications and outcomes they need, alongside the technical skills, knowledge and experience that employers and universities are looking for.

The College has c.8,500 students. It is one of the larger employers in Preston, with over 500 staff.

The College operates from its site in Fulwood, delivering education and training to our diverse body of students. The campus is well-located and houses some exceptional resources which enable us to deliver high quality technical programmes designed to support local skills priorities.



# College Vision, Mission, Values and Objectives

## Vision

To transform lives through education

## Mission

To inspire, educate and support our diverse community to reach its potential

## Values

- **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.

These underpin the College's

## Core Objectives

- Deliver high quality teaching, learning and support to promote high levels of attendance, achievement and positive outcomes for learners
- Provide a high quality technical and vocational curriculum, aligned to regional and local business and community needs
- Value our diverse college community, and provide aspirational progression pathways for all learners and staff
- Improve financial surplus and cash generation to provide future investment capacity
- Fully embed a culture in which all staff deliver outstanding performance that contributes effectively to the learner experience
- Nurture effective partnerships that benefit learners, staff, the City of Preston and the wider region.



# Our Board and the role of governors

The role of the Governing Body includes collective oversight of the College's activities and setting and reviewing our strategy and mission. The governor role is comparable with the non-executive directors of a public company but instead of being accountable to shareholders, governors are accountable for public funds.

As the College is an exempt charity, all governors are charity trustees.

Being a governor is a hugely rewarding leadership role. Governors can make a real difference and give something back to the local community.

## The current Board

Our Board is a mix of staff, student and independent governors. Our existing governors come from an array of backgrounds, bringing a variety of life and professional skills and experiences to the role. As a team, our governors share a passion for education and commitment to the College's mission, values and work.

The Board lives the values of the College and works collaboratively with the Executive Leadership Team to achieve agreed aims.

You can find out more about our current Board members [here](#).

## Time commitment

The Corporation Board usually meets six times a year and each member also serves on one or more committees (subject to field of expertise). Most committees meet at termly. Most meetings are held in College. Some activities and meetings are held virtually (MS Teams).

Governors are also encouraged to find out more about College life through learning walks, deep dive sessions and attending College events and meeting with stakeholders.

## Training provided

We recognise that governors will join the College with varying skills, knowledge and experience and we provide induction and ongoing training and support. Some of the training is online for flexibility. All governors will be required to complete annual mandatory training.

## Expenses

Whilst this is a voluntary role, expenses related to travel and caring responsibilities will be reimbursed in line with College policies.

## Further information

For further details on the role please review the Governor role description and person specification at Appendix A.

## Co-opted members

If you don't feel you have the time to join the Board but would be interested in being co-opted to one of our committees. Co-opted members serve on one or more of the College's committees but are not governors. Most committees meet termly. Co-option can provide an excellent introduction to voluntary governance roles. We are currently looking for co-opted members to join our Audit and Risk Committee, Resources Committee and Search and Governance Committee.

The role description and person specification for a co-opted member is at Appendix B.

# The Board's current governor search

The College is currently looking for new governors to join the Board. We are seeking experienced individuals, who are looking for an opportunity to use and develop their professional skills in a board-level environment.

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. Colleges benefit greatly from the skills and diverse perspectives of those in the private sector.

The Board also values the diversity of our students 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.

You don't need to have prior board experience to apply.

An open and transparent recruitment process is in place, with roles advertised and appointments made openly and on merit.

The Board is currently looking for new governors will have experience of one, or more, of the following areas:

- FE Sector
- education
- apprenticeships.

The Board is also looking for co-opted members who have experience of one, or more, of the following areas:

- business
- finance
- audit and risk
- technology IT /data analysis and management
- estates management
- local community
- law or governance.





## How to apply

If you are interested in applying or finding out more about the role, please contact Clare Rayner, Director of Governance [crayner@preston.co.uk](mailto:crayner@preston.co.uk) 01772 225046

All governor appointments are made by the Board.

Candidates will be shortlisted and/or interviewed by the Search and Governance Committee.



## APPENDIX A

# Governor (Trustee) Role Description & Person Specification

Responsible to	Chair of the Corporation
Term of office	4 years
Appointment by	The Corporation Board
Time commitment	Prepare and attend c.10 meetings per year plus induction and continuous professional development
Role type	Voluntary, expenses paid <sup>1</sup>

### 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 students 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, vision, mission, strategic plan and values;
- 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 students;
- ensuring the views of staff, students and other stakeholders are considered during decision making;
- abiding by the Seven Principles of Public Life and the Code of Conduct for Governors and Co-opted Members;
- 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](#)

<sup>1</sup>Please refer to the Governor Expenses Policy for more details

## 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. five 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 online.

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 online 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 students and staff. Governors are invited to engage with staff and students at governance meetings and events e.g. student performances and staff awards.

## Eligibility

As this is a public appointment, candidates need to meet the eligibility requirements for governors outlined in the College's Instrument and Articles. Appointment is subject to the College's completion of compliance checks. On appointment and annually governors will be required to:

- make a declaration of eligibility;
- complete a register of interests and transactions with related parties return;
- agree to abide by the College's Code of Conduct for Governors and Co-opted Members.

## Person specification

- 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.

- Governors should have the ability to plan at a strategic level and;

- consider the consequences of decision making;
- appreciate the bigger picture.

- 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**.

- 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.

## Representation and addressing skills gaps

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 students 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 Director of Governance will advise if the Board is looking for governors with experience or knowledge in a particular sector to address a skills gap.

## The College's Values

- **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 Students 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 authorised 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)



## APPENDIX B

# Co-opted Committee Member Role Description & Person Specification

Responsible to	Chair of the Corporation
Term of office	4 years
Appointed by	The Corporation Board
Time commitment	Prepare and attend 3 – 5 committee meetings each year plus induction and continuing professional development
Role type	Voluntary, expenses paid <sup>1</sup>

### Introduction

Preston College is a technical specialist college which takes pride in supporting students 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 terms of reference of some of the College's committees allow for the appointment of co-opted members.

### Main Purpose of the Role

The role of the co-opted member is to bring an external perspective to the work of the College and to contribute specific professional expertise to the committee to which they are appointed.

A co-opted member is appointed by the governing body to a committee because they have the knowledge, experience, and skills needed to help the committee support the College's success. The appointment of a co-opted member could resolve a knowledge, experience or skills gap in that committee's membership or provide additional oversight.

Co-opted members play their part by:

- preparing, attending and actively participating in committee meetings
- applying external knowledge and expertise
- contributing to the Board's development and monitoring of the College's strategic plan as relevant to the committee they are a member of;
- taking an active role in ensuring that the committee/s, to which they are appointed,
- providing support and constructive challenge to the Executive Leadership Team and College management;
- taking part in the Committee's annual governance self-assessment and taking part in the external governance reviews as required;
- ensuring the views of staff, students and other stakeholders are considered during decision making;
- abiding by the **Seven Principles of Public Life** and the Code of Conduct for Governors and co-opted members;
- attending induction and training events as required;
- being an ambassador for the College and the transforming power of further education.

Whilst co-opted members are not members of the Governing body or trustees, appointment as a co-opted member to a College is a public appointment.

<sup>1</sup>Please refer to the Governor Expenses Policy for more details

## Time commitment, practical requirements and support provided

Co-opted members are normally appointed for a four year term. Co-opted members would need time to prepare for and attend c. three to five committee meetings (dependent on which committee) in each academic year. Some co-opted members might be appointed to more than one committee. Meetings are normally held in the evening, with the occasional meeting or training session in the afternoon. Meetings are usually held either at Preston College. Some committees sometimes meet online.

We recognise that Co-opted members will join the committees with varying skills, knowledge and experience and the College offers bespoke induction sessions and ongoing flexible continuing professional development (CPD) opportunities. Induction and training is a flexible mix of onsite and online, including webinars and online conferences.

It is important that co-opted members have an understanding of life at the College for students and staff. Co-opted members are invited to engage with staff and students at governance meetings and events e.g. student performances and staff awards.

## Restrictions

Co-opted members cannot be appointed as chairs of committees and cannot serve on the College's Senior Post Holder Remuneration Committee.

Co-opted members can participate in interview panels for potential candidates for the Board in an advisory capacity.

In all other respects co-opted members are full members of the committee they are appointed to.

## Eligibility

As the role of a co-opted member is a public appointment, the eligibility requirements of members of the Governing Body as outlined in the College's Instrument and Articles also apply to co-opted members. Appointment of co-opted members is subject to the College's completion of compliance checks. On appointment and annually, co-opted members will be required to

- make a declaration of eligibility;
- complete a register of interests and transactions with related parties return;
- agree to abide by the College's Code of Conduct for Governors and Co-opted Members.

## Person specification

- Co-opted members 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.

- Co-opted members should have the ability to plan at a strategic level and:
  - consider the consequences of decision making;
  - appreciate the bigger picture.

- Co-opted members 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 Committee decisions;
- demonstrate the **Seven Principles of Public Life** and the **College's values**.

- Co-opted members should have the ability to apply the principles of equality, equity, diversity and inclusion into every strand of the Committee's decision making process. Co-opted members should understand the current issues and the potential impact of inequality, inequity and lack of diversity.

## The College's Values

- **Welcoming and inclusive** - we believe in making sure that all learners, staff and visitors to the College feel welcomed and valued at all times.
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The College recognises its responsibility to ensure that all students and staff 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 applications and completing the application form.

## Representation and addressing skills gaps

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 Committee's perspective when discussing College matters and making decisions. The Board also values the diversity of our students and staff, who come from a variety of ethnic, cultural and religious backgrounds. The Board is determined to reflect this diversity amongst the Governing Body and its co-opted members and encourages people from a range of backgrounds and experiences to apply. The Board is particularly looking for governors and co-opted members with experience of: working/involvement in FE or education sector, governance, law, business, audit, risk or estates management.

## Safeguarding Students 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 authorised 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)