

Role Description and Person Specification

Highbury College has developed an ambitious and challenging vision for a 21st Century College. Highbury College 2020 Vision is a world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, entrepreneurs, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally.

Governors play a crucial role in the success of Highbury College. They share the collective responsibilities of the Corporation, including determining the College's educational character and mission and setting the strategic direction, and demonstrate commitment, pragmatism and the ability and willingness to inquire and challenge whilst acting in the College's best interests. Governors are ambassadors for the College.

Role Description for Highbury Governors

Corporation has oversight of the College and is responsible for:

- Determining and reviewing the educational character and mission of the College and overseeing its activities;
- Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- Approving the quality strategy of the College;
- Ensuring the effective and efficient use of resources, safeguarding College assets and the solvency of the College;
- Approving annual estimates of income and expenditure
- The appointment, grading, suspension, dismissal and determination of pay & conditions of service of the Principal, Senior Post-Holders and the Clerk;
- Setting a framework for the pay and conditions of all other staff;
- Approving, modifying or revoking the College's Instrument and Articles of Government.

In order to discharge Corporation's responsibilities, each Governor will:

- Participate in the work of Corporation by attending its meetings, serving on those Committees to which s/he is appointed as well as serving in the role of Chair or Vice-Chair of Corporation or a Committee if requested to do so by other Corporation members.
- Develop an appreciation of College business through reading relevant papers, visiting the College (in particular the termly Governor Liaison Visits) and participating in its events.
- Observe the College Code of Conduct for Governors.
- Increase his/her ability to contribute to the work of Corporation by taking part in available training and development activities to develop knowledge, skills and understanding.
- Seek to promote the best interests of the College and its learners, in particular by strengthening links between business and local communities.
- Observe and maintain confidentiality at all times.
- Complete the Register of Member's Interests and declare any interest in matters to be discussed at Corporation / Committee meetings.
- Promote equality and diversity.

The Corporation operates a model of collective decision-making, with only a quorate meeting able to make decisions.

There is a clear distinction between governance (the responsibility of the Corporation) and management (the responsibility of the Principal). In brief, oversight, financial probity and monitoring are the business of the Corporation. Management and administration are the business of the Principal and the senior management team.

Person Specification for Highbury Governors

The Corporation seeks to reflect the communities it serves and endeavours to maintain a balance of skills and experience within its membership. Typically, a Governor would be expected to possess the following skills and expertise.

The Corporation may, from time to time, identify the need for a specific skill / expertise in which case additional skills may be required.

Commitment to...	Lifelong learning and student success
	Further education and understanding the issues facing the sector
	Act as an Ambassador for the College
	Attend and contribute to Corporation and Committee meetings, Governor liaison visits and College events
Communication Skills	Ability to communicate effectively and debate issues in a constructive manner
Interpersonal Skills & Team Work	Ability to work positively and collaboratively with Governors and members of the College Leadership Team.
	Ability to act as a critical friend to the College whilst acting in its best interests at all times
Strategic / Entrepreneurial Skills	Ability to develop a broad-based view of issues and events, to assess their long-term impact and to respond in a pragmatic and entrepreneurial way
	Ability to agree strategies and policies and ensure their implementation through the monitoring of realistic performance targets.
	Ability to create and identify opportunities within the further education sector and beyond
	Determination to get results by innovation and enterprise
Networks	Ability to strengthen the College's links with business and other communities through relevant and valuable personal contacts.
Governance	Commitment to the principles of governance, including Corporation's role and responsibilities, the discharge of its fiduciary duties and the seven principles of public life
Equality & Diversity	Commitment to equality of opportunity and diversity

Eligibility Information

Prior to appointment, candidates undergo an enhanced DBS check and complete an Eligibility Statement & Declaration and a Register of Interests. The Register of Interests is updated annually and is available to the public on request.

Individuals who have been declared bankrupt or who are subject to any bankruptcy order or restriction or insolvency arrangement, or who have been convicted of an offence involving a sentence of imprisonment may not be eligible for appointment as a governor.

A member of staff or student at the College is ineligible to be appointed as a Governor unless appointed as a Staff or Student Governor.

Term of Office

A term of office is four years. The total period of membership as a governor is normally limited to two terms of office. Reappointment is not automatic.

Recruitment & Appointment

The College operates an open and transparent process for recruitment and welcomes applications from all sectors of the community it serves. The Clerk holds a list of those who are interested in becoming a Governor and candidates are considered when a vacancy arises. Candidates submit their CV and, where necessary, a reference. The Chair of Search Committee and the Clerk draw up a shortlist of candidates based on the Role Description and Person Specification. Search Committee meets with candidates and subsequently makes recommendations to Corporation concerning new appointments.

Induction, Training & Development

The induction programme comprises meetings with the Principal, members of the senior management team, the Chair of Corporation and Clerk as well as a tour of College centres. Training opportunities are available for all Governors.

Time Commitment

Governors are members of the Corporation and one or more of its four Committees. Corporation meets four times a year and Committees meet three / four times a year. Meetings take place at 4/5pm at the Highbury Campus. The time commitment for preparing for and attending meetings is approximately 21.5 - 26 hours per annum (based on Corporation and one Committee). A Committee Chair would require additional preparation time as well as time to approve the agenda and draft minutes (approximately 3/4 hours per annum).

The Induction Programme takes approximately 7 hours. Governors are also expected to take part in termly Governor Liaison Visits (approximately 6 hours per annum), an annual Planning Day (5 hours) and other events such as the Annual Governors Dinner (3 hours) and Celebration of Achievement (6 hours).

The role of Governor is a voluntary, non-remunerated position. However travel and subsistence expenses incurred on College business will be met.