

Colchester Institute Corporation

Corporation Board Member Role Description

Purpose of the Role

To contribute to the work of the Board as below:

- The Board, led by the Chair, provides checks and balances to the College Executive team led by the Principal
- The Board is accountable for its stewardship of public funds to deliver a quality service and for the performance of its legal and statutory duties
- The Board will set the strategic direction of the College and monitor College performance by setting targets and agreeing key performance indicators

Responsibilities

- Determination of the educational character and mission of the institution and the oversight of its activities;
- Effective and efficient use of resources, the solvency and financial health of the institution and the Corporation and safeguarding their assets;
- Approval of policies and Strategic Plans;
- Setting the risk appetite and tolerance for the institution and agreeing appropriate policies to provide a robust framework for risk management.
- Approving annual estimates of income and expenditure;
- Monitoring the success rates and other key outcomes and ensuring any necessary action is taken when necessary;
- Appointment, grading, and determination of the pay and conditions of service and if necessary the suspension and dismissal of the holders of senior posts and the Clerk;
- Agreeing retention and achievement targets, monitoring academic achievement and raising standards;
- Approving a framework for the pay and conditions of service of all other staff.

Person Specification

Core Elements

Governors should be able to demonstrate:

- An interest in, and commitment to, lifelong learning and the role of the Colchester Institute as a major provider of education and training and contributor to the Regional economy;
- Commitment to promoting equality and diversity;
- Commitment to quality and raising standards;
- Good communication and questioning skills and an ability to listen positively and appraise critically;
- Ability to work positively with others and to contribute as a member of a team
- Ability to make reasoned decisions and to act honestly, diligently and in good faith in the best interests of the Colchester Institute;
- Willingness and ability to hold the College Executive to account through appropriate challenge
- Willingness to promote the College within the community it serves.
- Commitment to attend Board Meetings, Committees and other governor events and training sessions

Generic Skills

- Strategic awareness;
- Financial awareness;
- Vision and commitment;
- Ability to share and work to common values;
- Critical listening and appraisal skills;
- Ability to ask probing questions;
- Analytical and problem-solving abilities;
- Integrity to act without self-interest;
- Ability to work within a framework of collective decision-making in the best interests of the Board and College;
- Awareness of standards in public life (Nolan principals), public accountability and a commitment to upholding them;
- Communication skills and the ability to influence.
- A commitment to the promotion of the College Equal Opportunities and Health & Safety Policies.

Experience

Experience in any of the following areas would be an advantage:

- Quality Assurance/IIP/ISO 9000 Monitoring and Student/Staff/Success measures
- Customer Care, Marketing (all aspects) and Sales
- Personnel and Industrial Relations and Trade Unions
- Equal Opportunities, Disability Discrimination, Race relations
- Governance/Trusteeship
- Strategic Planning
- Research and Development
- Legal/Contractual Issues
- Financial Analysis Planning and Budget Control
- Acquisition and Management of Property and Estates
- Contract Management
- Audit
- Risk Management and Insurance

Time Commitment

Individual members are expected to:

- attend all Corporation Board meetings and Board Planning meetings
- be a member of at least one Committee
- devote preparation time for each meeting
- undertake training and development activities organized by both the College and external bodies
- participate in the College link scheme
- participate in the life of the College by attending events such as concerts and shows, Graduation Ceremonies and other events celebrating student achievement

Eligibility

- A person is not eligible to be a Governor of an FE College if they have been disqualified under charity law from being a charity trustee. Reasons for ineligibility include being disqualified from being a company director; having been adjudged bankrupt; and having served a sentence for a conviction within the last five years.

- Staff of the College may not be appointed as members of the Board except as a Staff-governor or in the capacity of Principal.
- Governors should not normally be a student at the college unless they are appointed as student members.

Other Requirements

- To formally agree to observe the Code of Conduct for Corporation Members
- To complete and keep up to date a Declaration of Interests for inclusion in the Register of Members' Interests, which is open for public inspection on request.
- To sign and annually reconfirm a Declaration of Eligibility to be a member of the Corporation Board
- To agree on appointment to an Enhanced Disclosure and Barring Service (DBS) check in accordance with the College's Vetting Checks and Single Central Register Policy.
- Committed to a four year term of office