

## GOVERNOR ROLE DESCRIPTION

### 1. Job title: Governor

### 2. Context

To be an active member of the Corporation, sharing a commitment to learning and to the role of John Leggott College to serve its local community and beyond. To utilise personal knowledge and experience to the benefit of the college.

### 3. Accountability

For your effectiveness in carrying out your duties and responsibilities you would be responsible to the Chair of Corporation

### 4. Main purpose of job

To contribute to the academic direction, strategic planning and mission of the college, supporting the decisions of the Corporation and its committees once they have been reached, on the basis of collective responsibility.

### 5. Main duties and responsibilities

- To undertake induction training on appointment to the role.
- To comply with the provisions of the following documents as they apply to the role of members of the Corporation:
  - Instrument and Articles of Government.
  - Standing Orders, including the Code of Conduct.
  - Financial Memorandum.
  - The Nolan Committee's seven principles of public life.
  - College financial regulation and financial procedures.
- To act in the best interests of the Corporation and John Leggott College.
- To read all papers sent prior to a meeting, either in paper format or electronically, to ensure a full and informed debate and decision-making process
- To support decisions of the Corporation and its committees once they have been reached on the basis of collective responsibility, even if you may have spoken against a proposal during a debate at a meeting.
- To give due priority to attending meetings of the Corporation and its committees\*
- To attend college events (such as student awards presentations and open evenings) in order to gain an appreciation of the work of the college and to meet its students and staff.
- **To understand that individual members have no specific powers, e.g. statements may only be made on behalf of the Corporation by those authorised to do so and on all occasions to act in the best interests of the Corporation and the college.**

### 6. General and college responsibilities

- Participate actively and flexibly in a range of Corporation activities, such as attendance at meetings and to seek to gain an appreciation of college life.
- Participate in training and Corporation development activities to develop knowledge and skills.
- Promote the effective implementation of the college's equality and diversity policies in relation to all aspects of the duties of the role.
- Promote the highest standards of health and safety practice in relation to all aspects of the duties of the role.
- Promote adherence to financial regulations and procedures, and the policies of the college.

### 7. Time Commitment

- Corporation meets monthly excluding college closure period from mid-July to end of August – these meetings usually take place in the evening
- There is an expectation that most members would serve on one committee which would usually meet four times per year – these meetings usually take place early morning
- All governors are required to visit college, during the day, to undertake learning walks which provide them with the opportunity to meet with learners and staff usually on a half-termly basis
- All governors are expected to attend a full day Planning Day on an annual basis