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| **ROLE DESCRIPTION FOR APPOINTMENT – CO-OPTED GOVERNORS (February 2024)** |  |

## PURPOSE OF THE ROLE

To contribute to the work of the Corporation’s committees as follows:

* to strengthen the breadth of experience and skills available on a committee
* to contribute their professional and specialist skills to the Corporation’s committees by scrutinising management’s performance

**APPOINTMENT**

Co-opted Governors shall normally be nominated for a period of a year, with potential for renewal at the discretion of the Chair of the Corporation in accordance with all statutory procedures, including the Instrument and Articles of Government and the Corporation bye-laws. Such appointees shall count towards the quorum, and participate in deciding matters considered by committees or recommendations made to the Corporation on matters forming their business.

**ACCOUNTABILITY**

Co-opted Governors are accountable to the Chair of the Corporation Board.

**PRINCIPAL DUTIES**

Co-opted Governors’ main duties are:

* Providing advice and expertise to assist the committee in its work
* Attending committee meetings, governor training, induction and other events as required
* Contributing to the business of the committee as detailed in the committee’s Terms of Reference
* Contributing to the monitoring of achievement against objectives
* To comply with the legal framework in which the college operates
* Participating in the evaluation of the effectiveness of the committee and its overall contribution to the role of governance within the college

**ELIGIBILITY**

* Governors are required to make an annual declaration of eligibility and of interest This is held by the Director of Governance and made available to members of the public
* A person is not eligible to be a Governor of a Sixth Form College if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years, or been removed from office as a member of an Further Education Board within the last ten years
* Governors should not normally have a teaching role or be a student at the college unless they are appointed as staff or student members
* Although not a statutory requirement, Governors are required to agree to DBS checks on appointment and on re-appointment
* Governors are required to participate in the annual appraisal programme

**GOVERNOR PERSON SPECIFICATION:**

Core elements that governors should be able to demonstrate:

* An active interest in further and higher education
* Commitment to lifelong learning and the role of the college as a major provider of education and training
* Commitment to promoting equality and diversity
* Commitment to quality and raising standards
* Willingness to promote the College within the community it serves
* Ability to work positively with others and to contribute as a member of a team
* Agree policies and strategies and ensure these can be monitored and implemented
* Ability to make reasoned decisions and to act honestly, diligently and in good faith
* Ability to contribute to establishing performance targets and the monitoring of performance against these
* Commitment to attend Committee meetings and other governor events and training sessions.

Generic skills:

* Strategic 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 committee and the college
* Awareness of standards in public life, public accountability and a determination to abide by them
* Communication skills and the ability to influence
* A commitment to the promotion of the College Equal Opportunities and Health & Safety policies

An appointment as a co-opted governor of this College is a public appointment. All governors are required to abide by the seven principles of public life (the ‘Nolan’ principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership. All governors, including staff, student and co-opted governors, work on a voluntary basis.