



Governing Body Responsibilities of Governors

Responsibilities of the Governing Body

1. To determine the educational character and mission of the College and to oversee its activities
2. To approve the quality strategy
3. To ensure effective and efficient use of resources, the College's solvency and to safeguard its assets
4. To approve the annual budget
5. To appoint and determine the conditions of service of the Senior Post Holders (ie Chief Executive/Principal, Executive Directors and the Clerk to the Corporation)
6. To set a framework for the pay and conditions of service of all other staff
7. To approve the policy for tuition and other fees payable to the College

Legal Liability of Governors

The law relating to the personal liabilities of Governors is complex and its interpretation is ultimately a matter for the courts, therefore the following are offered only as general guidance. A Governor should:

1. Be satisfied that any course of action is in accordance with the College's Instrument and Articles of Government and other relevant regulatory documents
2. Not commit the College to action it cannot carry out.
3. Ensure that the College does not continue to operate if it is insolvent.
4. Register their disagreement if they are concerned that any action would be contrary to any of the above
5. Act honestly, diligently and in good faith, taking professional advice in appropriate circumstances
6. Avoid putting themselves in a position of conflict between their personal interests and those of the College.

Note: The College has Legal Liability Insurance cover in respect of its Governors and Officers.

Code of Conduct for Governors

A Governor should:

1. Support the aims and objectives of the College, promote its interest and those of its students in the wider community;
2. Work in the best interests of the College;
3. Acknowledge that differences of opinion may arise in discussion of issues, but, when a majority decision of the Governing Body prevails, it should be supported;
4. Base his/her views on an honest assessment of the available facts, unbiased by representative views;
5. Acknowledge that they have no legal authority outside the meetings of the Governing Body and its committees;
6. Understand they cannot make statements or express opinions on behalf of the Governors unless by prior agreement;
7. Not use the position of Governor to benefit themselves or other individuals or agencies;
8. Declare immediately any personal conflict of interest in relation to matters put to them as Governors;
9. Respect the confidentiality of certain items of business;
10. Participate in training and development programmes to increase their effectiveness as a Governor and their knowledge of the College;
11. Give priority, as far as practicable, to attendance at meetings of the Governing Body and its committees;
12. Be aware of the need to promote public accountability for the actions and performance of the Governing Body;
13. Adopt the 'Seven Principles of Public Life' as recommended by the Nolan Committee
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership.

Source: Instrument and Articles of Government May 2018

Expectations

Governors are expected to develop their knowledge and understanding of

- the opportunities and challenges facing The Sheffield College (nationally, regionally and locally);
- issues affecting the further education sector;
- links with other agencies;
- relevant government policy;
- impact of educational and cultural change both internally and externally;
- equality, diversity, inclusion and safeguarding to enable them to champion the Corporation's duties.

The level of commitment / involvement includes:-

- attendance at formal meetings of the Governing Body (approximately 4 per year plus 2 strategy events) and one or more committees. (Please note that meetings are currently scheduled for 8.30 am on Wednesdays). There is an expectation that Governors will attend at least 75% of scheduled meetings.
- participation in formal and informal events and activities organised by and for the College.
- willingness to participate in the mandatory initial induction programme mandatory Safeguarding / Prevent Duty training; mandatory Governors' engagement programme and subsequent on-going training and development activities.
- willingness to act as an ambassador for the College and to promote its work to the wider community and professional networks.

Key developments that are planned or likely to occur in the next two years which could impact on the College/Governing Body

1. Ensuring the continued financial stability of the College and monitoring progress against targets to achieve its Strategic Aims and Objectives.
2. Monitoring improvement against the post inspection action plan following the Ofsted visit in autumn 2019. Supporting and challenging College leadership and management staff to ensure the College provides good and outstanding learning opportunities and is ambitious about what students and apprentices can achieve.
3. Determining and keeping under review the mission and educational character of the College in the light of market needs, national initiatives, Government policies and the needs of the diverse communities that the College serves.
4. Ensuring that the governance framework is appropriate to enable the College to achieve its mission and strategic direction.
5. Working with the funding bodies that are responsible for the allocation of funds based on targets agreed with the College, in the context of changing national / local priorities.
6. Responding to Government initiatives and priorities to meet national skills and training agenda.

Main contacts

Other members of the Governing Body;
Chief Executive and Executive Directors of the College;
Governance Advisor and Clerk to the Governing Body;
Staff and students of the College;
External organisations, partners and local bodies.

Alison Shillito
Clerk to the Corporation

March 2020