

Role Description and Person Specification for City of Portsmouth College Governors

The newly merged City of Portsmouth College provides A Level and vocational training with an ambition to be *'the College of choice for the students we serve and for the services we deliver for the city of Portsmouth region.'* This will be delivered through five key objectives:

- Inspirational, aspirational and inclusive place to work and learn
- A responsive and relevant curriculum offer
- High quality teaching, learning and assessment
- Trusted partner for the communities we serve
- Stabilised and sustainable finances.

We are looking for individuals who are committed to supporting education in Portsmouth for the furtherance of the city and the surrounding area to join the governing body. Governors must demonstrate commitment, pragmatism and the ability and willingness to inquire and challenge whilst acting in the College's best interests.

Role Description for City of Portsmouth 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 Director of Governance;
- 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 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, local communities and representative bodies such as Portsmouth City Council, Solent LEP etc.
- Observe and maintain confidentiality at all times.
- Complete the Register of Governors' Interests and declare any interest in matters to be discussed at Corporation/Committee meetings.
- Promote equality, diversity and inclusion as well as safeguarding and wellbeing.

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

Corporation welcomes governors from a wide range of backgrounds, in line with its commitment that 'Governors at the City of Portsmouth College are committed to equality, diversity and inclusion and believe that Corporation should seek to reflect the communities it serves with regards to its membership.'

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

Person Specification for City of Portsmouth College Governors

Governors must be committed to the benefits of further education in Portsmouth and the city region, be able to work successfully as a board member, be inquisitive and ready to challenge, take an active interest in the life of the college and contribute to the expertise of the board (see Annex A for further details).

Eligibility Information: Prior to appointment, candidates undergo an enhanced DBS check (without barred list information) and complete a Declaration of Eligibility and 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 Director of Governance 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 Corporation and the Director of Governance draw up a shortlist of candidates based on the Role Description and Person Specification. Search & Governance Committee meets with candidates and subsequently makes recommendations to Corporation concerning new appointments.

Induction, Training & Development: The induction programme comprises meetings with the Principal/CEO, members of the SMT, the Chair of Corporation and Director of Governance as well as a tour of College campuses. Training opportunities are available for all governors.

Time Commitment: Governors are members of the Corporation and one or more of its two Committees. Corporation meets four times a year and Committees meet three/four times a year. Meetings take place at 5pm at either the Highbury Campus, Tangier Road Campus or via Microsoft Teams. The time commitment for preparing for and attending meetings is approximately 36 hours per annum (based on membership of Corporation and one Committee). A Committee Chair would require additional preparation time as well as time to approve the agenda and draft minutes.

The Induction Programme takes approximately 7 hours. Governors are also expected to take part in College events, including an annual planning day (minimum 15 hours per annum).

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

Collectively, Corporation possesses 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 Senior Management Team (SMT).
	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, local communities and representative bodies (Portsmouth City Council, Solent LEP etc) 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 Nolan Principles (the seven principles of public life).
Equality, Diversity & Inclusion, Safeguarding and Well being	Commitment to equality of opportunity, diversity and inclusion as well as the safeguarding and well being of learners and staff.
Sustainability	Commitment to the principles of sustainability in all College activity