

ROLE DESCRIPTION

EKC GROUP GOVERNOR

Governors' Role and Responsibility:

The role and responsibility of the Governing Body is to:

- Support and strengthen the Group's leadership team to help drive the strategic direction of the Group and steer the educational character to impact positively on local and regional need.
- Provide challenge and hold the leadership team to account for improving the quality of the learning experience and approving the quality strategy of the Group.
- Work efficiently as part of a team of Governors to ensure the effective and efficient use of resources, the solvency of the Group and to safeguard its assets.
- Meet the statutory duties of a Governing Body including:
 - Approving annual estimates of income and expenditure.
 - Overseeing the appointment, grading, suspension, dismissal, and the determination of pay and conditions of senior post holders.
 - Setting a framework of the pay and conditions of all other staff.
- The role is a voluntary one without payment although the Group believes in reimbursing expenditure incurred by Governors in the performance of their duties; the Governor Expenses policy outlines this. A Governor must have a high degree of commitment and observe complete confidentiality.

To fulfill the role effectively Governors, as a team, will need to be able to:

- Be representative of the local economic community.
- Reflect the range of skills and experience required by the Group at any point in time and be flexible to meet the changing needs.
- Have the ability to support and challenge to improve quality in Teaching, Learning and Assessment.
- Have the ability to support and challenge to improve financial efficiency and to ensure growth.

- Provide, as a team, time and capacity to support the Group with tasks such as supporting student events; promoting the Group within the wider Community.
- Assist in the formulation and monitoring of formal documentation, such as the Group Strategic Plan.
- To understand and comply with the statutory requirements of Governance, including: the Instruments and Articles of Government, the Governing Body's Standing Orders, The Code of Good Governance and the Code of Conduct (incorporating Nolan's Seven Principles of Public Life) and any other related Governance policies and procedures.

Appointment:

The Governing Body is responsible for the appointment of Governors. Short-listed applicants are interviewed by the Search and Governance Committee, which makes a recommendation about their appointment to the Full Governing Body. In recommending for appointment appropriately qualified and experienced individuals, the Search and Governance Committee takes account of the need to maintain an appropriate balance of experience, expertise, diversity and interests among members.

New Governors must declare that they meet certain eligibility criteria. These include restrictions relating to bankruptcy and conviction for an offence.

New Governors will be offered a Mentor for their first year of office and at any point can refer to the Group Director of Governance, the Chair of the Governing Body or their respective Committee Chair.

Declaration of Interests:

On appointment, and annually, Governors sign a Declaration of Interests to record all business and relevant interests, financial or otherwise, which they and their spouse or partner, children, parents, and any other close relatives may have.

Governors must declare any conflict or potential conflict of interests in any agenda item at individual meetings. If there is a conflict of interest, they must not take part in the discussion of the item, not form part of the quorum, and not vote.

Term of Office:

Independent Members' term of office shall be one to four years to be decided by the Search and Governance Committee.

A member retiring at the end of their term of office shall be eligible for re-appointment.

Attendance at Meetings and Participation:

It is expected that members will be able to participate fully in the work of the Governing Body and the life of the Group. The Governing Body has set itself the collective target of a minimum of 90% attendance at Full Governing Body and Committee meetings.

It is expected that members will join a committee at the request of the Search and Governance Committee. Members may also be offered the opportunity to join an advisory or task and finish group within their tenure.

Events that Governors must attend regularly:

- Meetings of the Corporation and relevant committee(s)
- Briefing and training sessions
- Strategic planning events

Activities that Governors should undertake:

- Attend Group functions and Student Award Ceremonies
- Governor/ Officers Engagement Scheme participation
- Represent and promote the Group at National Conferences, Community Events, Business Events

Time commitment:

Events that Governors must attend regularly:

- Full Governing Body meetings are held 4 times a year, each lasting approximately 2-2.5 hours. Governors are also required to read the Committee Papers before each meeting.
- Committee meetings are usually held 3 times a year, each lasting approximately 2 hours (only committee members are required to attend)
- Briefing and training sessions held on an ad-hoc basis throughout the year (times vary)
- Strategic Planning Events (1 x full day and 1 x ½ day over the year)