



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE **FURTHER EDUCATION CORPORATION**

CORPORATION MEMBER ROLE DESCRIPTION AND **PERSON SPECIFICATION**

BACKGROUND

South Gloucestershire and Stroud College (SGS)¹ is an exempt charity under the powers conferred by the Further and Higher Education Act 1992. The College is publicly funded and the Corporation is accountable for the stewardship of public funds. South Gloucestershire and Stroud College plays a crucial role in the development of the skills and talents of young people and adults. The College is key to ensuring that every local community has a resource charged with delivering high quality learning to learners and employers.

CORPORATION RESPONSIBILITIES

Specific responsibilities are set out in the Further and Higher Education Act 1992 and the Education Act 2011, the College's Instrument and Articles, the Accountability Agreement and Post-16 Audit Code of Practice.

Collectively Corporation Members contribute their professional skills and experience to the Corporation and its Committees. The responsibilities of the Corporation are:

- a) articulation of vision, values and strategic direction;
- b) the determination and periodic review of the educational character and mission of the institution and the oversight of its activities;
- c) 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;
- d) approving the quality strategy of the institution;
- e) holding the Senior Postholders to account for the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets;
- f) approving annual estimates of income and expenditure;
- g) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff;
- h) setting a framework for the pay and conditions of service of all other staff;
- i) formulating and monitoring of the College's strategic plan;

¹SGS was formed as a result of a merger between Filton College and Stroud College.

- j) setting measurable annual targets to support the College's strategic plan and the monitoring of academic achievement and raising standards.

CORPORATION MEMBER ROLE DESCRIPTION

- a) To act in the best interests of the South Gloucestershire and Stroud College Corporation;
- b) To support the decisions of the Corporation and its Committees once they have been reached on the basis of collective responsibility;
- c) To give due priority to attending meetings of the Corporation and the appropriate Committees of the Corporation;
- d) To attend College events, such as learner voice meetings and student award presentations, so as to gain an appreciation of the work of the College and to meet students and staff;
- e) To participate in training events in order to enhance contribution to the Corporation and to understand the role/responsibilities of Corporation Members;
- f) To undertake activities that contribute to the strategic direction and educational character of the College.

PERSON SPECIFICATION

Candidates for membership of the Corporation should:

- a) Be interested in voluntary service to the community. (The role of a Corporation Member is voluntary and unpaid, although external training and related travel will be paid for).
- b) Be interested in education and in providing learning and development opportunities.
- c) Be forward thinking and committed to raising standards and seeking the highest quality provision for learners.
- d) Be willing to travel multi-sites for meetings and other College events.
- e) Be committed to play a full part in the work of the Corporation and its committees and to meet the 80% attendance target.
- f) Have the ability and willingness to ask probing questions and to participate in robust debate.
- g) Be committed to the principles of equality, diversity, inclusion and wellbeing.
- h) Adhere to the seven principles of public life laid down by the Nolan Committee. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

ELIGIBILITY

- a) All Corporation Members will need to fully comply with Clause 7 of the Instrument of Government.
- b) A Member should not be an employee at the College unless appointed as Group CEO & Executive Principal or as a Staff Member.

TIME COMMITMENT

- a) Attending all meetings of the Corporation (up to 7 per year normally lasting 2.5 hours) and any Committees of which they are a member, and preparation time for such meetings.
- b) Available to attend appropriate induction and training and development events.
- c) A Member's full term of office shall not exceed four years but appointment is for one year initially.

KEY ACCOUNTABILITIES

- a) To its learners and other customers for quality of experience and outcome.
- b) To the government, funding bodies and public for the use of public funds.
- c) To the local community for providing a high-quality local resource.
- d) To College staff as their legal employer.

PRINCIPAL RELATIONSHIPS

- a) Chair of the Corporation
- b) Other Corporation Members
- c) Relevant Corporation Committees
- d) Group CEO & Executive Principal
- e) College Principal
- f) Clerk to the Corporation
- g) Group Executive Team

PARTNERSHIP BETWEEN GOVERNANCE AND MANAGEMENT

- a) Policy, overview, financial probity and monitoring are the business of the Corporation.
- b) Management and administration is the business of the Group CEO & Executive Principal and the College Principal.
- c) The Corporation, Group CEO & Executive Principal and the College Principal are a team and need to support each other and work closely together. A good working relationship between the Corporation, Group CEO & Executive Principal and the College Principal is essential to achieve strategic goals.