



BARNLSLEY COLLEGE  
APPLICATION FOR APPOINTMENT TO THE BOARD OF GOVERNORS

GUIDANCE NOTES

*Before completing the application form for membership of the Board, please read these notes carefully.*

THE APPOINTMENT OF GOVERNORS AND CO-OPTTEES

All appointments to the Governing body of Barnsley College are made by the Board of the Governors on the recommendation of the Governance and Search Committee. Barnsley College is committed to creating a dynamic and diverse workforce and welcomes applications from all candidates regardless of their gender, disability, age, ethnicity, sexual orientation or faith. Disabled applicants who meet the minimum essential criteria will be guaranteed an interview

In general, no formal qualifications are required as the range and depth of experience and skills are more important. In making appointments, the Governance & Search Committee will not only consider the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Corporation, and the need to ensure that the composition of the Board broadly reflects the communities that the College serves.

In deciding whether to re-appoint an existing Governor whose term of appointment is coming to an end, the Committee will evaluate both the contribution of the Board member and their attendance record in addition to reviewing the skills base.

THE DUTIES OF A GOVERNOR

Each Governor is expected to: -

- undertake a fair share of the work of the Corporation;
- act as an ambassador for the College;
- undertake such activities and make such connections that will contribute to Barnsley College making a difference in the provision of post-14 learning in the area;
- attend every meeting of the Corporation and join at least one committee.

The above equates to an approximate time commitment of up to two to six hours every 3 months, which will vary each quarter. Board and committee meetings are all held at the Old Mill Lane site, usually commencing at 4pm. An annual calendar of meetings is published before the start of the college year, which commences on 1 August.

The maximum length of the first term of office to which a Governor may be appointed is four years. A further re-appointment is possible following review by the Governance & Search Committee.

RESPONSIBILITIES

The Corporation operates within the terms of the Further and Higher Education Act 1992 and under Instrument and Articles of Government issued by the Secretary of State, and



amended from time to time. Under the Articles of Government the Corporation is responsible for:

- a. the determination of the educational character and mission of the College and for oversight of its activities;
- b. approving the College's strategy for improving the quality of education provided;**
- c. the effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets;
- d. approving annual estimates of income and expenditure (the annual budget);
- e. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk to the Governors; and
- f. setting a framework for the pay and conditions of service of all other staff.

The Board is assisted in the discharge of its work by a Chief Executive/Principal, who is the Accounting Officer for the College, and by a Clerk. The Board of Governors is responsible for establishing the pay and conditions of service for both of these post holders, as well as other designated senior post holders.

#### GOVERNANCE AND MANAGEMENT

There is a clear distinction between the role of governance – strategic and stewardship – and the role of the Principal, which is operational and advisory to the Board: clearly defined, non-delegable functions.

The Governing Board sets the strategic direction, determines the ethos of the college and how it conducts its business; approves, reviews and monitors the educational character, sets the policy framework, oversees the performance of the College and Principal, and safeguards **the College's assets**.

The Principal makes the policy and strategy proposals to the Board, implements the policy and strategy set by the Board, and manages the day to day running of the College and its staff. The balance of activities and responsibilities between governance and management may vary from time to time according to the particular situation of the college. In brief:

The Board of Governors (Corporation) set corporate aims and objectives, and monitor their achievement. It is the role of the senior management team to work out what has to be done to achieve these aims and objectives.

Mission statements, visions and identifying priorities are about ends and targets, and are the responsibility of the governing board. The design and execution of the means or the strategies to achieve these ends is the responsibility of management.

**A significant part of the Board's role is to act as a critical friend, on behalf of the current and future local community, bringing outside knowledge in, testing assumptions and checking out information from college managers with information from the local labour market, employers, learners and staff.**

To some extent the vision and mission is influenced by government priorities, with governing boards using their powers to reflect and respond to local conditions and circumstances. To be effective, vision and values need to be owned and developed by the whole organisation.



## CODE OF CONDUCT

Governors are expected to abide by the Code of Conduct, which sets out the requirements for the standards of conduct expected of Governors to enable them to understand and carry out their full range of duties and details their relationship with the Corporation and Chief Executive/Principal. The Code is aimed at promoting effective and well-informed college governance. The Code also includes the seven principles of public life set out in the second report of the Nolan Committee on Standards in Public Life, which recommends that governing bodies act with:

- Selflessness taking decisions solely in terms of the public interest
- Integrity acting without obligation or influence to outside individuals/organisations
- Objectivity taking decisions on merit
- Accountability being accountable for decisions and subsequent public scrutiny
- Openness being as open as possible and giving reasons for decisions
- Honesty declaring private interests and avoiding conflicts of interest
- Leadership promoting and supporting principles by leadership and example

The Board operates a Register of Interests, which all Governors are required to complete. In completing the Register, Governors will register all business, financial and personal interests, as appropriate. The Register is open to public inspection.

There is collective responsibility amongst Governors for decisions taken by the Corporation. No Governor is to be bound by a mandate given to him or her. Governors are required to take a view on each matter before them and reach a decision based on the merits of the issue.

## COMMUNICATIONS – RELATIONSHIP WITH COLLEGE STAFF

The most sensitive part of the work of a Governor is achieving the right balance in communications with staff and managers in the College. The Board is the employer of all staff in the College, but does not direct the work of staff, other than the designated senior post holders. The management of staff in the College is the responsibility of the Chief Executive/Principal and the Senior Management Team (SMT).

The function of the Board is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Chief Executive/Principal and the SMT are responsible for achieving the objectives and strategies by the day-to-day management of the staff and operations in the College.

Governors should strive to establish a constructive working relationship with the Chief Executive/Principal and members of the SMT and all concerned should aspire to be mutually supportive, while maintaining a professional relationship at all times.

## TRAINING

Newly appointed Governors are invited to attend an induction session. The aim of the induction training is to help new members understand their duties, obtain sufficient knowledge of the College and acquire a working knowledge of the policies and procedures employed by the Board. There is an ongoing programme of training for



Governors linked to existing time commitments, for example, workshop sessions scheduled within Board and committee meetings.

#### ALLOWANCES

Governors are not paid for carrying out their duties. Governors may claim expenses, within specified limits, for travelling, subsistence and childcare associated with attendance at meetings, training events and conferences.

#### PERSONAL QUALITIES OF A GOVERNOR AND CO-OPTEE

Candidates nominated for appointment or re-appointment to the Corporation should possess the following skills, qualifications and attributes:

- Highest personal and professional ethics, values and integrity
- An inquiring and independent mind
- Practical wisdom and sound judgement
- Expertise that is useful to the Corporation and complementary to the background and experience of other Governors, so that an optimum balance of skills among members of the Corporation can be achieved and maintained
- Willingness to devote the required amount of time to carrying out the duties, responsibilities and functions of being a Governor
- A commitment to serve on the governing body over a period of years to develop knowledge about the College and its role in the community and make a contribution to its future development
- Participation and involvement in the life of the College outside of meetings as an ambassador for the Board.

#### PERSONAL LIABILITY OF GOVERNORS AND CO-OPTES

Governors are not personally liable for the debts of the College. All Governors are covered under professional indemnity insurance purchased by the College.

#### BEFORE MAKING AN APPLICATION

You are invited to visit the College when deciding to make an application. If you wish to speak informally with either the Chair of the Board, the Chief Executive/Principal or the Clerk to the Governors when considering an application to become a Governor, the Clerk will be pleased to facilitate this.

If you are employed, you must establish with your employer that you will be allowed to take reasonable time off work to undertake the duties of a Corporation Member. Your employer or a representative should generally be one of your referees. The College endeavours to keep the time commitment for attendance during working hours to a minimum. All Board and Committee meetings normally start at 4.00 pm.

#### COMPLETING THE APPLICATION FORM

You must disclose any convictions, however minor, which are not regarded as being spent under the terms of the Rehabilitation of Offenders Act 1974. All police cautions must also be disclosed. Candidates are asked to complete the declaration at the end of the form:

*'Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might*



*bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Governing Body?*

If you have any concerns about answering this question, you may, if you so wish, speak with the Clerk to the Governors whose address and telephone number is detailed below.

If you have any queries or you require an application form or any of this supporting information in an alternative format, please do not hesitate to contact:

Heather Jackson, Clerk to the Governors & Director of Governance, Barnsley College,  
Church Street, Barnsley, S70 2YW. Tel 01226 216416 Email [h.jackson@barnsley.ac.uk](mailto:h.jackson@barnsley.ac.uk)