

ROLE DESCRIPTION AND CRITERIA FOR APPOINTMENT – STAFF GOVERNOR



PURPOSE OF THE ROLE

1. As a member of the Governing Body of Morley College London (the 'Governing Body'), to play a full part in College governance, including:
 - setting the strategic direction of the College, evaluating progress and making adjustments as required;
 - assigning roles and responsibilities;
 - establishing and modelling the College's values and ethos;
 - ensuring that appropriate systems are in place to achieve the College's strategic aims and manage the concomitant risks;
 - developing leadership; and
 - ensuring that the College fulfills its charitable objectives and that it and its staff meet the expectations of those to whom we are accountable, including learners, employers, local communities and communities of practice.
2. To attend board and committee meetings and contribute to discussions from an individual perspective, informed by experience as a member of College staff, but always with regard to the interests of the College as a whole
3. To ensure that other governors understand the likely impact of Governing Body decisions on College staff and on other stakeholders (such as students or employers) of whom the staff governor has direct knowledge.
4. To support the Principal and Clerk in improving staff understanding of the role and activities of the governing body
5. To act as an ambassador for the College in the wider community

PRINCIPAL DUTIES

1. Preparing for, attending and participating in full meetings of the Governing Body ('board meetings'). There are currently four board meetings a year, each lasting between two and three hours, in addition to two half-day strategy development sessions.
2. Undertaking professional development as required. Hour-long in-house board development seminars (including updates on important developments affecting the College) are normally arranged to precede board meetings. Governors also have access to training and other events run by the Association of Colleges (AoC) and the Education and Training Foundation (ETF). Some of these events

are specifically designed for staff governors. Induction training is provided for all new governors

3. Attending at least some of the public and private events at which important stakeholders are present.
4. Serving on one or more of the College's standing committees, each of which meets three or four times a year. There are currently five standing committees:
 - Audit;
 - Finance, Resources and Fundraising;
 - Quality and Standards;
 - Remuneration; and
 - Search and Governance.

Staff governors are not normally appointed to the Remuneration Committee or the Search and Governance Committee.

We estimate that the time commitment required of a staff governor is approximately ten hours a month. This includes an allowance of one hour's preparation time for each hour that the governor is expected to spend in a Board or committee meeting, but does not include the time spent travelling to and from meetings or events.

CRITERIA FOR APPOINTMENT

As staff governors are appointed following election by other members of staff, it is not appropriate to set out selection criteria.

By law, however, only staff members who are eligible for appointment as charity trustees can be appointed as staff governors. This excludes anyone who:

- is under 18;
- has been disqualified as a company director;
- has an unspent conviction for an offence involving dishonesty or deception (such as fraud);
- is an undischarged bankrupt or has a current composition or arrangement including an individual voluntary arrangement (IVA) with his or her creditors; or
- has been removed as a trustee of any charity by the Charity Commission or a court because of misconduct or mismanagement.

In addition, only employed members of College staff who are contracted to work for more than ninety hours in the current academic year are eligible to stand, to nominate or second a candidate or to vote in staff governor elections.

Candidates and electors may also wish to bear in mind that successful staff governors normally share the following characteristics:

1. They are able to attend at least 80 per cent of board and committee meetings, and to participate in other College events and undertake professional development as required.
2. They are passionate about education and the difference that it can make to individuals and communities
3. They are effective communicators, able to support, encourage, challenge and persuade colleagues and stakeholders

4. They are able to analyse and understand complex problems from a variety of different points of view
5. They are comfortable with the routine use of ICT – able to receive and send emails, download information from websites and from the College’s Intranet, complete forms online and create or modify simple Word (or similar) documents
6. They are able to empathise with staff working in different areas and at different levels across the College
7. They are committed to Morley College London’s vision and values

OTHER INFORMATION

An appointment as a governor of Morley College London is a public appointment. All governors are required to abide by the Governing Body’s Code of Conduct, which is based on the seven principles of public life (the ‘Nolan’ principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All governors, including staff and student governors, work on a voluntary basis. The College meets reasonable out-of-pocket expenses (such as travel expenses) incurred by governors in the performance of their duties.

Staff governors share in the collective responsibility of the Governing Body on an equal footing with all other governors. They participate in all discussions, subject to some restrictions where the positions of individual members of staff are under consideration.

Each governor is appointed for a term of up to four years (student governors – up to two years). A staff governor may stand for re-election for a second term.

Each governor is required to make an annual declaration of eligibility and to declare any interests that might be seen as potentially influencing his or her behaviour as a governor.

The performance and effectiveness of each governor is assessed on an ongoing basis by the Chair of Governors and the Clerk, who undertake an individual development interview with each governor as part of the Governing Body’s cyclical programme of governance review.

College staff are entitled to reasonable time off (unpaid) to perform public duties of this type. In addition, the College has agreed that, in view of the benefit that it gains from having committed and well-informed staff governors, staff governors should not incur any loss of pay when required to attend governors’ meetings at times when they would normally have been at work.