

ROLE DESCRIPTION AND CRITERIA FOR APPOINTMENT –EXTERNAL 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. On request, to provide independent but non-professional advice to the Principal and Senior Management Team on any issues affecting the governance or management of the College
3. 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). Induction training is provided for all new governors
3. Participating in the Governor Engagement Programme, learning about the work of the College's teaching and professional services staff, and meeting relevant staff and students, to gain an understanding of how the College works and of the sort of operational issues that staff and students face from day to day. Each

governor prepares a short report after each visit, summarising the main issues discussed.

4. Attending at least some of the public and private events at which important stakeholders are present
5. 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.
6. From time to time a governor may also be asked to contribute his or her expertise to a task-and-finish group established by the Governing Body or by College management or to serve in a non-executive capacity on a standing College committee or on the Student Council. Governors may also be asked to participate in senior staff appointments or the letting of major contracts.

We estimate that the time commitment required of each external governor is a minimum of 10 to 15 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

Essential criteria

1. Not disqualified from becoming a charity trustee or company director
2. Normally able to attend at least 80 per cent of board and committee meetings, to participate in other College events and to undertake professional development as required.
3. Passionate about education and the difference that it can make to individuals and communities
4. An effective communicator, able to support, encourage, challenge and persuade colleagues and stakeholders
5. Able to analyse and understand complex problems from a variety of different points of view
6. 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
7. Committed to Morley College London's vision and values

Desirable criteria

1. Keenly interested in one or more of the College's significant areas of activity
2. Familiar with one or more of the communities (local communities or communities of practice) that the College seeks to serve

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.

Each governor is appointed for a term of up to four years (student governors – up to two years). In the case of an external governor (a governor who is neither a staff governor nor a student governor), this term may be extended for a further period by mutual agreement. An external governor will not normally be invited to continue for a third term unless he or she holds the office of Chair or Vice-chair and the Governing Body wishes the governor to continue in that capacity.

When considering whether to appoint a new external governor or to extend the appointment of an existing external governor, the Governing Body will have regard not only to the skills and knowledge of each individual candidate but also to the balance of skills and knowledge available to the Governing Body as a whole, including the extent to which the Governing Body has access to the views of different stakeholder groups.

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.

