

Finance/Audit Governor role description

Purpose of the Role

To contribute to the work of the Board as laid out below:

- The Board, led by the Chair, provides checks and balances to the operational executive team led by the Principal/CEO.
- The Board is accountable for its stewardship of public funds to deliver a quality service and for the performance of its legal and statutory duties.
- The Board will set the strategic direction of the College and monitor College performance by setting targets and agreeing key performance indicators.

Specifically for this finance/Audit role

- We are looking for a qualified accountant
- The role can either be as a full Board member with membership of either the Audit or Finance Committees or
- As a co-opted member just onto the Audit or Finance Committee in the first instance (with no full Board membership and a reduced time commitment).

Duties

These are specified in the Instrument and Articles of Government. Governors are responsible for: –

- Determination of educational character and ethos
- Articulation of vision, values, and strategic direction
- Approving the quality strategy of the institution
- Oversight and monitoring of college activities
- Effective and efficient use of resources
- Financial probity
- Safeguarding assets
- Approving annual estimates of income and expenditure and three year; financial plan
- Approving strategic plan
- Appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Principal/CEO, designated Senior Post Holders and the Director of Governance
- Setting framework for pay and conditions of service of all other staff
- Agreeing retention and achievement targets, monitoring academic achievement, and raising standards
- Ensuring the correct policies and procedures necessary to fulfil its legal obligations.
- We estimate that the time commitment required of a governor is between five and eight hours a month.

Eligibility:

- Governors are required to make an annual declaration of eligibility and of interests. This is held by the Director of Governance and is made available to members of the public.
- A person is not eligible to be a Governor of an FE college if they have been declared bankrupt within the last three years or served a sentence for a conviction within the last five years, are disbarred by the Charity Commission's disqualification rules¹ or been removed from office as a member of an FE Board within the last ten years.
- Governors should not normally have a teaching role or be a student at the College unless they are appointed as staff or student members.
- Although not a statutory requirement, Governors are required to agree to DBS² checks on appointment and on re-appointment.
- Governors are required to participate in the annual appraisal programme.

Note on governor liability: The College has indemnity insurance to cover governors acting in good faith. In most circumstances if there is a problem at a College resulting in loss to a third party, the aggrieved person may sue the College as a corporate entity. In certain exceptional circumstances it may be possible for a claimant to sue an individual governor. However, the law* provides some protection in this situation so long as the governor has acted honestly and reasonably. (* Section 145 of the Learning and Skills Act 2000)

Governor Person Specification Core Elements

Governors should be able to demonstrate: -

- An active interest in further education
- Commitment to lifelong learning and the role of the college as a major provider of education and training
- Commitment to promoting equality and diversity
- Commitment to quality and raising standards
- Willingness to promote the College within the community it serves
- Ability to work positively with others and to contribute as a member of a team
- Agree policies and strategies and ensure these can be monitored and implemented
- Ability to make reasoned decisions and to act honestly, diligently and in good faith
- Ability to contribute to establishing performance targets and the monitoring of performance against these
- Commitment to attend Board Meetings, Committees and other governor events and training sessions
- Right to work in the UK

¹ [Automatic disqualification rules for charity trustees and charity senior positions - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² <https://dbscheckonline.org.uk/>

Generic Skills

- Strategic awareness
- Financial awareness
- Vision and commitment
- Ability to share and work to common values
- Critical listening and appraisal skills
- Ability to ask probing questions
- Analytical and problem-solving abilities
- Integrity to act without self-interest
- Ability to work within a framework of collective decision-making in the best interests of the Board and College
- Awareness of standards in public life, public accountability and a determination to abide by them
- Communication skills and the ability to influence
- A commitment to the promotion of the College Equal Opportunities and Health & Safety Policies

An appointment as a governor of Chelmsford College is a public appointment. All governors are required to abide by the Board'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 incurred by governors in the performance of their duties. These might include travel expenses, caring costs incurred in attending meetings or external training courses.