**Board and Company Secretary**

# Principal Accountabilities and Responsibilities

1. **Legal Responsibilities**

**To provide advice and guidance on legal issues specifically with regard to:**

* + Ensure the Board complies with its legal requirements and obligations;
  + To act as company secretary to all the collages legal entities and maintain all required stator filings.

# Appointments of Governors

Ensuring that all appointments have been validly made, including:

* + Checking the eligibility of current and prospective members.
  + Ensuring that all appointments have been properly made in accordance with the provisions of the statutory governance documents, and that such appointments have been minuted.
  + Preparing and issuing, on behalf of the College, Letters of Appointment.
  + Giving advance notification of expected vacancies.
  + Notifying all actual vacancies.
  + Issuing and receiving on behalf of the Board notices relating to Members.
  + Developing and maintaining a Skills and Technology Audit.
  + Preparation of letters and advertisements to support the search and succession process.
  + Arrange appropriate programmes of induction for all new members of the Board in accordance with the agreed induction programme

# 3. Conduct of Meetings of the Board and its Committees

* + Provide excellent administration of meetings, including, in consultation and cooperation with the Chair, the Principal, Members of the Board and the Senior Management Team, preparation of meeting schedules / timetables; timely preparation and distribution of notices of meetings, agendas, papers and reports; organisation of and arrangements for meetings; taking minutes and obtaining approval and circulation thereof; maintaining minutes and other records in accordance with statutory requirements and best practice; overseeing of appropriate follow up instructions and actions.

# Procedural Matters relating to the Board

* Ensure compliance with all legal, statutory and public obligations, including the Instrument and Articles of Government, both generally and in connection with:
* appointments of members of the Board
* preparation of appropriate terms of reference, rules and guidance notes for all aspects of the functioning of the Board and Committees
* maintenance of registers

# Provision of pro-active guidance and support to the Board, the Chair and all Members, in:

* + facilitating communication between the Chair, the Principal, Members of the Board and senior staff;
  + ensuring that the Board receives appropriate information relating to the academic and financial performance of the College;
  + provision of independent, high quality guidance on statutory, constitutional, operational, procedural and ethical issues;
  + obtaining or making available appropriate professional advice;
  + obtaining material published by external bodies that is relevant to the roles and responsibilities of Members, and preparation of commentaries / briefings as appropriate;
  + provision of appropriate induction and training.

# General Administration - to be responsible for all administrative matters relating to the Board and its Members, specifically including management of:

* + maintenance of appropriate indemnity insurance;
  + procedures relating to availability of information to the public;
  + maintenance of and compliance with FOI requests
  + maintenance of and compliance with GDPR requirements
  + maintenance of and compliance with the code of conduct of the Board.

# General responsibilities

# Staff development

* Undertake regular staff development and professional updating

# Staff Voice

* Participate as required in College-wide activities such as staff and student events

# Safeguarding

* To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the

College’s Safeguarding Policy.

* Safeguard the wellbeing of learners, including responsibility for reporting concerns to the College Safeguarding Team

# Health & Safety

* Comply with the requirements of the Health and Safety at Work Act 1974.
* To fulfil your duties in accordance with college Health & Safety policy and procedures.
* Direct the execution of business continuity plan

# Equality and Diversity

* Comply with the requirements of the college’s Equality & Diversity Policy and to promote Equality & Diversity in all activities.

# DBS

* All staff will be required to have an enhanced DBS check

# Evening meetings

Attend evening and functional meetings as required

To undertake any other reasonable duties and responsibilities as may be required

Board and Company Secretary

The person appointed should have the following knowledge, experience and qualities.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

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| --- | --- |
| **ESSENTIAL REQUIREMENTS** | **DESIRED REQUIREMENTS** |
| A degree or equivalent level qualification. Relevant professional qualifications.  Previous experience of Governance in college membership organisations AoC & SFCA. | Institute of Chartered Secretaries and Administrators  Experience of working in a charitable trust.  Experience of working with DFE, AOC and local authorities. |

# SKILLS AND COMPETENCIES

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| --- | --- |
| **ESSENTIAL REQUIREMENTS** | **DESIRED REQUIREMENTS** |
| * Excellent verbal and written communication and interpersonal skills, with the ability to deal with people at all levels. * Effective planning and organisational skills with the ability to work to and achieve deadlines. * Good negotiating and influencing skills. * Ability to produce and analyse statistical data. * Excellent IT skills – Excel, PowerPoint * Strategic leadership skills, with the vision and values to take the College forward. * High level of professional integrity. * Commitment to the provision of a high-quality service in line with the culture and needs of the College. * Able to work under pressure. * Analytical and planning skills. * Ability to work in a team. | * Flexibility of approach to meet changing business needs. * Ability to deal with complex data and present this in a meaningful way. |

**KNOWLEDGE AND EXPERIENCE**

|  |  |
| --- | --- |
| **ESSENTIAL REQUIREMENTS** | **DESIRED REQUIREMENTS** |
| * Relevant experience in providing independent advice and guidance on the conduct of business, governance * and compliance. * Ability to work independently and to manage workloads effectively and to deadlines * Demonstrable strategic leadership * Demonstrable experience of the principles of good governance * Good organisation and planning skills to ensure the timely production of the annual business plan, agendas and minutes * High level literacy, enabling the production of high quality papers and minutes * Able to prepare briefing papers for governors and others on appropriate issues (e.g. changes to statutory powers or duties of the governing body, amendments to the terms of reference of a committee) * Ability to interpret legislation and other legal documents * Good communication skills to enable presentation to the Board and external liaison * High level of integrity and professionalism * Flexible approach to work – can respond to the peaks and troughs which occur during the year * Ability to follow agreed policies and procedures * Knowledge of the conduct of formal meetings | * Knowledge of the Further Education and wider educational sector and the likely changes and challenges * Knowledge of the legislative framework within which the College operates, including instruments and statutory requirements * Appreciation and understanding of the regulation framework within which the College operates, including Ofsted, audit requirements and the relationship with the funding Agency * Knowledge of the key Board responsibilities, including financial regulations, health & safety, equality & diversity, safeguarding, information sharing and public interest disclosure * Understanding of the policy changes to the FE sector and the new freedoms and flexibilities open to Boards * Knowledge of the key performance indicators that the Board may wish to use to ensure it fulfils its purpose * Awareness of the models of best practice governance within the sector and beyond * A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies * Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment |