**ASSOCIATE GOVERNOR**

At Sir George Monoux Sixth Form College, we are determined to ensure that all of our students reach their full potential and develop the skills and personality to lead successful futures. Based in Walthamstow, London, we serve a diverse body of 1700 learners, aged 16-19. For more information about our College please look at our website at www.sgmc.ac.uk

In mid to late 2021, three of our most experienced Governors will reach the end of the maximum term of office at our College. These include the Chair of Governors and two Vice Chairs. In mid 2022, two other experienced Governors will also leave. With this in mind, we are planning a succession process now so that the Corporation (the Governing Body) remains an effective and cohesive leadership body, able to address, with our senior staff, the challenges we will inevitably face.

To help with our succession strategy, we wish to recruit three Associate Governors. Associate Governors are fully involved in the work of the Governing Body, but are unable to vote. It’s expected that these Associate Governors, subject to satisfactory attendance and performance, will become full Members of the Corporation in mid to late 2021.

We are particularly keen to receive applications from people who have experience:

* of financial management and/or oversight in an organisation of a similar size;
* of audit, either as an experienced auditor or membership of an audit committee;
* in a senior role in education, particularly post-16 education.

Living or working in the local area will also be an advantage.

To give an idea of the level of experience required, the Governors leaving in the next three years are a:

* Professor at a London University;
* Vice President of a major international financial company;
* Regional Leader at a major financial institutions group;
* Television Producer
* Former Chief Executive of a National government funded education agency.

The Chair of the Corporation is Alan Wells OBE FRSA

In addition, to be considered you will need to have an interest in the education of young people. You also need strong personal qualities including sound judgment, good communication skills and the ability to work as part of a team.

You need to be absolutely certain that you can contribute the time required as a Corporation Member. The estimated time commitment is the equivalent of one day a month. This includes attendance at six Corporation meetings a year – three are evening meetings and three are on Saturday mornings – and attendance at one or two Corporation sub-committees, which meet termly.

We have a strong commitment to safeguarding and promoting the welfare of students. All appointments will be subject to enhanced DBS clearance

**THE ROLE**

Below is information about the role of a Governor (formally titled ‘a Member of the Corporation’) at our College. This is provided on the expectation that Associate Governors appointed will become full Governors in 2020.

**What is the Corporation of the College?**

The Corporation is the College’s governing body established under act of parliament as an independent further education corporation. The Corporation’s Instrument and Articles of Government and bye laws made under its authority provide the legal basis on which it operates, specifying the size and composition of the Corporation, the way in which it must conduct its business, and its duties and responsibilities concerning students and the discharge of its financial obligations. It owns the College buildings and grounds, and acts as the employer of staff.

**The Role of the Corporation**

The Corporation’s function is to decide on strategic policy and the overall direction of the College, as well as ensuring that adequate management, accountability and control systems are in place and operational. The Corporation monitors the performance of the most senior managers in the College (especially the Principal); it does not, however, seek to manage the College.

Collectively, the members of the Corporation must ensure that they operate within the legal and regulatory framework established for the College and must observe the duties which have been set out for them. In this they are assisted by the Clerk to the Corporation who is empowered to give the Corporation independent advice to secure its compliance with regulation and the preservation of its transacted business from valid legal challenge.

**Responsibilities of Governors**

As a part of their shared corporate responsibility members are expected to ensure that:

1. the educational character and mission of the College reflects the needs of the community which the College is intended to serve;
2. public funds are used in accordance with the requirements of the funding bodies and to the maximum benefit of the College community;
3. appropriate staffing arrangements are in place, particularly in relation to the appointment of holders of senior posts (Principal, and Vice Principals) and that an appropriate framework for the pay and conditions of all other staff has been established;
4. the College’s strategic priorities are developed in an appropriate and timely manner;
5. measurable objectives are set to support the College’s development and budget, and are monitored to assess the degree to which they are achieved;
6. plans are developed to address any major College weaknesses which may be identified;
7. there are adequate management, accountability and control systems in place to enable the College to attain its objectives and for the avoidance of fraud;
8. the College remains solvent and its assets are safeguarded at all times;
9. annual estimates of income and expenditure are scrutinised and approved;
10. the annual self-assessment review of governance is carried out;
11. in consultation with and on advice from the Clerk to the Corporation, the Corporation acts at all times within its powers (e.g. in delegation of duties and commercial decisions) and complies with the Instrument and Articles of Government, the Corporation’s own bye laws and any other related governance policies and procedures;
12. new members of the Corporation are recruited in the prescribed manner as and when required.

In addition, members have an individual responsibility to:

1. uphold the seven principles of public life as set out in Lord Nolan’s Report on Standards in Public Life, declaring any financial or non-financial interests which might compromise, or be perceived to compromise, the Corporation's decision-making, and not obtaining any undisclosed benefit resulting from membership of the Corporation;
2. prepare for, attend and contribute to meetings of the Corporation and serve on its committees and working parties as appointed;
3. take an active part in the College’s Link Scheme, which links each Governor with a key aspect of the College.
4. apply specialist knowledge and expertise in contributing to the decision-making of the Corporation;
5. take part in briefing and development events or opportunities arranged from time to time for the benefit of members – these typically are held at the College on Saturday mornings;
6. get to know the College through discussion with other members of the Corporation, the Principal, staff and students, reading relevant papers and reports, visiting the College and participating in its events;
7. assist new members of the Corporation to understand their role.

**Additional Information**

1. Corporation members have a range of collective responsibilities, but no member has the authority to speak or act on the Corporation’s behalf unless specifically authorised to do so by the Chair.
2. Members must be free at all times to speak and act in meetings in what they believe to be the best interest of the College. They cannot be mandated by any group to express views not held by them personally. In other words, the contribution of members is made through the deployment of their skills, knowledge and expertise; they cannot lobby on behalf of others.
3. Ordinarily the Corporation meets six times in the course of the College year – twice in each term (the first meeting on a Saturday morning and the second on a Tuesday evening). Saturday Corporation meetings commence at 9.30am and are followed by a Corporation Development session which finishes no later than 1.00pm. Evening Corporation meetings commence at 6.30pm and last around two hours.
4. Committees (Audit, Governance & Nominations, Remuneration, Quality & Performance, External Affairs and Resources) meet once or twice a term. Some of our Committees meet at 6.30pm at the College. Others meet either at breakfast time or after working hours in Central London. The Governance & Nominations Committee may meet more than once per term during periods of active member recruitment and less frequently at other times, and the Quality and Performance Committee meets twice in the autumn term.
5. Unless appointed as a Committee Chair, each independent member of the Corporation is expected to serve on two committees.
6. Each member is expected to attend all meetings of the Corporation and the committees to which s/he has been appointed, but recognising that there are occasionally reasons why attendance is not possible, there is a minimum requirement 80% overall attendance.
7. The Corporation may from time to time appoint working parties to consider specific strategic or other governance issues, selection panels in relation to recruitment to a senior post within the College and, very exceptionally, appeal panels in relation to disciplinary and grievance procedures for senior post-holders.
8. Members are positively encouraged to attend College events (e.g. open days, prize giving, artistic productions, sporting events), and receive information relevant to these events from the Principal or other members of the College staff.

**Person Specification**

Below is a matrix setting out the skills and experience required to be considered for the position of Associate Governor. Please complete the matrix detailing your skills and experience against each requirement, with examples as far as is possible.

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| **EXPERIENCE**  | **EXAMPLE** |
| 1. Financial Management/Oversight Experience
 |  |
| 1. Audit Experience
 |  |
| 1. Education Experience
 |  |
| 1. Chairing Experience
 |  |
| 1. Board Level Experience
 |  |
| **SKILLS** |  |
| 1. Constructive challenge
 |  |
| 1. Analytical Skills
 |  |
| 1. Building Relationships
 |  |
| 1. Teamwork
 |  |
| 1. Integrity, Fairness, Impartiality
 |  |

Before applying for one of these Associate Governor positions, it’s important that you look at the College website and read our most recent Ofsted Report.

The closing date for applications is Monday 24th June 2019.

Interviews will be held in the week beginning on Monday 1st July.

**If you wish to apply please send a letter of no more than two sides of A4 together with your CV and a completed Skills and Experience Matrix to Robert Smith, Clerk to the Corporation at** **robertusfaber@hotmail.co.uk**