

LONGLEY PARK SIXTH FORM COLLEGE

APPLICATION FOR APPOINTMENT TO THE BOARD OF THE CORPORATION NOTES FOR GUIDANCE

Before completing the application form please read these notes carefully.

THE APPOINTMENT OF BOARD MEMBERS

In England, boards of further education colleges have the power to appoint and re-appoint Board Members. There are exceptional circumstances where the Secretary of State for Innovation, Universities and Skills and the Learning and Skills Council ("the LSC") may appoint Board Members, but normally appointments are made by boards themselves. For appointments to the Board of Longley Park Sixth Form College, candidates are recommended to the Board by the Search, Governance & Remuneration Committee. The Search, Governance & Remuneration Committee is a formally constituted body of the Corporation with the responsibility of identifying possible new Board Members for consideration by the Board. The Committee also advises the Board on the re-appointment of Board Members.

The Search, Governance & Remuneration Committee will consider a candidate's personal suitability for appointment regardless of age, ethnic origin, gender, marital status, sexual orientation, political affiliation, religion or subject to the physical requirements of the office, disability. In general, no formal qualifications are required as the range and depth of experience and skills is more important. The Search, Governance & Remuneration Committee does, however, operate according to a skills matrix and will seek candidates with professional qualifications such as accountancy, law and personnel to fill specific vacancies, although these are generally not prerequisites. In making recommendations to the Board, the Search, Governance & Remuneration Committee will not only consider the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Board and the need to ensure that the composition of the Board broadly reflects the community that the College serves.

In deciding whether to re-appoint an existing Board member whose term of appointment is coming to an end, the Committee will evaluate both the contribution of the Board Member and their attendance record.

THE DUTIES OF A BOARD MEMBER

Each Board Member is expected to:

- undertake a fair share of the work of the Board;
- act as an ambassador for the College;
- undertake such activities and make such connections that will contribute to *Longley Park Sixth Form College making a Difference in Sheffield*; and
- attend every meeting of the Board and join at least one committee.

The above equates to an approximate time commitment of four hours per month.

Meetings are normally held in the early evening. An annual calendar of meetings is published before the start of the college year, which starts on 1 August.

The maximum length of each term of office to which a Board Member may be appointed is four years.

Responsibilities

The Board of the Corporation operates within the terms of the Further and Higher Education Act 1992 and under Instrument and Articles of Government issued by the Secretary of State.

Under the *Articles of Government* the Board is responsible for:

1. the determination and periodic review of the educational character and mission of the College and the oversight of its activities;
2. approving the quality strategy of the College;
3. the effective and efficient use of resources, the solvency of the College and the Corporation and safeguarding their assets;
4. approving annual estimates of income and expenditure;
5. the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of Senior Post Holders and the Clerk to the Corporation, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
6. setting a framework for the pay and conditions of service of all other staff.

The Board is assisted in the discharge of its work by a Principal, who also holds the title of Chief Executive, and by a Clerk. The Board is responsible for establishing the pay and conditions of service for both post holders, as well as other designated senior post holders.

Code of Conduct

Board Members are expected to abide by the *Code of Conduct* for Board Members, which sets out requirements for the standards of conduct expected of Board Members, to enable them to understand their legal duties and to assist them both in carrying out their duties and in their relationship with the Corporation and the Principal and Chief Executive. The Code is aimed at promoting effective and well-informed college governance.

The Code also includes the seven principles of public life set out in the second report of the *Nolan Committee on Standards in Public Life*, which recommends that governing bodies act with:

- **Selflessness** - taking decisions solely in terms of the public interest.
- **Integrity** - acting without obligation or influence to outside individuals/organisations.
- **Objectivity** - taking decisions on merit.
- **Accountability** - being accountable for decisions and subsequent public scrutiny.
- **Openness** - being as open as possible and giving reasons for decisions.
- **Honesty** - declaring private interests and avoiding conflicts of interest.
- **Leadership** - promoting and supporting principles by leadership and example.

The Board operates a Register of Interests, which all Board Members are required to complete. In completing the Register, Board Members are invited to register all business interests, financial or otherwise. The Register is open to public inspection.

Board Members nominated by particular groups should not speak or vote at meetings as if delegated by the

group they represent. No Board Member is to be bound by a mandate given to him or her. Members are required to take a view on each matter before them and reach a decision based on the merits of the issue. There is collective responsibility amongst Board Members for decisions taken by the Board.

Communications

Relationship with College Staff

The most sensitive part of the work of a governor is achieving the right balance in communications with staff and managers in the College.

The Corporation is the employer of all staff in the College, but does not direct the work of staff, other than designated senior post holders. The management of staff in the College is the responsibility of the Principal and Chief Executive and the Senior Management Team (SMT).

The function of the Board is to provide overall strategic direction, involving strategic planning, objective setting and appropriate delegation. The Principal and the SMT are responsible for achieving the objectives and strategies by the day-to-day management of the staff in the College.

Governors should strive to establish a constructive working relationship with the Principal and members of the SMT and all concerned should aspire to be mutually supportive, while maintaining a professional relationship at all times.

Internet Access

Board Members have access to a website to assist communications between members and to act as a source of material about the Board and the College.

The address of the website is: <http://www.longleypark.ac.uk/>

Training

Newly appointed Board Members are invited to undergo induction training before attending any meeting of the Board, including committees. The aim of the induction training is to help new members understand their duties, obtain sufficient knowledge of the College and acquire a working knowledge of the policies and procedures employed by the Board.

Allowances

Board Members are not paid for carrying out their duties. Board Members may claim expenses, within specified limits, for travelling and subsistence associated with attendance at meetings, training events and conferences.

PERSONAL QUALITIES OF A BOARD MEMBER

The following are the six key qualities sought in those applying to join the Board: -

Good Character

- Personal integrity
- Respect and trust of others
- Respect for confidences
- Absence of any matter that might bring the Board and the College into disrepute
- Willingness to be circumspect in private, working and public life

Understanding and communication

- Ability to understand documents, identify and comprehend relevant facts, and follow discussions
- Ability to concentrate
- Ability to communicate effectively

Social Awareness

- Interest in the local community which the College serves and society in general
- Respect for people from different ethnic, cultural or social backgrounds
- Experience of life beyond family, friends and work

Maturity and Sound temperament

- Ability to relate to and work with others
- Regard for the views of others
- Willingness to consider advice
- Maturity
- Humanity
- Courage
- Firmness
- Decisiveness
- Confidence
- A sense of fairness
- Courtesy

Sound judgement

- Common sense
- Ability to think logically, weigh arguments and reach a balanced decision
- Openness of mind
- Objectivity
- The recognition and setting aside of prejudices

Commitment and reliability

- Reliability
- Commitment to serve the community
- Willingness to attend all Board meetings and committees to which you may be appointed
- Willingness to participate in induction training and on-going training and development events

- Ability to offer requisite time
- Support of family and employer
- Sufficiently good health

In addition, the Board has established Guidelines for the Selection of New Corporation Members, on the basis of:

Aims:

1 To build a Corporation which will provide strategic advice and specialist input which will contribute to the continued successful development of the College.

2 To achieve a balance of Corporation members which continues to reflect the changing areas of activity of the College.

3 To ensure that the Corporation has a balanced membership from relevant professional groups to ensure that the Senior Management Team receives informed advice in specialist areas.

4 To achieve a balance of membership which reflects *and reaches out to* the community served by the College. The Corporation would wish to benefit from a range of perspectives which will be enriched by drawing members from a diverse range of backgrounds.

5 To achieve a balance of governors which satisfies the legal requirements set out in the Instrument of Government.

6 To ensure that the Corporation membership reflects national concerns relating to the accountability of Public Sector organisations. This will currently involve considering the various findings of the Nolan and Neill committees (and its successors) on standards in public life.

Criteria for selecting Governors:

The following questions will be considered in selecting candidates:

1 Does the individual bring appropriate and additional expertise to the Corporation?

2 Has the individual had exposure to situations which involve strategic decision making and resource allocation?

3 Does the individual have experience of the complexity of managing an organisation?

4 Is the individual prepared and able to give enough time to attend Corporation meetings, committees and additional events?

5 Does the individual have experience of contributing to committees?

6 Does the individual have an enthusiasm for Further Education?

7 Does the individual live or work in the Sheffield area?

8 Does the individual hold other roles which would bring useful knowledge to the Corporation and provide opportunities for the Corporation to influence local developments?

9 Does the individual have links with key partners?

Criteria for not selecting Governors:

Questions to be considered:

1 Is the individual a member of staff or student of the College and not filling the role of student or staff nominee?

2 Is the individual a bankrupt?

3 Has the person been convicted of certain criminal convictions within the past five years and without option of a fine?

4 Does the profile of the individual fit the permitted balance of categories of governors as indicated in the Instrument and Articles.

The above is also detailed in the form of a person specification at Appendix 1.

ELIGIBILITY REQUIREMENTS

A person under the age of 18 may not be a Board Member, unless as a Student Member. The Instrument of Government specifies certain other circumstances in which individuals are, or become ineligible for membership of the Board, which includes bankruptcy and/or certain criminal convictions within the past five years, and without the option of a fine.

PERSONAL LIABILITY OF BOARD MEMBERS

In principle, Board Members are not liable for the debts of the College. All Board Members are covered under professional indemnity insurance purchased by the College.

BEFORE MAKING AN APPLICATION

It is advisable to have visited the College at least once before making an application. The Clerk to the Corporation can advise you on when it is best to visit.

RELATED POLICIES, PROCEDURES AND BACKGROUND SOURCES OF INFORMATION

The following documents are available from the Clerk to the Corporation:

- Code of Conduct for Board Members
- Standing Orders
- Instrument and Articles of Government for Further Education Colleges
- Further and Higher Education Act 1992

COMPLETING THE APPLICATION FORM

- If a question does not apply, please mark it N/A (not applicable). Do not leave the space blank or put a line through it.
- You must disclose any convictions, however minor, which are not regarded as being spent under the terms of the Rehabilitation of Offenders Act 1974. All police cautions must also be disclosed.

- Candidates are asked to answer the 'key' question on the application form:

'Is there anything in your private or working life, or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the College into disrepute, or call into question your integrity, authority or standing as a member of the Board of the Corporation?.'

If you have any concerns about answering this question, you may, if you so wish, speak with the Clerk to the Corporation whose address and telephone number is shown below. It is stressed that the Board of the Corporation pays no regard to sexual orientation when making appointments. Sexual orientation or cohabitation with a partner of the same sex need not be disclosed in response to the 'key' question.

- The completed application form should be sent to the Clerk to the Corporation, whose address is shown below:

Sharon Langridge
Clerk to the Corporation
Longley Park Sixth Form College
Horninglow Road
Sheffield S5 6SG

Tel. (0114) 262 5723

Email: sharon.langridge@longleypark.ac.uk

CRITERIA FOR SELECTING GOVERNORS – PERSON SPECIFICATION

	Essential (E)	Desirable (D)
1 Does the individual bring relevant expertise to the Corporation?	E	
2 Has the individual had exposure to situations which involve strategic decision making and resources allocation?	E	
3 Does the individual have experience of the complexity of managing an organisation?		D
4 Does the individual have experience of contributing to committees?	E	
5 Is the individual prepared and able to give enough time to attend Corporation meetings, committees and additional events?	E	
6 Does the individual have an enthusiasm for the Further Education sector?	E	
7 Does the individual live or work in the Sheffield area?	E	
8 Does the individual hold other roles which would enable them to bring a wider perspective on national economic and social changes?		D
9 Does the individual have links with other organisations which might help the Corporation have an input into local developments?		D
10 The individual has not served previously with the Board		D

Other factors to be considered:

11 How does the individual relate to the statutory requirements regarding the balance of governors in different categories?

(a) Is the individual a full-time member of staff or student of the college, and not seeking to fill the role of student or staff nominee.

12 Would the individual be subject to disbarment from membership because of:

(a) age

(b) undischarged bankruptcy

(c) convicted of criminal convictions within the past five years (without the option of a fine).