

## **Role Description of a College Board member**

NCG's colleges provide education and training to meet local needs.

College Boards are an important feature of NCG's governance arrangements. Members act in a non-executive capacity to:

- Oversee the College's relationships with stakeholders
- Oversee the quality of the College's provision
- Comment on College business plans as they are developed
- Approve the College's approach within Group policy in key areas
- Monitor the College's approach to risk management within Group policy
- Review and monitor progress at the College
- Provide challenge to College leadership

The role of College Boards complements the role of NCG Corporation (the main board). College Boards provide a local focus on responsiveness, quality and effectiveness; this reflects the local nature of stakeholder needs, provision of education and training and operation of the College. The Corporation is responsible for corporate strategy, Group policies and the finances of NCG as a whole.

A College Board has 10 members including the College Principal, elected staff and student members and, at Newcastle Sixth Form College, an elected parent member.

The remaining members contribute knowledge and experience of:

- Employers and or local or regional bodies and their needs
- Education and training
- Finance
- Marketing
- Safeguarding
- Equality and Diversity

Particular skills in the above areas may be required when vacancies arise. For example, a College Board will nominate individual members to enhance oversight by the Board and ensure the awareness of all members is maintained in the areas of:

- Safeguarding, including Prevent
- Equality and Diversity

The members of College Boards:

- Prepare for and attend 6 College Board meetings annually
- Participate in appropriate induction and development activities
- Participate in an annual conference for members of College Boards and the Corporation
- Take part in the annual self-assessment of the work of the College Board
- Act as ambassadors for the College, including at ceremonies and events

In carrying out their role, the members of College Boards:

- act in accord with the Terms of Reference of the College Board
- uphold the highest standards of integrity and probity, including adhering to the Seven Principles of Public Life (Nolan Principles): Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
- put the interests of NCG and the local College first including safeguarding the good name and reputation of NCG and the local College

The estimated total minimum time commitment over the course of each year is 35 hours. Visits to attend College events or to observe activities would be in addition to this.

The role is unpaid. (Members of the Corporation are also not paid for their role.)

The role provides an opportunity to improve the College's contribution to the local area and the welfare of the student population.

### **The Chair of the College Board**

A member of the College Board will be selected to serve as its Chair. This appointment is subject to approval by the Corporation.

The role of the Chair of the College Board is to:

- Chair meetings of the College Board, in accordance with its Terms of Reference
- Call meetings of the College Board, as required, beyond the minimum number specified in the Terms of Reference
- Make an annual presentation to the Corporation; this is intended to contribute to effective communication between the College Board and the Corporation
- Nominate suitable individuals for membership of the College Board in consultation with the College Principal; appointments are subject to approval by the Corporation
- Assist the Chief Executive, when the need arises, with the recruitment and selection of a College Principal

## Person Specification for College Board member

The following attributes are essential:

### Skills

Interpersonal Skills and Team Work	Ability to work positively with others and debate whilst maintaining a constructive atmosphere.
Communicating and Influencing	Able to express ideas/plans in a clear manner at all times and to listen actively to other viewpoints. Also to be able to speak clearly and fluently and in a compelling manner.
Planning and Organisation	Able to establish an effective course of action for self and others to achieve goals that can be monitored.
Drive to achieve and determination	Able to be effective through energy and enthusiasm.
Strategic Perspective	Able to develop a broad-based view of issues and events and perceive their long term impact.
Intellectual and Technical Ability	<p>Able to demonstrate a knowledge and understanding of facts and identify solutions. Be able to think laterally and achieve pragmatic solutions.</p> <p>Knowledge and experience of one or more of:</p> <ul style="list-style-type: none"><li>• Employers and/or local or regional bodies and their needs</li><li>• Education and training</li><li>• Finance</li><li>• Marketing</li><li>• Safeguarding</li><li>• Equality and Diversity</li></ul>
Leadership	Able to demonstrate behaviour and skills that inspire confidence and motivates other to achieve.

<b>Experience</b>	Will most likely be employed in a senior position in the public or private sector, or be a leading member in the local community.
<b>Circumstances</b>	Available to attend an average of 6 College Board meetings per year and participate in development activities.
<b>Diversity</b>	Committed to valuing diversity and advancing equality
<b>Knowledge</b>	An understanding of and commitment to the benefits of lifelong learning and economic regeneration

