



HEART OF
**WORCESTERSHIRE
COLLEGE**

COLLEGE GOVERNOR APPLICATION PACK

Thank you for expressing an interest in becoming a Governor of the College.

This is an exciting time to be joining the College Corporation. Since its creation in 2015, the College has gone through a significant period of change and following a recent Ofsted report is positioning itself for its next phase of development.

Governors play an important role in the strategic oversight of the College's business by determining the "educational character" and strategy, setting the budget and monitoring performance. This is done through the Corporation itself and its committees.

Ofsted said "the governors are well qualified and use their considerable experience and expertise to good effect in setting the strategic direction of the College". We come from a range of backgrounds – educational and non-educational; public, private and not for profit sectors. We endeavour to use our varied skills and experience to ensure the College delivers high quality provision to meet the needs of our learners and stakeholders.

The College plays a key role in creating an inclusive educational environment that meets the needs of our learners and stakeholders. Being a governor is a rewarding experience and I hope you will consider joining us.

Neill Bucktin

Chair of the Corporation

Governor Vacancies

Heart of Worcestershire College delivers a wide range of vocational, professional and technical qualifications, helping to give local and national employers the workforce they need and our students the jobs they want.

Located across four campuses in Bromsgrove, Malvern, Redditch and Worcester we are a passionate, thriving organisation with a large and diverse community of students and have just been rated "Good" by Ofsted. <https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/130713>

The College Corporation is responsible for providing strategic leadership, for the quality of services to students and for the effective use of public funds. We are seeking applications from dynamic and motivated individuals, who would like to be involved in shaping the future of education provision at the College, to become Governors and to support the College in its vision: "Inspire, Innovate, Advance".

The role of a Governor is an exciting and fulfilling one. You should be able to attend Corporation and Committee meetings, in person or through telephone or video conferencing. Meetings are usually held in the late afternoon or early evening in Redditch or Worcester. Governors are volunteers and do not receive payment for their role, but may claim expenses incurred.

Please note that these roles are subject to an enhanced DBS check. We aim to reflect the community we serve and would particularly welcome applications from under-represented groups including women, people with a disability, and members of minority groups.

Further information about the College can be found at <http://www.howcollege.ac.uk/> and about College Governance and the work of the Corporation at <http://www.howcollege.ac.uk/about/governance/>

Next Steps

Thank you for the interest you have shown in joining the Corporation. The Governor Role Description and Person Specification follow for your information and the Code of Conduct is available separately. Feel free to contact me if you have any queries in relation to the role.

If you would like to apply, please complete the Declaration of Eligibility, Application form and Skills Audit and return them to me. Applications will be periodically considered by the Governance and Search Committee and I will keep you advised on the progress of your application, including Governance and Search Committee interview dates.

Email: sfrost@howcollege.ac.uk

Mail: Heart of Worcestershire College
Osprey House, Albert Street, Redditch, B97 4DE

T: 01905 743420

Sue Frost
Clerk to the Corporation

COLLEGE GOVERNOR / CORPORATION MEMBER ROLE DESCRIPTION

1 Overview

To be an active volunteer Member of the Corporation, sharing a commitment to lifelong learning and to the way that Heart of Worcestershire College serves its community.

2 Accountability

Responsible to:

- The Chair of the Corporation
- The College's students and customers for quality of experience and outcomes
- The Government, Funding Agencies and public for the use of public funds
- The local community
- College staff as their legal employer.

3 Main purpose

To be a critical friend, setting strategy and monitoring performance within a legal and regulatory framework. Governors support the decisions of the Corporation and its committees once they have been reached, on the basis of collective responsibility, and participate in ensuring that the Corporation discharges its responsibilities as set out at Article 3 (1) of the Instrument and Articles of Government:

- the determination and periodic review of the educational character and mission of the institution and for the oversight of its activities.
- approving the Quality Strategy of the College
- the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets.
- approving annual estimates of income and expenditure.
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk.
- setting a framework for the pay and conditions of service of all other staff.

4 Main duties and responsibilities

- To undertake induction training on appointment and participate in approved training and development activities
- To comply with the provisions of the following documents as they apply to the role of members of the Corporation:
 - The Instrument and Articles of Government and Standing Orders, which set out the rules and procedures by which the Corporation operates
 - Financial Memorandum
 - Code of Conduct, including the Nolan Committee's seven principles of public life
 - College Financial Regulations and Procedures
- To participate in the following areas:
 - The approval of the strategic plans, annual plans and financial forecasts
 - The devising of policies and strategies to meet the College's Mission Statement
 - The monitoring of performance towards attaining the objectives set out in the strategic and annual plans
- To act in the best interests of the Corporation and Heart of Worcestershire College at all times.
- To prepare fully in advance of meetings to ensure a full and informed debate and an active decision-making process.
- To give due priority to attending meetings, attending Corporation meetings and

workshops (approximately 9 meetings per year) and the annual residential event and being a member of at least one committee (approximately three meetings per year)

- To attend College events (such as student awards presentations and open days/evenings) in order to gain an appreciation of the work of the College and to meet its students and staff.
- To participate in the Governor Insight Scheme, which provides opportunities to gain an enhanced understanding of quality improvement measures.
- To understand that individual Members have no specific powers, and that statements may only be made on behalf of the Corporation by those authorised to do so.
- To be willing to promote the College in the community which it serves
- To respect the rules on confidentiality, as they apply to the work of the Corporation.

5 General and College responsibilities

- Participate actively and flexibly in a range of Corporation activities, such as attendance at meetings, participation in Senior Postholder interviews and attendance at College events.
- Participate in training and Corporation development activities to develop knowledge and skills and read educational material from a variety of sources.
- Promote the effective implementation of the College's equality and diversity and safeguarding policies in relation to all aspects of the duties of the role.
- Promote the highest standards of health and safety practice in relation to all aspects of the duties of the role.
- Promote adherence to Financial Regulations and Procedures, and the policies of the College.
- Governors must:
 - comply with the rules on eligibility to serve as a college governor
 - undertake an enhanced DBS check as a condition of appointment
 - agree to be bound by the Code of Conduct approved by Corporation as a condition of appointment

6 Term of Office

- The term of office for a governor is up to a maximum of four years and governors may be eligible to seek re-appointment for a second term of up to four years.

Sue Frost

Clerk to the Corporation



COLLEGE GOVERNOR / CORPORATION MEMBER PERSON SPECIFICATION

The following attributes are important for successful performance in the role:

1 Knowledge and Experience:

- Experience of strategic decision making
- Experience of monitoring and challenging performance towards achieving the objectives set out in the strategic and annual plans
- An understanding of the respective roles of governance and management

2 Personal Skills and Qualities:

- Commitment to education and training and to the success of the College's students
- Commitment to the promotion of equality and diversity and safeguarding in all aspects of College life
- Ability to devote sufficient time to the role of governor
- Excellent communication skills and the ability to make an effective contribution to meetings
- Ability to work well within a team
- Willingness to take an active interest in the work of the College

Sue Frost
Clerk to the Corporation

HEART OF WORCESTERSHIRE COLLEGE

DECLARATION OF ELIGIBILITY

Declaration	Confirmation – Please initial each box
I confirm that I have read clause 7 (1 – 5) of the 9 February 2016 Instrument of Government of Heart of Worcestershire College - “Persons who are ineligible to be members” set out overleaf.	
I confirm that I have read the requirements of eligibility for Charity Trustees set out overleaf.	
I confirm that, having read clause 7 (1 – 5) of the Instrument of Government and the requirements of eligibility for Charity Trustees, I am eligible to be a member of the Corporation.	

With respect to the Eligibility changes on 1 August 2018:	
I confirm that I have read the full list of wider offences and circumstances that will trigger automatic disqualification with effect from 1 August 2018 set out overleaf.	
I confirm that, having read the full list of wider offences and circumstances that will trigger automatic disqualification with effect from 1 August 2018, I will currently remain eligible to be a member of the Corporation after 1 August 2018.	

I confirm that I am a suitable person to work as a Governor in relation to child and vulnerable adult protection issues.	
I confirm that, should I cease to be eligible as a Member of Heart of Worcestershire College Corporation, I will inform the Clerk to the Corporation as soon as possible.	

I hereby confirm that I am eligible to be a Member of Heart of Worcestershire College Corporation.

I agree to be bound by the Code of Conduct approved by Corporation.

SIGNATURE

FULL NAME

DATE

HEART OF WORCESTERSHIRE COLLEGE

CORPORATION

ELIGIBILITY TO BE A COLLEGE GOVERNOR

Clause 7 (1 – 5) of the 9 February 2016 Instrument of Government: Persons who are ineligible to be members (governors)

7. a) No one under the age of 18 years may be a member, except as a student member.
 - (1) The Clerk may not be a member.
 - (2) A person who is a member of staff of the institution may not be, or continue as, a member, except as a staff member or in the capacity of Principal.
 - (3) Paragraph (3) does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of a students' union.
 - (4) A person shall be disqualified from holding, or from continuing to hold, office as a member, if that person would be disqualified from being a charity trustee or trustee of a charity under sections 178 – 184 of the Charities Act 2011. (See below)
 - (5) Upon a member of the Corporation becoming disqualified from continuing to hold office under paragraph (5), the member shall immediately give notice of that fact to the Clerk.

Governors need to meet the requirements of eligibility for Charity Trustees as follows:

Some people are disqualified by law from acting as charity trustees. **You can't be a trustee (College Governor) if you:**

- have an unspent conviction for an offence involving dishonesty or deception
- are currently declared bankrupt, subject to bankruptcy restrictions or an interim order
- have an individual voluntary arrangement to pay off debts with creditors
- are disqualified from being a company director
- have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement
- are disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006 (where relevant to the work of the charity).

Governors also need to be able to confirm the following statement:

"I confirm that I am a suitable person to work as a Governor in relation to child and vulnerable adult protection issues."

Eligibility changes on 1 August 2018:

From 1 August 2018 there will be an increase in the number of legal reasons that disqualify someone from acting as a trustee. The full list of wider offences and circumstances that will trigger automatic disqualification with effect from 1 August 2018 are as follows:

- unspent conviction for specified terrorism, money laundering or bribery offences;
- unspent conviction for contravening a Charity Commission Order or Direction;
- unspent conviction for misconduct in public office, perjury or perverting the course of justice;
- unspent conviction for attempting, aiding or abetting any of the above offences;

- disobeying a Charity Commission Order;
- being on the sex offenders register;
- unspent sanction for contempt of Court; or
- being a designated persons under specific anti-terrorist legislation.

.DBS Checks

All Governor appointments are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

Annual Eligibility Check

All Governors are asked to reconfirm their continued eligibility on an annual basis.

Sue Frost

Clerk to the Corporation

27 March 2018



Application Form

Application for post of College Governor – Voluntary Role

Section A – About You

Personal Details:

Title (Mr/Mrs/Miss/Ms):

First Name(s):

Surname:

Date of Birth:

Address:

Post Code:

National Insurance Number:

Telephone Number:

Mobile:

Email:

Education Details

School/College/University	From	To	Qualifications including grade	Date Awarded

Education Details (Continued)

School/College/University	From	To	Qualifications including grade	Date Awarded

Work History

Details of previous posts	From	To

Work History (Continued)

Details of previous posts	From	To

Supporting Statement

Supporting Statement (Continued)

Please continue on an additional sheet if necessary or attach CV

Referees

Particulars of two persons to whom reference may be made regarding your suitability for this voluntary role.

One of these **must** be your current employer or your most recent employer if you are currently self-employed or unemployed. Please indicate whether your referees are employment or character based.

Name:

Name:

Status:

Status:

Organisation:

Organisation:

Email address:

Email address:

Address:

Address:

Telephone Number:

Telephone Number:

Employment/Character (delete as appropriate)

as

Employment/Character (delete as appropriate)

(delete as

Equality Monitoring

The following form sets out categories for monitoring various protected characteristics such as ethnicity, disability and sexual orientation etc. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you.

The Heart of Worcestershire College assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our HR and Senior Leadership Team.

To which of these groups do you belong? (please tick)

Asian or Asian British-Bangladeshi	<input type="checkbox"/>	Dual Heritage - White and Other	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Dual Heritage - White and Asian	<input type="checkbox"/>
Asian or Asian British - Other	<input type="checkbox"/>	White British	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	Dual Heritage - White and Black Caribbean	<input type="checkbox"/>
Black or Black British – Caribbean	<input type="checkbox"/>	Any Other	<input type="checkbox"/>
Black or Black British - Other	<input type="checkbox"/>	White - Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	I do not wish to disclose	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Dual Heritage - White and Black African	<input type="checkbox"/>
Dual Heritage - White	<input type="checkbox"/>	Not known	<input type="checkbox"/>

Nationality: _____

Do you consider yourself to have a disability or a long-term health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition?

What is your gender?

Male Female Transgender Prefer not to say

What is your age range?

16-19 30-39 50-59 65+
20-29 40-49 60-64 Prefer not to say

What is your sexual orientation?

Heterosexual
Gay Man
Gay Women / Lesbian
Bisexual
Other
Do not wish to disclose

What is your religion?

Buddhist Sikh
Christian Prefer not to say
Jew No Religion
Muslim Other _____



CORPORATION SKILLS AUDIT

Name	
Date	

Governors and applicants are asked to score their knowledge or experience in the following areas (please indicate Nil, Low, Moderate or High level).

		Nil	Low	Moderate	High
Finance	Audit				
	Budgeting and forecasting				
	Financial control and monitoring				
	Competitive tendering				
	Others (please specify)				
Human Resources	Appraisal/performance management				
	Employee relations				
	Recruitment and selection				
	Others (please specify)				
Estates & Property	Project management				
	Cost control				
	Health and safety				
	Others (please specify)				
Management	Business / Strategic planning				
	Change management				
	Public sector management				
	Small business management				
	Interpreting management information				
	Marketing				
	Health & safety				

		Nil	Low	Moderate	High
	Risk management				
	Others (please specify)				
Education	FE curriculum				
	FE policy				
	Higher education				
	Schools				
	Inspection				
	Other (please specify)				
Miscellaneous	Information technology				
	Quality assurance				
	Internal control processes				
	Equality and diversity				
	Special needs, disabilities				
	Local government				
	Governance, trusteeship				
	Working with local communities				
	Safeguarding				
	Prevent				
	Others (please specify)				