

**KIDDERMINSTER COLLEGE
CORPORATION**

**Application Pack
2012**

IF YOU NEED THIS INFORMATION IN A DIFFERENT FORMAT OR LANGUAGE
PLEASE CONTACT THE CLERK TO THE CORPORATION (*Contact Details on page 6*)

Welcome letter from the Principal and Chair of Governors

Thank you for expressing an interest in Kidderminster College. As a community-based organisation we recognise, and are very grateful for, the support that we receive from local people.

The college is a general Further Education (FE) college, specialising in providing post-16 vocational education and training. We work with individuals and businesses across the district and, in some cases, much further afield. We have around 1200 learners on full-time courses and up to 4000 on a variety of part-time programmes, and these include a growing number of Apprentices. We also work in collaboration with the local secondary schools in a consortium Trust, called ContinU. We were last inspected by Ofsted in 2009 and judged to be a 'good' college.

In 2010 we produced a new mission statement for the college – **excellence, equality, engagement** - which we believe expresses simply and clearly what our priorities are. We also agreed a set of values to guide us in our behaviour and our decision-making:

- We treat everyone with respect and fairness
- We support each other
- We value diversity
- We tell the truth
- We encourage everyone to fulfil their potential
- We recognise and celebrate achievement
- We put our learners and our local community first

Like all colleges we have a board of governors, known as the Corporation, which oversees our work and is made up of local volunteers who bring their experience, energy and commitment to support us in making the right decisions and improving opportunities and outcomes for people in the Wyre Forest and beyond. We are always interested in hearing from suitable people who might wish to be considered as potential governors and we are committed to ensuring a broad range of representation on the Corporation. You may have experience in business, community or social work, work with charities, in financial or legal practice, or even be an entrepreneur. The broader your vocational field and cultural experience the better. We're keen to involve people of all ages and cultural backgrounds and strongly encourage applications from all sections of the community.

We hope that, having read the enclosed information, you may consider applying to join us.

Yours faithfully

Andy Dobson

Principal

David Cory

Corporation Chair

KIDDERMINSTER COLLEGE CORPORATION
GOVERNOR ROLE DESCRIPTION

Role

Governors are volunteers who agree to give time, expertise and experience to enhance Kidderminster College Corporation for the benefit of the young people, adults and employers of their local community. Governors are essential to ensure that the College is providing the best learning and training experience possible. They are unpaid, but authorised expenses will be paid in accordance with the Governors' Expense Policy.

The governors of the Corporation work with the Principal and Senior Management Team of the College to set the strategic direction and values which will drive the College towards the fulfilment of its mission. The Principal is responsible for managing the College and for delivering its strategic aims. The governors fulfil a monitoring function to ensure these strategic aims are met.

Responsibilities

1. Governors have a duty to act in the best interests of the College, not to defend personal convictions or to promote personal or political platforms. In particular, governors must be committed to the promotion of Equal Opportunities for all people. Governors should respect the confidentiality of Corporation discussions.
2. The Corporation makes decisions as a collective body. All governors are expected to support majority decisions once they have been reached, regardless of their position during debate on those decisions. Individual governors have no specific powers and should not speak on behalf of the Corporation unless they have been authorised to do so by the Corporation.
3. Governors are to comply with the following documents as they apply to the role of Members of the Governing Body:
 - Instrument and Articles of Government
 - Financial Memorandum
 - Corporation Code of Conduct and Standing Orders
 - College Financial Regulations and Procedures
4. Governors are expected to give appropriate priority to attending:
 - Corporation meetings (six per year)
 - Corporation Strategic Planning Events (half day / maximum twice yearly)
 - Committee meetings (maximum of two per term per Committee)
 - A small number of other College events
5. Governors are expected to participate in training which enhances their contribution to the Governing Body. This will include an induction programme and may also be through:
 - Training organised at college
 - Attendance at external training courses where relevant

PERSON SPECIFICATION FOR CORPORATION MEMBERS

General

- An interest in, and commitment to, lifelong learning and the role of Kidderminster College as a major provider of education and training in the Wyre Forest area
- Ability to think strategically
- Commitment to promoting equality and diversity
- Commitment to continuous quality improvement.
- Skills to analyse complex issues and solve problems creatively
- Good communication and questioning skills at all levels, and an ability to listen positively and appraise critically
- Ability to make reasoned decisions and to act honestly, diligently and in good faith in the best interests of Kidderminster College
- Willingness to promote the College within the community
- Ability to recognise and respect confidential / sensitive issues
- Sound interpersonal skills
- Absence of commitment to any organisation operating in direct competition with the College unless otherwise agreed with the Corporation.

In addition, one or more of the following attributes would be desirable:

- A keen interest in the further and higher education sector
- An understanding of the national context in which further education operates
- A knowledge of other aspects of education and training provision
- Experience of working in local commerce, industry or public service at Board or senior management level
- Interest in the voluntary/community sector
- Specialist expertise in any of the following fields :
 - business planning
 - human resources management
 - estates management
 - finance, law or accountancy
 - Quality Assurance/IIP/ISO 9000 Monitoring and Student/Staff/Success measures
 - Customer Care, Marketing (all aspects) and Sales
 - Equal Opportunities, Disability Discrimination, Race Relations
 - Governance/Trusteeship
 - Contract Management
 - Audit
 - Risk Management and Insurance

Eligibility

- A person is ineligible to be a governor if they are an un-discharged bankrupt or have been sentenced to a term of imprisonment (whether suspended or not) for a period of not less than three months within the past 5 years, or a period of not less than two and half years within the past 20 years.
- Staff or students of the College may not be appointed as members of the Corporation except as staff or student governors.

Time Commitment

On average, governors will need to set aside a minimum of 3 evenings per term, as full Corporation meetings take place twice per term and most committees meet once per term. Meetings generally last between 1-2 hours.

Individual members are expected to:

- attend all Corporation meetings
- be a member of at least one Committee
- devote preparation time for each meeting
- attend Strategic planning events for governors / SMT members

and are encouraged to attend:

- College events; such as events celebrating student achievement
- in-house training and development events
- national conferences and external training events
(please note; all expenses for such events are fully reimbursed)

Corporation / Committee meetings are usually held at the College on Thursday evenings at 5.30pm

Other Requirements

- To observe the Code of Conduct for Corporation Members
- To complete and keep up to date a Declaration of Interests for inclusion in the Register of Members' Interests, which is open for public inspection on request.
- Commitment to a four year term of office
- An awareness of and commitment to upholding standards in public life (specifically the Nolan principles and public accountability)
- To undertake a CRB (Criminal Record Bureau) check

I have been a governor of Kidderminster College for two years now and I have enjoyed the experience more than my expectations would have led me to believe .I appreciate being a member of a team within a college focused on strategy, working towards the shared commitment of providing benefit to the community within which we live and work. I gain satisfaction from being involved in the provision of advice and guidance that helps to shape FE/HE provision. It is great working alongside the senior management team who genuinely appreciate input from governors which can only result in the enhancement of learning provision across our college community.

Mick Cooper, Governor

I have been a governor for three years. From the start I was guided by a very supportive Principal and Senior Management team. Having never previously been involved with a Further Education College, I needed a couple of meetings before I felt au fait with things; but fellow governors were always very willing to take time to explain and to provide background information. There are always training opportunities and these have opened up previously unknown (to me) topics such as Equality & Diversity, Safeguarding and tips on how to successfully chair a meeting. I feel that I have acquired new skills whilst making a valuable contribution to my local community; I enjoy being a College Governor.

Sonia Farnaby, Chair of Standards Committee

GENERAL INFORMATION

Composition of the Corporation

The current composition of the Board is determined to be:

1 Principal

2 Staff members (One academic and one non academic)

2 Student members

Up to 14 members who have the necessary skills to ensure the Corporation carries out its functions.

Possible membership not less than 12 and not more than 20

Committees of the Corporation

AUDIT COMMITTEE

FINANCE & PERSONNEL COMMITTEE

REMUNERATION COMMITTEE

SEARCH COMMITTEE

STANDARDS COMMITTEE

STRATEGIC FORUM

Further information about each committee is provided as part of the induction process and is available to download in the document '*Corporation Standing Orders*' which can be found in the Governance section of the college website.

The Clerk to the Corporation

The Clerk is appointed by the Board of Governors and is responsible for ensuring that all the activities of the Corporation are conducted in a professional manner, following the procedures agreed by them. The Clerk has a particular responsibility to ensure that Governors operate within the powers granted to the Governing Body. In this respect the Clerk has an advisory role.

The current Clerk is Angharad Hale. She works on a part-time basis and can be contacted on the direct telephone number, 01562 512076 (Tuesdays and Thursday afternoons) and via e-mail ahale@kidderminster.ac.uk at other times. Correspondence can be addressed to her at the college address. Confidential items should be clearly marked on the envelope.

Any queries regarding the application process can be directed to the Clerk.

Newly appointed Governors will have an induction session with the Clerk.