

PETROC™

**WOULD YOU LIKE TO BE
A GOVERNOR?**



The purpose of this leaflet is to:

- provide you with some basic information about the Governing Body of Petroc and what being a Governor actually entails;
- describe the qualities and attributes a Governor might be expected to possess;
- explain the steps you can take if you would like to become a Governor.

What does the Governing Body do?

Basically, the Governing Body is responsible for:

- establishing and reviewing the strategic framework within which the College operates;
- setting the College's aims and objectives (its mission);
- setting policies and targets for achieving this mission;
- ensuring, through the policies and procedures it approves, the effective and efficient use of resources, the solvency of the College and the safeguarding of its assets;
- monitoring and evaluating the performance of the College;
- approving and monitoring the annual income and expenditure budget;
- the appointment, conditions of service and pay of senior post holders and the Clerk to the Corporation. Setting a framework for the pay and conditions of service of all other staff and, in certain cases, acting as the final court of appeal for staff grievances.

How many Governors are there and how are they appointed / elected?

There are 20 members of the Governing Body, made up as follows:

- 15 what, perhaps, might best be described as "external members" (appointed by the Governing Body from the community at large to ensure that it has the necessary experience and expertise to carry out its functions and is broadly representative of the communities, interests and clients it serves);
- 2 "staff members" (one elected by the teaching staff and one elected by the support staff);
- 2 "student members" (elected by the students);
- the Principal of the College.

The procedures for the appointment or re-appointment of Governors is attached as Appendix A.

What is the term of office of a Governor?

At Petroc, the usual single term of office is 3 years. Governors can be re-appointed upon the expiry of their term of office.

How does the Governing Body operate?

There are 5 regular meetings of the Governing Body each year (2 each in the Autumn and Summer Terms and 1 in the Spring Term). Other meetings may be held if important issues arise which require the immediate attention of the full Governing Body. Meetings normally start at 5.00pm and last approximately 2 hours.

Much of the detailed work of the Governing Body is delegated to Committees, these are:

- Appeals Committee (only meets if required);
- Audit Committee (one regular meeting each term);
- Disciplinary Committee (only meets if required)
- Finance and Resources Committee (meets 6 times a year);
- Learning and Performance Committee (meets 4 times a year);
- Remuneration Committee (usually meets once, or twice, a year);
- Search Committee (usually meets once, or twice, a year);
- Selection Panel (only meets when required);
- Tenders and Contracts Committee (meets as required);
- Risk Management and Disaster Recovery Working Group

Most members of the Governing Body serve on one or more of these Committees/Working Group. The agendas, and supporting papers, for all meetings are circulated at least 7 days before the meetings.

Decisions at meetings are taken by a majority vote of the members present and voting on the question. In the event of a tie, the Chair has a second or casting vote.

What skills, beliefs, qualities or attributes are required of a Governor?

Essential

- a strong sense of commitment to the community which the College seeks to serve;
- a strong belief in, and commitment to, equality, diversity and inclusion;
- sufficient time to devote to meetings and other events;
- an interest in educational matters generally;
- integrity consistent with public service and accountability;
- balanced judgement, a common sense approach and the ability to work positively with others as part of a team;
- an ability to consider and assess the implications of complex issues;

Optional

- a specific skill, professional qualification and/or experience which will contribute to and enhance the skills and expertise of the Governing Body as a whole;
- active links with community groups and/or a section of business or industry. (Either of these may become essential if the Governing Body has identified a need to increase or maintain representation from these sectors.)

Do Governors get paid?

No. Membership of the Governing Body is voluntary and unpaid. Governors can, however, claim certain expenses (such as travelling, childcare or care of an elderly or dependent relative) for attendance on Governing Body business.

Is everyone eligible to be a Governor?

No, there are some exceptions. For instance, you cannot be a Governor if:

- you are under 18 years of age (unless, of course, you are the elected student member);
- you are a member of staff of the College (except, of course, the elected staff members and the Principal);
- you are the Clerk to the Governors;
- you are an undischarged or unannulled bankrupt or subject to an unrescinded bankruptcy restrictions order, an undischarged interim bankruptcy restrictions order or an unannulled bankruptcy restrictions undertaking, or have made a composition or arrangement with your creditors and the debt has not been paid in full or 3 years have not passed since the terms of the composition or arrangement were fulfilled;
- within the previous 5 years you have been convicted of any offence, whether in the UK or elsewhere, and had passed on you a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine, **or** within the previous 20 years you have received a sentence of over 2 ½ years **or** if at any time you have received a sentence of over 5 years.

How can I find out more about the College and the Governing Body?

Visit the College website www.petroc.ac.uk (click onto 'Who we are' and then 'Governors') or contact the Clerk to the Governing Body. She is Susan Lewry and can be contacted, by telephone, on 01271 338180 or by email on susan.lewry@petroc.ac.uk.

I would like to be a Governor. What do I do now?

- If you would like to be considered as an External Governor you should complete the attached application form and return it to the Clerk to the Governors. If no vacancy exists when you apply, your name can be added to the list of those others who have indicated they would like to become Governors, and considered when a vacancy occurs.
- If you are a member of staff or a student at the College you will automatically be notified when the next vacancy for a Staff or Student Governor occurs and the procedure for election. Do **not** complete the application form.
- All prospective External Governors will be expected to attend for interview / briefing before their governorship can be ratified.

PETROC

APPLICATION FOR GOVERNORSHIP

Please complete this form in type or black ink and, for Part 1, in BLOCK LETTERS, and return it to the Clerk to the Governors, Petroc, Old Sticklepath Hill, Barnstaple, Devon EX31 2BQ

PART 1

Surname: _____ **Mr / Mrs / Ms / Miss / Other:** _____

Forename(s): _____

Address: _____

Telephone Numbers:

Day: _____

Eve: _____

Mobile: _____

E-Mail: _____

Post Code: _____

PART 2

Please indicate here your reasons for wanting to become a Governor and any areas of the College's work in which you have a particular interest.

PART 3

Please indicate here the skills, qualifications, interests and experience you possess which you feel would be particularly relevant to the role of Governor

I have read and understood the section in the leaflet about eligibility for governorship and confirm:

- **that I am eligible to be a Governor;**
- **I have not been removed from office as a member of a further education corporation in the last 10 years;**
- **I am committed to a policy of equality, diversity and inclusion.**

Signed: _____ **Date:** _____

APPOINTMENT AND RE-APPOINTMENT OF GOVERNORS

1. Background

It is the Instrument and Articles of Government which, amongst other things, determine the composition of the Governing Body of a College of Further Education.

The current Instrument and Articles of Government, which came into force on 1 January 2008, abolished the previous categories of Business, Community, Co-opted and Local Authority Governors and replaced them with "up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions". For ease of reference we shall, henceforth, refer to those "up to sixteen members" as "External Governors".

The categories of Staff and Student Governors were retained (and, indeed, the minimum required number of Student Governors increased from one to two).

In accordance with the current Instrument and Articles of Government, the Governing Body of Petroc has determined that its membership shall comprise:

- 15 External Governors;
- 2 Staff Governors (1 elected by the teaching staff and 1 elected by the support staff);
- 2 Student Governors (1 from students attending the main Barnstaple campus (and its associated off-site premises) and the other from students attending the Tiverton campus (and its associated off-site premises);
- the Principal (unless the Principal chooses not to be a Governor).

The abolition of the categories of Business, Community, Co-opted and Local Authority Governors was intended to provide colleges with greater flexibility to recruit Governors with the appropriate skills, knowledge and experience. Whilst welcoming this increased flexibility, the Governing Body of Petroc has resolved that it continues to wish to see business, community and local authority interests represented on the Governing Body, whilst not prescribing the number of Governors required to represent those interests. Instead, as and when Governor vacancies occur, the Governing Body will review the skills, experience, expertise, gender, age, geographical spread and cultural and ethnic backgrounds of its membership and, whilst bearing in mind the need for the Governing Body to be broadly representative of the communities, interests and clients it serves, make Governor appointments on the basis of what is required to ensure that it can continue to effectively undertake its role.

2. Procedure for identifying, appointing and re-appointing External Governors

- (a) The Clerk to the Corporation will encourage enquiries from prospective Governors by means of advertisements in the local press at appropriate times.
- (b) The College will, through its many business and community contacts, encourage applications for governorship.
- (c) Individuals who at any time express an interest in, or request information on the process for, becoming a Governor will be provided with a copy of the Corporation's booklet "Would you like to be a Governor?" This booklet includes an application form for completion by all prospective Governors. Applicants are required to confirm that:

- having read the section on eligibility for governorship, they are eligible;
- they have not been removed from office as a member of a further education corporation in the last 10 years;
- they are committed to a policy of equality, diversity and inclusion.

Candidates will also be invited to visit the College and discuss the roles and responsibilities of Governors with the Clerk and/or Chair of Governors.

If no vacancy exists at the time an application is received, the applicant will be told that his or her name can be held on a waiting list, for consideration when a vacancy does occur.

- (d) Individuals who are to be considered for an External Governor vacancy will be short-listed by the Search Committee, which will then interview the short-listed candidates (or, if there is just one candidate, that candidate) and, as a result, make a recommendation about appointment to the Governing Body. The Committee may delegate responsibility for interviewing a candidate to the Chair of Governors or a Sub-Committee.
- (e) Travelling expenses will be paid to candidates attending for interview.
- (f) Following formal appointment by the Governing Body, the Clerk will confirm the appointment in writing. This appointment will be subject to the successful outcome of an Enhanced Criminal Record Bureau check.

The Clerk will also inform unsuccessful applicants that they have not been appointed.

- (g) The usual single term of office of a Governor of Petroc is three years. Governors can be re-appointed upon the expiry of their term of office. The Governing Body has not set any limit on the number of times a Governor can be re-appointed. Instead, when making recommendations on the re-appointment of Governors, the Search Committee will, in addition to taking into account the principles set out in the final paragraph of Section 1 (above), seek to achieve a balance between continuity and new blood, and also consider:
- the contribution the Governor has made to the work of the Governing Body;
 - the attendance record of the Governor.

3. Procedure for the election and appointment of Staff and Student Governors

Staff Governors

- (a) All non-teaching staff, full or part-time, employed by the College through its pay roll system are eligible for the position of Support Staff Governor, and to vote for a candidate seeking that position.
- (b) All teaching staff, full or part time, employed by the College through its pay roll system are eligible for the position of Teaching Staff Governor, and to vote for a candidate seeking that position.
- (c) In the event of any doubt, or dispute, about to which category of staff a candidate or voter belongs, the deciding factor will be the pension scheme to which he or she contributes.
- (d) The procedures detailed below will, wherever possible, be undertaken in advance of the date when an existing Staff Governor's period of office comes to an end, in order to ensure that there is no gap. Moreover, they will take place during term time to ensure that the maximum number of staff have the opportunity to nominate themselves/vote.
- (e) A vacancy in either category (Support or Teaching) will be advertised by email to staff. The vacancy will also be advertised in the College Bulletin. (For a vacancy for a

Support staff Governor, paper copies will also be sent to those catering and cleaning staff who do not have email accounts.)

A member of staff can nominate him/herself by completing the nomination form and returning it to the Clerk to the Corporation, by the specified date, together with a brief "manifesto". All nominations are checked by the Clerk to the Corporation to ensure that they are bona fide.

- (f) If only one bona fide nomination is received, then, subject to confirmation by the Governing Body, that person is officially appointed as a Governor. The appointment is notified to all staff via email and the College Bulletin.
- (g) In the event of there being more than one candidate, an election is held. Again, this will be done electronically. Staff are informed, via email, of the details of the election (i.e. when it will be held, the names and manifestos of the candidates, and how they can vote). (Staff without email accounts – see (e) above – will receive paper copies.) This will also be reinforced through the College Bulletin.
- (h) The elections will be held during one, specified, week. During that week, any member of staff in the appropriate category logging onto the College Intranet (OnCampus) will automatically be presented with a screen about the election. It will give the names of the candidates, their manifestos and a box in which a vote can be registered. That screen will continue to appear when any member of staff in the appropriate category logs onto OnCampus until he/she registers a vote or until the end of the final day for voting. (Staff will be able, if they do not wish to vote, to move on to another part of OnCampus without voting.)
- (i) The candidate with the highest number of votes will, subject to confirmation by the Governing Body, be officially appointed as a Governor. In the event of a tie, the candidates will draw lots. The results of the election will be communicated to all staff by email and the College Bulletin. The Clerk to the Corporation will write separately to the successful and unsuccessful candidates.
- (j) The final stage in the process is for the appointment of the successful candidate to be confirmed by the Governing Body.
- (k) Membership of the Governing Body as a Staff Governor can be declined only if the individual is ineligible as a result of clause 8* of the Instrument of Government or:
 - he/she has been removed from office as a member of a further education corporation in the last 10 years; or
 - his/her appointment would contradict any rules the Corporation may establish about the number of consecutive terms for which a member can hold office. (Currently, the Corporation has no rules about the number of consecutive terms a member can hold office.)

Student Governors

- (l) One Student Governor post is for students attending the main Barnstaple campus (and its associated off-site premises) and the other for students attending the Tiverton campus (and its associated off-site premises). If a vacancy occurs during the course of an academic year, it will be advertised immediately. Otherwise, the vacancy, or vacancies, will be advertised at the beginning of the Autumn term, to ensure that first year students have the opportunity to apply.
- (m) All students, full or part-time, are eligible for the position of Student Governor, unless they are also employed by the College (except as an officer of a student union). A student Governor vacancy is advertised to all students via their College email accounts (but see (r) below). The advertisement will also appear on the plasma screens at the campus(es) concerned, tutors are asked (through the Tutor Information Sheet) to remind their students about the vacancy, and the two branches of the Student Union (or the Branch concerned if the nomination relates to just one of the campuses) are also asked to help publicise the vacancy.

Any student can nominate him/herself by completing the nomination form and returning it to the Clerk to the Corporation, by the specified date, together with a brief "manifesto". All nominations are checked by the Clerk to the Corporation to ensure that they are bona fide.

- (n) If only one bona fide nomination (or two nominations if the two Student Governor positions are advertised simultaneously) is/are received, then, subject to confirmation by the Governing Body, that person (or persons) is/are officially appointed as a Governor. The appointment(s) is/are notified to all students via email and the plasma screens.
- (o) In the event of there being more than one candidate for one vacancy (or more than two candidates for two vacancies), an election is held. Again, this will be done electronically. All students (but see (r) below) are informed, via email, of the details of the election (i.e. when it will be held, the names and manifestos of the candidates, and how they can vote). This will also be reinforced through the plasma screens and the Tutor Information Sheet.
- (p) The elections will be held during one, specified, week. During that week, any student (but see (r) below) logging onto the College Intranet (OnCampus) will automatically be presented with a screen about the election. It will give the names of the candidates, their manifestos and a box in which a vote (or votes) can be registered. That screen will continue to appear when any student (but see (r) below) logs onto OnCampus until he/she registers a vote (or votes) or until the end of the final day for voting. (Students will be able, if they do not wish to vote, to move on to another part of OnCampus without voting.)
- (q) In the event of the elections being for both Student Governor posts, then the candidate from either the Barnstaple or the Tiverton campus with the highest number of votes, and the candidate from whichever in the other campus with the next highest number of votes will, subject to confirmation by the Governing Body, be officially appointed as Governors. In the event of a tie, the candidates will draw lots. The results of the election will be communicated to all students by email and the plasma screens. The Clerk to the Corporation will write separately to the successful and unsuccessful candidates.
- (r) In the event of there being only one Student Governor vacancy, nominations will be sought solely from students attending the campus in question. Similarly, only students attending that campus will be eligible to vote in any consequent election, with the candidate with the highest number of votes being, subject to confirmation by the Governing Body, officially appointed as a Governor.
- (s) The final stage in the process is for the appointment(s) of the successful candidate(s) to be confirmed by the Governing Body.
- (t) Membership of the Governing Body as a Student Governor can be declined only if the individual is ineligible as a result of clause 8* of the Instrument of Government or:
 - he/she has been removed from office as a member of a further education corporation in the last 10 years; or
 - his/her appointment would contradict any rules the Corporation may establish about the number of consecutive terms for which a member can hold office.

* Clause 8 refers, mainly, to persons being ineligible through bankruptcy or criminal convictions.