

PETROC

Introduction to the College

Petroc is one of the South West's leading colleges, committed to raising the aspirations, knowledge and skills of individuals, communities and businesses in Devon and beyond. Operating from three campuses, two in North Devon (Barnstaple) and one in Mid Devon (Tiverton), Petroc reaches out to a large rural community across the whole county.

We provide an exceptional range of further and higher education programmes which, in line with our vision, will equip our communities for the future, economically, socially and culturally.

Our whole community is committed to driving forward educational success in further and higher education and we all strive to raise the aspirations, knowledge and skills of individuals, communities and businesses in Devon and beyond.

We believe in bringing out the very best in people through being open and responsive, stimulating fresh thinking and building both confidence and ambition; and our personality is summarised in our vision 'Raising Aspirations, Realising Potential, Supporting Success'.

Petroc is central to the economic, social and cultural needs of our surrounding communities. Over 10,000 student enrolments take place each year with ages ranging from 14 to 80+ years. With a staff headcount of approximately 900, the college is one of the largest employers in the area. We pride ourselves on our forward thinking, enthusiastic and diverse staff who make Petroc a vibrant and friendly place that is both flexible and supportive for all.

Petroc delivers significant provision across all Education Skills Funding Agency (ESFA) programme areas (except agriculture) in a wide range of academic, vocational, work based, recreational and Higher Educational (in collaboration with the University of Plymouth) subjects.

Our students come from Devon, Cornwall, Somerset, Dorset and, through distance learning, areas far beyond South West England. Strong links are maintained with all schools and community colleges, as well as other institutions, to ensure comprehensive provision for all young people, adults and employers in the area.

With the nearest University 50 miles away, Petroc's Brannams Campus in Barnstaple has seen a very large increase in Higher Education with further HE delivery at the Mid Devon Campus. In total, some 450 people currently study Higher Education at the college, with the majority on Foundation Degree programmes.

In November 2015 The Office for Standards in Education (OFSTED) recognised the achievements of Petroc by grading the college as 'good'.

TRANSFORM **LIFE CHANCES** AND **EMPLOYMENT PROSPECTS** FOR ALL



CREATE **OUTSTANDING LEARNER ACHIEVEMENT** IN ALL AREAS



CONTINUOUSLY **LEARNING AND IMPROVING**



ACHIEVING **VALUE FOR MONEY**



DIGITALLY ABLE

excellence THROUGH LEARNING

BOOST **PRODUCTIVITY, INNOVATION** AND **AGILITY OF BUSINESSES** AND ORGANISATIONS



BUILD **COMMUNITY AND PROSPERITY** WITHIN NORTHERN AND MID DEVON AND THE WIDER **SOUTH WEST** OF ENGLAND



TACKLE THE **CLIMATE EMERGENCY**



PERSONALISED AND CUSTOMER-FOCUSED



AGILE AND ENTREPRENEURIAL



What is the Governing Body?

The Board of the Corporation, often referred to as the Governing Body, is an independent body responsible for determining the College's future strategy and for the overall conduct and oversight of the College's activities. It is not responsible for the day-to-day management of the College: that is the job of the Principal and Chief Executive Officer and College Senior Staff.

The Board is made up of 18 people, from a wide variety of different backgrounds as follows:

5 members from the College:

Principal and Chief Executive Officer
Academic Staff Member
Support Staff Member
Student Member – Student Sabbatical Officer
Student Member – representing Mid-Devon Campus

13 External Governors, who are volunteers, are external to the College, and come from backgrounds as varied as business, commerce, industry, local community, local public sector organisations or education.

Collectively, the Members of the Board must have the skills, knowledge and experience to be able to fulfil the statutory responsibilities that the Board has. They are supported in terms of advice and administrative support by the Governance Advisor (at present the Interim Governance Advisor).

What does the Governing Body Do?

The Board has these main responsibilities:

Determining the Educational Character of the College: which includes strategic decisions like whether or not the College should be involved in Apprenticeships or Higher Education. It also means monitoring that the quality of education and the learner experience is of a good standard, by approving the College's Quality Strategy.

Ensuring solvency of the College and approving accounts: as the College is funded through public money, the Board is there to ensure that this money is being used effectively and efficiently for the purposes of providing education and supporting education.

The Governing Body and its Committees

The Governing Body, through its Standing Orders, delegates some of its work to Committees (which Governors may be invited to join).

The Committees

Audit Committee - as the name implies, it reviews, through the reports it receives, the adequacy of the College's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness;

Remuneration Committee - makes decisions on the remuneration and conditions of service of "senior post holders" - at Petroc these are the Principal and Chief Executive Officer, the Vice Principal Quality, Curriculum and Learners the Vice Principal Finance and Resources - and the Governance Advisor;

Search and Governance Committee - makes recommendations to the Governing Body on the appointment and re-appointment of Governors and advises the Corporation on the balance and composition of the Board and committees;

There are other committees and task and finish working groups that are convened and meet when and if the need arises.

The Calendar of Meetings for the subsequent year is approved by the Governing Body at its Spring meeting each year.

Normally:

- the Governing Body meets nine times a year;
- the Audit Committee meets once each term;
- the Search and Governance Committee meets twice a year;
- the Remuneration Committee meets twice a year;
- the other Committees meet as required.

Training

All new Governors have an induction session with the Governance Advisor and members of the Executive Management Team. The Governance Advisor also circulates details of external Governor training events (often organised by the South West branch of the Association of Colleges (AoC) and other training opportunities.

All Governors are asked to attend training on Safeguarding/Prevent and Equalities, Diversity and Inclusion on a three yearly cycle.

Each year there is usually a half/full briefing or strategic planning event for Governors.

Governing Body – Extract of Standing Orders

Person Specification

1. The responsibilities of a Governor requires candidates to have a range of experiences, skills and knowledge to ensure that each member can play an equal part and can add value to the work of the Board and the College in general.

2. Governors are required to engage in preparation and participation at Governing Body meetings.
3. As a Board member, experiences in the following areas are essential:
 - i) **Organisational strategic thinking and planning** – the Board of the Corporation must ensure regular review of the College mission, goals and key objectives; this required a clear understanding of the strategic direction of the College and its major dependencies; experience in this type of work is therefore important.
 - ii) **An understanding of organisational key measurements, budgets and their control**; an appreciation of ‘why’ and ‘how’ organisations focus on the right measurements, together with experience in assessing the extent to which these and budgetary items are ‘on track’.
 - iii) **An understanding about educational needs** – especially of local business, local community or local public service organisations, thus contributing to the work of the College by providing useful input for curriculum development..
 - iv) **Specific skills and knowledge** - in education, financial management, auditing, human resource management, estates management, general business management, marketing, legal and information technology management in order to play an effective role on the Governing Body.
4. A genuine interest in the field of education and a desire to play an effective part in the success of the College must be displayed.
5. As Governors’ activities range from Board and Committee meetings to liaison with specific Curriculum Areas, the Governing Body expects all members to comply with the following specification:
 - i) a team player;
 - ii) prepared to accept and abide by the Code of Conduct and policies of the Board;
 - iii) be an effective time manager who can fulfil the time requirement to be a Governor;
 - iv) demonstrate a genuine interest in educational institutions and work actively to promote links between the College and other organisations;
 - v) experience of Board operations in other spheres (e.g. commercial, voluntary or public sector organisations) or can demonstrate the ability to think strategically;
 - vi) capable of upholding the highest standards of openness, public accountability and probity in conducting the business of the Governing Body;

- vii) prepared to undertake training to fulfil the role of a Governor;
- 7. Individuals must not possess any association or links likely to provide a conflict of interest in the role of Governor.

Eligibility Statement

The Standing Orders adopted by the Governing Body state:

All Governors must confirm their eligibility by way of a signed declaration on appointment and then annual confirmation. The declaration shall be recorded in the Corporation Members' Register of Interests.

A member shall NOT be eligible if he or she:

- i) is under the age of 18 (unless nominated as a student member);
- ii) is a member of staff or a student, with the exception of those nominated and elected to serve as members;
- iii) has been adjudged bankrupt, or is the subject of a bankruptcy restriction order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986a, or has made a composition or arrangement with creditors, including an individual voluntary arrangement; in the event of becoming so disqualified, the member must give immediate written notice of their situation to the Governance Advisor;
- iv) has within five years before his or her appointment been convicted in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine;
- v) has within the previous 20 years before his or her appointment been convicted in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years, without the option of a fine;
- vi) has at any time been convicted in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of more than five years;
- vii) has within the last ten years been removed from membership of an FE Corporation or the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, preventing me from being considered in the management or control of any relevant organisation or body;

- viii) Has not been subject to a disqualification Order under the Criminal Justice and Court Services Act 2000 (*Working with Children*);
- ix) is a member of or is actively involved in any organisation which could the Board and the College to be in breach of its statutory obligations in terms of equality and diversity.

Additional Information

Members' Expenses

The College is not allowed to remunerate Governors for their services as Members of the Board but does have the power to reimburse them for travelling, subsistence or other costs (including care costs) which they have incurred in the execution of their duties. A mileage allowance is payable for attendance at meetings and training events. The Governance Advisor will provide members with expenses claim forms.

College website

There is a lot of information about the Governing Body available on the College website (www.petroc.ac.uk), including minutes of meetings

Useful websites

Association of Colleges – www.aoc.co.uk

Education and Training Foundation – www.et-foundation.co.uk

FE Governance – www.excellencegateway.org.uk (click on programmes and then Executive and Governance Development)