ROLE DESCRIPTION - Governor

Role Summary

Governors of a Further Education College take joint responsibility for its educational character – the provision which it makes for the student groups it serves – and for ensuring that it is well managed and solvent. Each governor brings to the Board (the Corporation) a mix of knowledge, skills and abilities which are unique, but which complement those of other governors to provide a range of expertise which aims to give strategic direction to the senior management of the RNN Group in their operational roles.

1. Appointment

The Board has published rules for the appointment (and re-appointment) of Governors and you will be appointed using this process.

2. Accountability

Governors are accountable to the Chair of the Board.

3. Key Responsibilities

a. Take joint responsibility, with other members of the Board, for setting and monitoring the strategic framework within which the Group operates.
b. Be actively involved in reviewing the role and function of the Group in response to internal and external change.
c. Ensure that all resources, including financial, personnel, property and other assets, are effectively deployed and managed.
d. Through regular quality reports ensure that the Group is setting and achieving high quality provision across all areas of delivery
e. Through receiving regular financial reports, ensure that the Group is solvent and that finances are well managed. You will, as a Governor, be responsible for approving annual estimates of income and expenditure.
f. Work with other members of the Board to set frameworks for pay and conditions of service, with particular responsibility for establishing pay for senior post-holders and the Director of Governance.
g. Foster good relations between the colleges and its community and ensure that the Group's aims and objectives are understood.
h. Participate in Committees or working groups of the Board, in accordance with your own professional knowledge, skills and abilities.
i. Be willing to serve across the full range of Committees at the request of the Chair subject to mutual agreement.
j. Be willing to undertake any additional Governors duties as may be required from time to time by mutual consent.
k. Help to ensure that the Group, in its procedures, policies and actions, complies with the law.

l. Work with other governors to ensure that the Group has due regard to equal opportunities in its operations.
m. Represent the Board and Group at external meetings, presentations and conferences as requested by the Chair
n. Play an agreed ambassadorial role on the Group's behalf.

4. Person specification

Skills

a. Strategic awareness, experience and understanding
b. ability to communicate with wide and varied groups, including students and staff, to ensure their interests and views are considered
c. ability to foster supportive and constructively challenging working relationships, based upon trust
d. Ability to work constructively and as part of the non-executive team
e. Demonstrate a strong personal commitment to further education and college values aims and objectives
f. Act fairly and impartially in the Board and Groups interests using independent judgement and maintaining confidentiality as appropriate
g. Make yourself available to attend induction/training/events organised by the Group and other bodies
h. Have a high degree of personal integrity
i. Have the ability to be decisive with an ability to lead and guide others in decision making processes on getting things done and to challenge and engage others in debate
j. Have the ability to recognise the distinction between governance and management and to act accordingly
k. Have the ability to take a financial overview

Knowledge and understanding

l. the social and economic realities of South Yorkshire and North Nottinghamshire
m. the FE sector and post-16 education
n. public sector financial management and charity status

Experience

o. working within a governance framework

Personal characteristics:

p. Commit to the overall time commitment required of a Governor, to effectively carry out the role. Governors are asked to attend all board meetings (on average there are four per year), strategy planning sessions (usually two in each academic year) and sit on one Committee (on average there are four per year).
q. An active interest in further education, higher education and the skills sector

r. commitment to good governance
s. commitment to lifelong learning and the Group's mission statement
t. commitment to maintaining a strong focus on continuous improvement
u. personal integrity and a commitment to equality, diversity and inclusion
v. willingness to promote the Group with stakeholders and within the local communities
w. the ability and commitment to fully participate in the Board and individual duties set out in this profile

5. Expenses and insurance

All Governors are advised that Members are entitled to claim expenses in line with the Governors expenses policy identified in the Financial Regulations. Governors are advised that the Group has Governors liability Insurance in place.

6. Eligibility to serve

Eligibility to serve on the Board in any capacity is in accordance with the Instrument of Government and is determined by the Charity Commission's automatic disqualification rules.

All Governors will be required to abide by the Governors' Code of Conduct, and to Board Policies and Standing Orders. This includes the submission of an annual declaration of interests and eligibility.

7. Notice of an intention to resign – a governor who wishes to resign is expected to give written notice to the Chair and Director of Governance as early as reasonably practicable and, where possible, at least one academic term before the intended resignation date to assist with succession planning.

REFERENCES TO OTHER DOCUMENTS

- Standing Orders
- Instruments and Articles of Government

Date	Version	Summary of changes	Changes made by
21/09/2026	3.0	Inclusion of notice on an intention to resign	Search, Governance and Remuneration Committee
11/09/2024	2.0	Role description updated in line with the Chair and Vice Chair format	Search and Governance Committee
8/07/2020	1.0	Role description drafted	Search and Governance Committee