

## **THE CORPORATION OF YEOVIL COLLEGE APPLICATION INFORMATION FOR: PROSPECTIVE CORPORATION MEMBERS (GOVERNORS) AND CO-OPTED COMMITTEE MEMBERS**

### **BACKGROUND : CORPORATION RESPONSIBILITIES**

Further education colleges are incorporated bodies which are each controlled by a corporation (also referred to as a governing body or board of governors). A corporation is a collective, strategic decision-making body which is responsible for:

- determining the educational character and mission of the college
- overseeing college activities
- ensuring the effective and efficient use of college's resources, the solvency of the college and the safeguarding of its assets
- the appointment, pay and conditions of The Principal, other Senior Post Holders and the Clerk
- setting a framework for the pay and conditions of all other staff

The Corporation of Yeovil College has a determined membership of 17 governors, including 2 staff governors and 2 student governors. All governors are unpaid volunteers recruited from the local community. The Corporation is assisted by the Clerk to the Corporations and works closely with the Principal, other Senior Post Holders and College Managers.

Public information on the Corporation's work (including minutes of its meetings) is available on the College website ([www.yeovil.ac.uk](http://www.yeovil.ac.uk)) and can also be requested directly from the Clerk, Lily Garth. (email: [clerk@yeovil.ac.uk](mailto:clerk@yeovil.ac.uk) , phone 01935 845533)

The Corporation operates within the terms of the Further and Higher Education Act 1992 and under the Instrument and Articles of Government, the Financial Memorandum and other legal and funding requirements as well as best practice guidelines.

### **TIME COMMITMENT**

The Corporation normally meets 8 times a year, usually on a Wednesday between 5-7pm, according to a schedule which is published at the beginning of the academic year. After settling into the role, each Corporation Member is also expected to join at least one of the Corporation's Committees. Committee meetings usually take place 3 or 4 times a year, again usually between 5-7pm, but occasionally during the daytime. The Corporation also holds 2 annual awaydays which all Members are expected to attend.

### **THE APPOINTMENT OF CORPORATION MEMBERS**

In England, Corporations of Further Education Colleges have the power to appoint and re-appoint new Corporation Members. There are exceptional circumstances where the Secretary of State for DBIS or the Skills Funding Agency (SFA) may appoint or remove Corporation Members.

Appointments and re-appointments to the Corporation of Yeovil College as a Corporation Member or Co-Opted Committee Member are recommended by the Corporation's Search Committee.

The Search Committee considers a candidate's personal suitability for appointment regardless of ethnic origin, gender, marital status, sexual orientation, political affiliation, religion or disability. In general, no formal qualifications are required because the range and depth of experience and skills are more important. The Search Committee does, however, operate according to a skills matrix and will sometimes seek candidates with professional qualifications to fill specific vacancies. In making recommendations to the Corporation, the Search Committee will not only consider the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Corporation and the desire to ensure that the Corporation's composition broadly reflects the community which the College serves.

## ELIGIBILITY REQUIREMENTS, SAFEGUARDING AND INTERESTS

Individuals who have been bankrupted or have made certain arrangements with creditors may not be eligible as Members. All Members are required to undergo a Criminal Records Bureau check and comply with the latest Safeguarding processes. The Corporation operates a Register of Interests which is open to public inspection and must be updated annually. Members must immediately inform the Clerk if they are disqualified from Membership or if their interests alter.

## CONDUCT

Corporation Members are required to abide by the *Code of Conduct* for Corporation Members, which sets out the standards of conduct expected and helps Members to understand their duties and their relationship with the Principal, the other senior post holders and the Clerk.

The Code also includes the seven principles of public life set out in the second report of the *Nolan Committee on Standards in Public Life*, which recommends that Corporations act with: -

**Selflessness** - taking decisions solely in terms of the public interest.

**Integrity** - acting without obligation or influence to outside individuals/organisations.

**Objectivity** - taking decisions on merit.

**Accountability** - being accountable for decisions and subsequent public scrutiny.

**Openness** - being as open as possible and giving reasons for decisions.

**Honesty** - declaring private interests and avoiding conflicts of interest.

**Leadership** - promoting and supporting principles by leadership and example.

Corporation Members nominated by particular groups are not permitted to speak or vote at meetings as if delegated by the group they represent. No Corporation Member is to be bound by a mandate given to him or her. Corporation Members are required to take a view on each matter before them and reach a decision based on the merits of the issue. There is collective responsibility amongst Corporation Members for decisions taken by the Corporation.

No Corporation Member has the authority to speak or act on the Corporation's behalf unless specifically delegated to do so.

Co-opted Committee members are also expected to observe the above requirements in undertaking their responsibilities as members of a specific Corporation Committee.

## COMMUNICATIONS

### Relationships with College Staff

One of the most sensitive aspects of the work of a Corporation Member is achieving the right balance in communications with College staff. The Corporation is the employer of all staff in the College, but does not direct the work of staff, other than that of designated senior post holders and the Clerk. The management of all staff other than the senior post holders and the Clerk is the responsibility of the Principal and the Senior Leadership Team (SLT). The Corporation decides the overall strategic direction for the College – involving strategic planning, objective setting, appropriate delegation and monitoring of achievements. The Principal and the SLT are responsible for achieving the objectives, targets and strategies by day-to-day College management.

Whilst remaining independent and professional, the Corporation should strive to establish and maintain a constructive, mutually supportive working relationship with College staff.

### Relationships with Students

Corporation Members regularly attend student events e.g. presentation events, prizegiving celebrations, graduation ceremonies, and their involvement in such activities is much appreciated by the College.

### Email and Internet

The Corporation uses email as one of its main forms of communication. If you do not have access to a computer and the internet, the College may be able to offer you some support in this area.

**TRAINING AND DEVELOPMENT**

Corporation Members have access to training and development opportunities to assist them in understanding and fulfilling their duties. In addition to an annual training needs analysis and action plan, Members are encouraged to request (via the Clerk) training and support as appropriate.

**ALLOWANCES AND EXPENSES**

Corporation Members are not paid for carrying out their duties. Corporation Members may claim expenses for travelling and subsistence associated with attendance at meetings, training events and conferences.

**PERSONAL LIABILITY**

In principle, Corporation Members are not liable for the debts of the College, but the question of personal liability has not been fully tested. It is generally the case that provided Corporation Members act honestly, in good faith and understand fully their duties and responsibilities, the risks of personal liability arising will be extremely small. The College currently has Corporation Members' Indemnity cover included within the College's insurance provision.

**COMPLETING THE APPLICATION FORM**

The Corporation currently accepts applications from potential Corporation and Co-opted Committee Members in the form of Curriculum Vitae or College Application Forms, with or without covering letters. Applications should be supported by 2 referees. If you are employed, one referee should be your employer. No more than one of your referees should be a serving Corporation Member. References are taken up where appropriate.

Any offer of appointment is subject to eligibility, Interests declarations, adherence to the Code of Conduct and current Safeguarding requirements (including a Criminal Records Bureau check).

The completed application form and monitoring form (marked 'Confidential') should be sent to Lily Garth, Clerk to the Corporation, Yeovil College, Mudford Road, Yeovil, Somerset, BA21 4DR. Applications may also be made in electronic format.

If you have any queries about the application process, please contact the Clerk:  
phone: 01935 845533, email: [lily.garth@yeovil.ac.uk](mailto:lily.garth@yeovil.ac.uk).



*Approved by the Corporation, Summer 2008  
Updated by the Clerk, Autumn 2010*

## THE CORPORATION OF YEOVIL COLLEGE ROLE DESCRIPTIONS

### 1. The duties of Corporation Members are to:

1.1	Comply with the provisions of legal documents and accepted guidance.
1.2	Participate in the work of the Corporation by reading papers and attending meetings.
1.3	Act in the best interests of the Corporation.
1.4	Support Corporation decisions once they have been reached.
1.5	Participate in Corporation self-assessment activities.
1.6	Actively seek to develop and maintain expertise by participating in appropriate training and development events.
1.7	Work co-operatively and positively with others to come to collective agreement and ensure that strategies can be monitored and implemented.
1.8	Demonstrate a commitment to contribute to the life and well-being of the College.
1.9	Understand the different role of Governors and Managers (Governors do not get involved in the day-to-day operation of the College).

### 2. The Chair of the Corporation's additional duties are to:

2.1	Chair Corporation meetings and approve draft minutes prior to circulation;
2.2	Act, and where appropriate, sign on behalf of the Corporation under delegated authority between meetings; and report such action to the Corporation at its regular meetings;
2.3	Represent the College at external meetings, conferences and other events;
2.4	Meet regularly with the Principal and other senior staff and the Clerk to ensure the well-being of the College and a productive and positive relationship between the Corporation and College management;
2.5	Exercise a second or casting vote where there is an equal number of votes on a particular issue;
2.6	Communicate regularly with the Clerk to ensure good management of Corporation business;
2.7	Line-manage the Principal and the Clerk (including undertaking their annual appraisals);
2.8	Ensure all Corporation members are able and encouraged to participate fully in the work of the Corporation;
2.9	Take remedial action when a Member's contribution or attendance gives cause for concern.

**3. The Vice Chair of the Corporation's additional duties are to:**

3.1	Undertake the responsibilities of the Chair in the absence of the Chair having regard to the provisions of the Instrument and Articles of Government and the role description outlined above;
3.2	Collaborate with the Chair, the Principal and the Clerk in the formulation of the programme for Corporation meetings, and individual agenda items;
3.3	Represent the Corporation at local, regional and national events if available to do so and report back to the Corporation as appropriate;

**4. Chairs of Committees additional duties are to:**

4.1	Chair meetings of the Committee and approve minutes prior to circulation;
4.2	Act to progress a specific area of the Corporation's work in an effective and efficient manner, using relevant expertise where appropriate;
4.3	Report back to the Corporation at each of its meetings on key actions and decisions taken or required;
4.4	Exercise a second or casting vote where there is an equal number of votes on a particular issue;
4.5	Liaise with the Chair of the Corporation and other Committee Chairs, the Clerk, the Principal and other senior managers to ensure a co-ordinated approach to Corporation work with appropriate separation of duties and discharge of responsibilities;
4.6	Ensure that an annual self-appraisal of the Committee is undertaken where appropriate, and that this, together with the Committee's annual report, is input to the overall Governance Self-Assessment Report.

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