



Northern College

Role Description - Chair of the Board of Governors

1. Introduction

- 1.1. Northern College is a residential college for adult education based in Stainborough, near Barnsley. The College was founded in 1978 and has a proud and celebrated history of providing educational opportunities for those adults that have returned to learning. Providing adults with an opportunity to learn and raising aspirations within regional and national communities is central to the College's mission and values. These drive and lead the College's work and apply to all staff, governors and volunteers.

Mission: Inspire positive change through adult education
Values: always be ambitious, have people at our heart, make things happen

- 1.2. To deliver this the College has a 2025 Strategic Ambition built around five strategic priorities:
- diversify our curriculum offer;
 - promote northern college and adult education;
 - innovate to improve the student experience;
 - value our people;
 - be sustainable.

2. Appointment

- 2.1. The Chair is appointed by the Board of Governors in accordance with all statutory procedures, standing orders and relevant policies and procedures.
- 2.2. Northern College is a company limited by guarantee, the chair of the Board of Governors is also chair of the Company.

3. Accountability

- 3.1. The Chair is accountable to the Board of Governors.

4. Role Summary

- 4.1. The chair's role is fundamental to a strong governing body and is therefore key to Northern College's continued success. The chair helps to set the tone and ethos of governance and leads the Board of Governors in the discharge of its duties.
- 4.2. The Chair provides leadership to ensure:
- 4.2.1. Northern College governance is effective and of the highest standards;

- 4.2.2. the Board of Governors works as a coherent unit, and with the Executive Leadership Team, to achieve the College's strategy and objectives;
 - 4.2.3. accountability, oversight, and robust risk management are maintained for the effective and efficient use of resources, and safeguarding the College students, staff, assets and estate;
 - 4.2.4. the Board of Governors offers appropriate challenge and support to the Executive Leadership Team and Senior Post-Holders;
 - 4.2.5. individual governors have the necessary support, advice and guidance to enable them to contribute to collective governance and act as powerful ambassadors for the College.
- 4.3. The Chair will develop strong working relationships with key stakeholders, for example, Chairs of other colleges and educational institutions.

5. Personal Qualities

- 5.1. The qualities required of the Chair of the Board of Governors are:
- 5.1.1. commitment to the mission, aims and objectives of the College and to Further and adult education;
 - 5.1.2. willingness to invest the time needed for the Chair's role and as a member of the Board of Governors;
 - 5.1.3. understanding of the Further and adult education context and the economic, social and political dynamics of the region;
 - 5.1.4. strategic vision and good, independent, judgement;
 - 5.1.5. networking, influencing and advocacy skills;
 - 5.1.6. facilitation and chairing skills with the confidence and capability to challenge and engage others in discussion and decision making;
 - 5.1.7. general financial understanding;
 - 5.1.8. commitment to equality, diversity and inclusion and social justice;
 - 5.1.9. willingness to attend induction/training/events organised by the College and other bodies;
 - 5.1.10. honesty and integrity;
 - 5.1.11. respect for confidentiality.

6. Detailed Responsibilities

- 6.1. The responsibilities of the chair will include:
- 6.1.1. providing strong leadership for the Board of Governors, ensuring governance is conducted efficiently, effectively, and inclusively;
 - 6.1.2. working with the governance professional/clerk and governance committee to build a team of governors with the experience, knowledge, skills, and commitment needed for effective oversight and, where necessary, addressing any matters relating to governors' attendance, performance or conduct;
 - 6.1.3. ensuring the Board of Governors meets its external accountabilities and fulfils its duties in determining the College's mission, setting and monitoring corporate objectives, articulating the College's mission, and maintaining and developing its ethos;
 - 6.1.4. understanding and focussing on the main strategic issues affecting the College;
 - 6.1.5. working with the Board of Governors and Executive Leadership Team to set the educational character of the College, ensuring its mission, values and strategic objectives are central to decision-making;

- 6.1.6. working with the Board of Governors and Executive Leadership Team to ensure robust performance measures are in place to drive up quality and standards;
- 6.1.7. ensuring the Board of Governors oversees and drives the development of robust risk management arrangements;
- 6.1.8. helping ensure all discussions, decisions, and actions are underpinned by the Nolan 'seven principles of public life';
- 6.1.9. acting as an ambassador, promoting the College's best interests and reputation with external stakeholders and internally, building good communication between the Board of Governors and staff and students;
- 6.1.10. ensuring the Board of Governors fulfils its duties and responsibilities as laid down in constitutional documents, the Funding Agreement, Code of Good Practice for English College Corporations and the Audit Code of Practice;
- 6.1.11. liaising with the Principal/CEO and the governance professional/clerk to ensure appropriate issues are brought to the Board of Governors and that discussions and decisions are properly recorded;
- 6.1.12. being a member of some committees and chairing meetings of the Company;
- 6.1.13. liaising with and supporting chairs of committees;
- 6.1.14. exercising specific authorities delegated by the Board of Governors and act on the Board of Governors' behalf between meetings or, where necessary, in emergencies, in accordance with standing orders;
- 6.1.15. signing the annual accounts and financial statements on behalf of the Board of Governors;
- 6.1.16. leading the process for appointing and setting the terms and conditions for the Principal/CEO/Accounting Officer and other designated Senior Post Holders;
- 6.1.17. conducting regular 1 to 1s and annual appraisals with the Principal/CEO and governance professional/clerk in line with adopted College policies;
- 6.1.18. developing a productive, supportive, and constructively challenging working relationship with the Principal/CEO, other Senior Post holder(s), and the governance professional/clerk, offering support and acting as a critical friend, as appropriate;
- 6.1.19. helping ensure there is a succession plan for the Board of Governors which fosters opportunities for individual governor development as laid out in the Code of Governance;
- 6.1.20. leading and contribute to the annual self-assessment of governance;
- 6.1.21. ensuring the College's agreed procedures are followed in any matter of staff discipline which falls to the Board of Governors to determine;
- 6.1.22. attending any necessary and appropriate professional development, whenever practicable.