

Policy/Procedure:	Role descriptions for Corporation members, Chair and Vice-Chair of the Corporation
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ROLE DESCRIPTION FOR CORPORATION MEMBERS

1.0 Membership

- 1.1 Corporation members are expected to play an appropriate part in ensuring that the necessary business of the Corporation is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business. They are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Corporation as opportunity arises.
- 1.2 Members have a responsibility for ensuring that the Corporation acts in accordance with the Instrument and Articles of Government and with the College's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.
- 1.3 Members are required to accept collective responsibility for the decisions reached by the Corporation. Members, including members elected or nominated by particular constituencies e.g. staff or student members of the Corporation), may not be bound in any way by mandates given to them by others.

2.0 Standards

- 2.1 Members have a responsibility for ensuring that the Corporation conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership (the Nolan principles). They must at all times regulate their personal conduct as members of the Corporation in accordance with these standards.
- 2.2 Members must make a full and timely disclosure of personal interests to the Clerk to the Corporation in line with any procedures approved by the Corporation. They must as soon as practicable disclose any interest which they have in any matter under discussion in order that the integrity of the business of the Corporation and its committees may be seen to be maintained.
- 2.3 Since the College is a charity, members have a responsibility for ensuring that the Corporation exercises efficient and effective use of the resources of the College for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

3.0 The Business of the College

- 3.1 Members have a responsibility for ensuring that the Corporation exercises control over the strategic direction of the College, through an effective planning process, and that the performance of the College is adequately assessed against the objectives which the Corporation has approved.
- 3.2 Members should endeavour to establish constructive and supportive but challenging working relationships with members of the Senior Leadership Team with whom they come into contact, but must recognise the proper separation between governance and management, and avoid involvement in the day-to-day operational management of the

College.

3.3 Members may be appointed by the Corporation to a Committee of the Corporation and are expected to play a full part in the business of any Committees to which they are appointed.

3.4 Corporation members will be invited to College events, as appropriate.

4.0 Personal

4.1 Members will have a strong personal commitment to education and the values, aims and objectives of the College.

4.2 Members will at all times act fairly and impartially in the interests of the College as a whole, using independent judgement and maintaining confidentiality as appropriate.

4.3 Members are expected to attend all meetings of the Corporation and of any Committees of which they are a member, or give timely apologies if absence is unavoidable. The Corporation has an agreed standard of 75% attendance.

4.4 Members should attend any induction activities arranged by the College and should participate in appropriate training events. All Corporation members are expected to complete mandatory certificated online training in safeguarding and in equality and diversity.

4.5 Members are expected to take part in an annual governance effectiveness reviews and in an annual individual Corporation member review/ development meeting conducted by the Chair of the Corporation.

4.6 In addition to time spent preparing for meetings, Corporation members would normally be expected to attend the following meetings annually:

- 6 ordinary meetings of the Corporation;
- 1 College organised strategic planning/Corporation member development event;
- Attendance at meetings of any Corporation committees of which they are a member;
- An annual review/development meeting with the Chair of the Corporation.

4.7 Corporation members may also be required to attend one or more of the following meetings which may occur less frequently than annually: any extraordinary meetings of the Corporation, as required; any extraordinary meetings of a committee of which they are a member, as required.

4.8 Membership of the Corporation is not remunerated, but members are encouraged to reclaim all travelling and similar expenses in line with the requirements of the College's Financial Regulations and Procedures.

4.9 The formal start date and duration of Corporation members' appointment will be set out in an appointment letter.

4.10 The Instrument of Government and the Standing Orders of the Corporation state the eligibility criteria with which appointed Corporation members are expected to comply. In the case of external Corporation members, eligibility at appointment includes proof of a satisfactory Disclosure and Barring Service (DBS) check.

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ROLE DESCRIPTION FOR THE CHAIR OF THE CORPORATION

In addition to the normal duties of a Corporation member, which are set out in the Corporation member role description, the following outlines the particular duties of the Chair of the Corporation .

1.0 Leadership

- 1.1 The Chair is responsible for the leadership of the Corporation. As Chair of its meetings, they are responsible for ensuring that the necessary business of the Board of Corporation members is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business.
- 1.2 The Chair should ensure, *inter alia* through a good working relationship with the chairs of the committees of the Corporation, that committee business is carried on in a proper manner, efficiently and effectively, and that regular and satisfactory reports are presented to the Corporation.
- 1.3 The Chair should ensure that the Corporation acts in accordance with the Instrument and Articles of Government of the College and with the rules and regulations of the Board of Corporation members and the College, and should seek advice from the Clerk to the Corporation members in any case of uncertainty.
- 1.4 The Chair should ensure that the Corporation exercises collective responsibility. The Chair will encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build consensus among them.
- 1.5 The Chair should ensure that the Corporation approves and operates a system of annual review/development meetings with individual Corporation members and should participate as a reviewer in that process.
- 1.6 The Chair will be involved in the process for the recruitment of new members of the Corporation, and should encourage all new members to participate in induction events organised by the College.
- 1.7 The Chair should encourage all members to participate in appropriate training events e.g. mandatory online certificated training in safeguarding and equality & diversity, in-house training and briefing sessions, webinars and other events provided by external bodies such as the Sixth Form Colleges Association (SFCA).
- 1.8 The Chair and the Vice-Chair will undertake at least annually a performance and development review (PDR) meeting with the Principal and with the Clerk to the Corporation, as designated senior post-holders, and will report to the Corporation's Remuneration Committee as appropriate.

2.0 Standards

- 2.1 The Chair is responsible for ensuring that Corporation members abide by the Corporation Code of Conduct and that the Corporation conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership (the Nolan principles).

- 2.2 The Chair shall ensure that the Clerk maintains an up-to-date register of the interests of members of the Corporation, and shall make a full and timely personal disclosure. The Chair shall ensure that any conflict of interest is identified, declared and managed appropriately to ensure that the integrity of Corporation business is and shall be seen to be maintained.
- 2.3 Since the College is a charity, the Chair is responsible for ensuring that the Corporation exercises efficient and effective use of the resources of the College for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

3.0 The Business of the College

- 3.1 The Chair is responsible for ensuring that the Corporation exercises control over the strategic direction of the College, through an effective planning process, and that the performance of the College is adequately assessed against the objectives which the Corporation has approved.
- 3.2 The Chair is responsible for ensuring that Corporation members understand the relative roles and responsibilities of the Corporation, the Principal, and the Clerk to the Corporation as set out in the Articles of Government and in any other relevant documents of the Corporation.
- 3.3 The Chair is responsible for ensuring that the Corporation keeps its effectiveness under regular review, including encouraging all Corporation members to take part in annual individual Corporation member review/development meetings and ensuring that the Corporation undertakes an annual evaluation of its own effectiveness, and that of its committees.
- 3.4 The Chair should at all times act in accordance with established protocols for the use of delegated authority or Chair's action. All instances of the use of delegated authority or Chair's action should be reported to the next meeting of the Corporation as required under the Corporation's Standing Orders.
- 3.5 The Chair should endeavour to establish a constructive and supportive but challenging working relationship with the Principal as chief executive, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of the College.
- 3.6 The Chair will act as a formal signatory on behalf of the College following the approval of the annual report & financial statements by the Corporation and in connection with the use of the College seal, as detailed in the Standing Orders of the Corporation.

4.0 The External Role

- 4.1. The Chair will represent the Board of Corporation members and the College externally.
- 4.2 The Chair may be asked to use personal influence and networking skills on behalf of the College.

5.0 Personal

- 5.1 The Chair will have a strong personal commitment to sixth form college education and the values, aims and objectives of the College.

- 5.2 The Chair will at all times act fairly and impartially in the interests of the College as a whole, using independent judgement and maintaining confidentiality as appropriate.
- 5.3 The Chair is expected to attend all meetings of which they are Chair or a member, or give timely apologies if absence is unavoidable.
- 5.4 The Chair should attend induction/training events organised by the College and/or other appropriate external bodies.
- 5.5 The Vice-Chair will be the reviewer for the Chair's annual review/development meeting. The Chair will be the reviewer for the Vice-Chair's annual review/development meeting. The Chair may seek the views of other Corporation members as part of the Vice-Chair's annual review/development meeting.
- 5.6 The likely overall time commitment required of the Chair for the effective conduct of the duties of the post is as shown at 5.7 below. Where there is urgent business to transact, the Chair may be contacted or asked to be available at short notice.
- 5.7 In addition to time spent preparing for meetings, the Chair would normally be expected to attend the following meetings annually:
- 6 ordinary meetings of the Corporation;
 - 1 College organised strategic planning/Corporation member development event;
 - Attendance at meetings of any Corporation committees of which they are a member;
 - Other College events;
 - At least annual PDR meetings with the Principal and with the Clerk to the Corporation and completion of relevant paperwork;
 - Annual review/development meetings with individual Corporation members, including the Vice-Chair of the Corporation;
 - Meetings with the Principal, as required;
 - Meetings with the Clerk to the Corporation, as required.
- 5.8 The Chair may also be required to attend one or more of the following meetings which may occur less frequently than annually:
- Any extraordinary meetings of the Corporation or of any committee of which the Chair is a member, as required;
 - Interviews with prospective Corporation members, as required;
 - Selection panel meetings relating to the selection and interview of designated senior post-holders, as required under the Articles of Government.
- 5.9 The office of Chair is not remunerated, but the Chair may reclaim travelling and similar expenses incurred in the course of College business as detailed in the College's financial regulations and procedures, via the Clerk.
- 6.0 **Appointment**
- 6.1 Appointment to the office of Chair is subject to annual election, as detailed in the Articles of Government and the Standing Orders of the Corporation.
- 6.2 In addition to the leadership skills and personal qualities noted above, individual Chairs will contribute their own particular areas of expertise to the work of the Corporation.



ROLE DESCRIPTION FOR THE VICE-CHAIR OF THE CORPORATION

In addition to the normal duties of a Corporation member, which are set out in the Corporation member role description, the following outlines the particular duties of the Vice-Chair of the Corporation.

1.0 Delegation for the Chair of the Corporation

- 1.1 The Vice-Chair of the Corporation is required to deputise for the Chair of the Corporation in the Chair's absence and is referred to the role description of the Chair of Corporation members for details of the role and responsibilities of the Chair.

2.0 **Personal**

- 2.1 The Vice-Chair will have a strong personal commitment to sixth form college education and the values, aims and objectives of the College.
- 2.2 The Vice-Chair will at all times act fairly and impartially in the interests of the College as a whole, using independent judgement and maintaining confidentiality as appropriate.
- 2.3 The Vice-Chair is expected to attend all meetings of which they are a member, or give timely apologies if absence is unavoidable.
- 2.4 The Vice-Chair should attend induction/training events organised by the College and/or other appropriate external bodies.
- 2.5 The Vice-Chair will be the reviewer for the Chair's annual review/development meeting. The Chair will be the reviewer for the Vice-Chair's annual review/development meeting. The Vice-Chair may seek the views of other Corporation members as part of the Chair's annual review/development meeting.
- 2.6 The Chair and the Vice-Chair will undertake at least annually a performance and development review (PDR) meeting with the Principal and with the Clerk to the Corporation, as designated senior post-holders, and will report to the Corporation's Remuneration Committee as appropriate.
- 2.7 The likely overall time commitment required of the Vice-Chair for the effective conduct of the duties of the post is as shown at 2.8 below. Where there is urgent business to transact, the Vice-Chair may be contacted or asked to be available at short notice.
- 2.8 In addition to time spent preparing for meetings, the Vice-Chair would normally be expected to attend the following meetings annually:
- 6 ordinary meetings of the Corporation;
 - 1 College organised strategic planning/Corporation member development event;

- Other College events;
- At least annual PDR meetings with the Principal and with the Clerk to the Corporation and completion of relevant paperwork;
- An annual review/development meeting with the Chair of the Corporation;
- Meetings with the Principal, as required;
- Meetings with the Clerk to the Corporation, as required.

- 2.9 The Vice-Chair may also be required to attend one or more of the following meetings which may occur less frequently than annually:
- Any extraordinary meetings of the Corporation or of any committee of which the Vice-Chair is a member, as required;
 - Interviews with prospective Corporation members, as required;
 - Selection panel meetings relating to the selection and interview of designated senior post-holders.
- 2.10 The office of Vice-Chair is not remunerated, but the Vice-Chair may reclaim travelling and similar expenses incurred in the course of College business as detailed in the College's financial regulations and procedures, via the Clerk.
- 3.0 **Appointment**
- 3.1 Appointment to the office of Vice-Chair is subject to annual election, as detailed in the Articles of Government and the Standing Orders of the Corporation.
- 3.2 In addition to the leadership skills and personal qualities noted above, individual Vice-Chairs will contribute their own particular areas of expertise to the work of the Corporation.

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