

MORLEY COLLEGE LONDON

GOVERNOR RESPONSIBILITIES

Introduction

The role of a Morley governor is multi-faceted. Governors are simultaneously members of the company, Morley College Limited, for the purposes of company law; directors of the company; and, as the company is a registered charity, charity trustees. It follows that governors have a wide range of responsibilities: these are set out in the Articles of Association, Code of Governance, Code of Conduct and Governor Role Descriptions. Copies of these documents are provided to all new governors on appointment and up-to-date versions of all of them are available on EMMA.

The Articles of Association set out the legal powers and duties of governors. The Code of Governance represents a commitment on the part of the Governing Body to exercise those powers and discharge those duties in certain ways, for which governors are willing to be held to account. The Code of Conduct commits governors to uphold and model the College's values, and otherwise to act in accordance with the highest ethical standards.

Role Descriptions were last updated by

panels or working groups and may have informal visits to the College (usually to meet members of staff) which are outside the scope of the Governor Engagement Programme. Each governor is asked to keep a record of the additional activities that he or she has undertaken as a governor.

Governor development interviews

Over a two-year cycle each governor will need to attend a development interview with the Chair (or Vice-chair) and Clerk. The purpose of these interviews is to:

- recognise and evaluate the contribution that the governor has made;
- obtain feedback on the quality of support provided by other governors, the Clerk and College staff;
- discuss the individual governor's future plans and how these fit in with the Board's plans for continuing enhancement of the quality of governance; and
- consider how, and over what period, further use can be made of the governor's skills and experience .

Resources

It is the duty of the Clerk to ensure that governors have access to the information that they need to perform their roles. This is generally made available through EMMA. A Governors' landing page is currently being developed which should make it easier for governors to find the resources that they need. This will also include the forms (such as engagement visit report and expenses claim forms) that governors may need to complete from time to time.

Governors are welcome to contact the Clerk by email or, in cases of urgency, via his college, home or mobile telephone number at any time.

Information security

Governors should be aware that information that they receive in the course of their work as governors is the property of the College. This includes letters and emails as well as board and committee papers.

College information may be downloaded (from EMMA or from emails) to governors' own devices for the purposes of review and comment, but should be deleted at the earliest opportunity. Hard copies of documents that are not in the public domain should be shredded. The Clerk is happy to arrange this for documents brought in to College.

Governors are reminded that emails sent and received by them through private email accounts that relate to college business may be considered as information held by the College for the purposes of the Freedom of Information Act. If these emails need to be retained, they should be held securely by the College.

Governors resigning or retiring from the Board should ensure that all information that they hold about the College is destroyed unless it is already publicly available (for example, on the College website).

Time commitment

The estimate of 10-

governor prepares a short report after each visit, summarising the main issues discussed.

4. Attending at least some of the public and private events at which important stakeholders are present
5. Serving on one or more of the College's standing committees, each of which meets three or four times a year. There are currently five standing committees:
 - Audit;
 - Finance, Resources and Fundraising;
 - Quality and Standards;
 - Remuneration; and
 - Search and Governance.
6. From time to time a governor may also be asked to contribute his or her expertise to a task-and-finish group established by the Governing Body or by College management or to serve in a non-executive capacity on a standing College committee or on the Student Council. Governors may also be asked to participate in senior staff appointments or the letting of major contracts.

We estimate that the time commitment required of each external governor is a minimum of 10 to 15 hours a month. This includes an allowance of one hour's preparation time for each hour that the governor is expected to spend in a Board or committee meeting, but does not include the time spent travelling to and from meetings or events.

CRITERIA FOR APPOINTMENT

Essential criteria

1. Not disqualified from becoming a charity trustee or company director
2. Normally able to attend at least 80 per cent of board and committee meetings, to participate in other College events and to undertake professional development as required.
3. Passionate about education and the difference that it can make to individuals and communities
4. An effective communicator, able to support, encourage, challenge and persuade colleagues and stakeholders
5. Able to analyse and understand complex problems from a variety of different points of view
6. Comfortable with the routine use of ICT – able to receive and send emails, download information from websites and from the College's Intranet, complete forms online and create or modify simple Word (or similar) documents
7. Committed to Morley College London's vision and values

Desirable criteria

1. Keenly interested in one or more of the College's significant areas of activity
2. Familiar with one or more of the communities (local communities or communities of practice) that the College seeks to serve

OTHER INFORMATION

An appointment as a governor of Morley College London is a public appointment. All governors are required to abide by the Governing Body's Code of Conduct, which is based on the seven principles of public life (the 'Nolan' principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All governors, including staff and student governors, work on a voluntary basis. The College meets reasonable out-of-pocket expenses (such as travel expenses) incurred by governors in the performance of their duties.

Each governor is appointed for a term of up to four years (student governors – up to two years). In the case of an external governor (a governor who is neither a staff governor nor a student governor), this term may be extended for a further period by mutual agreement. An external governor will not normally be invited to continue for a third term unless he or she holds the office of Chair or Vice-chair and the Governing Body wishes the governor to continue in that capacity.