



## **Buckinghamshire College Group Corporation**

### **ROLE AND RESPONSIBILITIES OF CORPORATION MEMBERS**

#### **Introduction:**

The main business of the Corporation is to determine the educational character of the College and ensure its overall well being and financial solvency. Integral to this is the role of the Corporation Member.

#### **Role Requirements:**

The duties of Corporation Members are:

- to determine the educational character and mission of the College and ensure that there are effective means of knowing whether the College is being properly managed to fulfil its mission;
- the effective management of resources to ensure the solvency of the College and the safeguarding of its assets;
- to approve annual estimates of income and expenditure;
- appointment, grading, suspension, dismissal and determination of pay and conditions of service of the holders of senior posts and the Clerk to the Corporation;
- to set a framework for the pay and conditions of service of all other staff.

#### **Specific Requirements of the Role:**

The specific requirements for being a College Corporation member are set out in the Person Specification.

#### **Responsibilities**

##### **1. Governance Matters**

Corporation members

- have responsibility for appointing other governors;
- have responsibility for the conduct of the College's business;
- should familiarise themselves with the duties of Governors and the business of the College contained within Funding Regulatory Bodies and AOC publications, Instrument and Articles and Standing Orders.

## **2. Student Related Issues**

Corporation members

- must ensure that any of their functions or roles which are delegated to others are undertaken correctly;
- might wish to develop their relationship with the students' union beyond that covered by the articles of government;
- must ensure that the College has procedures in place which cater for students with learning difficulties and/or disabilities, in terms of curriculum provision and facilities;
- should be aware of the funds available for improving the facilities for students with learning difficulties and/or disabilities;
- may wish to be informed of changes in legislation which affect the provision for students with learning difficulties and/or disabilities;
- should have an overview of the College's curriculum;
- should ensure that the College's provision meets the local and wider agenda, including government targets for economic development, addressing skills shortages and social inclusion.

## **3. Strategic Planning**

Corporation members

- must approve the College's strategic plan;
- should be involved in setting the overall objectives (including financial objectives) and reviewing their implementation;
- should consider all other associated planning issues, such as plans for achieving accreditation.

## **4. Quality and Standards**

Corporation members

- must satisfy themselves that sound arrangements are in place to assure the quality and standards of the College's work;
- should monitor the College's performance and ensure that any changes necessary to bring about improvement are implemented and thus ensure that standards are maintained or raised;
- should approve a College policy for quality assurance;
- take part in annual self-assessment and, where appropriate, any arrangements for inspection;
- receive regular reports from the appropriate committee or management team on the outcomes of the quality assurance process;
- will be expected to consider and formally approve annual targets for student retention and achievement and monitor the College's progress toward achieving them.

## **5. Accommodation Strategies**

Corporation members

- must approve the accommodation strategy (which is part of the strategic plan) and the budgetary consequences of that plan;
- must approve the capital programme and the property acquisitions and asset sales which result from the accommodation strategy, and the sources and uses of funds arising from these activities;
- should be involved in setting the overall educational, financial, and property objectives of the accommodation strategy and reviewing their implementation;

## **6. Financial Forecasting**

Corporation members

- must approve the financial forecasts;
- must consider the financial consequences of any decision, for example whether to undertake building projects;
- must form a view of the financial health of the College and whether further action needs to be taken to improve the position;
- to be involved in setting financial objectives, targets and milestones in reaching those objectives and in reviewing their implementation through receipt of regular management accounts;
- might, depending on the financial situation of the College, wish to review underlying financial plans, for example, for specific departments or areas of activity.

## **7. Financial Management and Monitoring**

Corporation members are responsible for

- ensuring the solvency of the College and the safeguarding of the College assets;
- setting a framework for pay and conditions of service of all staff;
- ensuring that the financial, planning and other management controls, including controls against fraud and theft, applied by the College are appropriate and sufficient to safeguard public funds;
- securing the efficient, economical and effective management of all the College's resources and expenditure, capital assets and equipment, and staff, so that the investment of public funds in the College is not put at risk;
- ensuring the appropriate financial considerations are taken into account at all stages in reaching decisions and in their execution;
- planning and conducting its financial and academic affairs so that its total income is not less than sufficient, taking one year with another, to meet its total expenditure;
- approving an annual budget before the start of each financial year;
- setting the policy for determining tuition fees.

## **8. Audit**

Corporation members

- must ensure there is a sound system of internal control in the College;
- must appoint separate internal and external auditors for the College;
- must establish an audit committee to advise the governing body on how its responsibilities are being met.

## **9. Governing Body as Employer**

Corporation members

- are responsible for appointing, grading, suspending, dismissing and determining pay and conditions of service of the Principal, other senior postholders and the Clerk to the Corporation;
- are responsible for designating senior posts;
- are responsible for setting a pay and conditions framework for all staff and for determining the remuneration packages of senior postholders;
- are responsible for putting into place procedures for deciding the pay and conditions of service of the Principal, the senior staff and the Clerk to the Corporation;
- are responsible for dealing with the appointment of senior staff and their suspension or dismissal; hearing appeals relating to the dismissal for disciplinary reasons of other staff; hearing staff grievances not resolved at earlier stages of the procedure; agreeing management development programmes for senior postholders;
- should be aware of the legislation affecting the employment of staff.

## **10. Equal Opportunities**

Corporation members are responsible for

- determining the educational character and mission of the institution and for oversight of its activities;
- determining the pay and conditions of service of senior postholders and the Clerk;
- setting a framework for the pay and conditions of all other staff.

### **Duties:**

The role of a Corporation member is a voluntary one without payment. A member is required to have a high degree of commitment and to observe complete confidentiality.

Members will be expected to:

- Observe the Instrument and Articles of Government, the Financial Regulations and any internal Byelaws/Standing Orders as introduced and/or amended from time to time.

- Ensure that the resources and assets of the College are safeguarded and used effectively.
- Ensure that the ethos of the College is one that is conducive to the well-being of the staff and students and is therefore reflected in the successful outcome of its primary aims.
- Complete and comply with the Corporation Code of Conduct and Register of Interests for Members and any other statutory requirements placed upon the Corporation as distributed/advised by the Clerk to the Corporation. To advise the Clerk to the Corporation of any new/amended/lost interests as they occur.
- Attend Corporation meetings, currently seven per annum.
- Serve on at least one committee in addition to the full Corporation Board, meeting in accordance with an agreed meetings schedule.
- Observe the terms of reference of the Corporation Board and of any Committees/working groups of which they are members, as approved by the Corporation Board.
- Be available and willing to attend disciplinary hearings or appeals.
- Represent the Corporation at internal and external meetings as requested by the Corporation Board.
- Attend governor training events (as advised by the Clerk) and College events in order to gain a deeper understanding of the College and further education.
- Ensure at all times their eligibility to be a governor (see governor eligibility form) and to inform the Clerk to the Corporation immediately this fails to be the case.