



**Hills Road
Sixth Form College**
Cambridge

ROLE DESCRIPTION FOR MEMBERS OF THE CORPORATION

Hills Road Sixth Form College values the breadth of experience and skills brought to the College Corporation by its members and recognises the contribution they make to the outstanding success of the College. It also wants the members of its Corporation to feel that what they do is rewarding and satisfying.

The following role description has been developed to help ensure that potential members have a clear understanding of the role and the type of person who may be suitable.

It should be read in conjunction with the person specification.

What is the Corporation of the College?

It is the College's governing body established under act of parliament as an independent further education corporation. The Corporation's Instrument and Articles of Government and bye laws made under its authority provide the legal basis on which it operates, specifying the size and composition of the Corporation, the way in which it must conduct its business, and its duties and responsibilities with regard to learners and to the discharge of its financial obligations. It owns the College buildings and grounds, and also acts as the employer of all persons employed within the College.

The Role of the Corporation

Each member of the Corporation owes a fiduciary duty towards the College. This means that members must at all times show the highest loyalty towards the College and act in good faith in its interest. Members must act honestly, diligently and independently whilst, at the same time, paying due attention to the requirement to take collective responsibility as part of a corporate body.

The Corporation's function is to decide on strategic policy and the overall direction of the College, as well as ensuring that adequate management, accountability and control systems are in place and operational. To the latter extent the Corporation monitors the performance of the most senior managers in the College (especially the Principal); it does not, however, seek to manage the College.

Collectively, the members of the Corporation must ensure that they operate within the legal and regulatory framework established for the College and must observe the duties which have been set out for them. In this they are assisted by the Clerk to the Corporation who is empowered to give it independent advice to secure its compliance with regulation and the preservation of its transacted business from valid legal challenge.

Tasks of Members of the Corporation

As a part of their shared corporate responsibility members are expected to participate in ensuring that:

- 1 the educational character and mission of the College reflects the needs of the community which the College is intended to serve;

- 2 public funds are used in accordance with the requirements of the funding bodies and to the maximum benefit of the said community;
- 3 appropriate staffing arrangements are in place, particularly in relation to the appointment of holders of senior posts (Principal, Deputy Principal and two Assistant Principals) and to the framework for the pay and conditions of all other staff;
- 4 the College's strategic priorities are developed in an appropriate and timely manner;
- 5 measurable objectives are set to support the College's development and budget, and are monitored to assess the degree to which they are achieved;
- 6 plans are developed to address any major College weaknesses which may be identified;
- 7 there are adequate management, accountability and control systems in place to enable the College to attain its objectives and for the avoidance of fraud;
- 8 the College remains solvent and the Corporation's assets safeguarded at all times;
- 9 annual estimates of income and expenditure are scrutinised and approved;
- 10 the annual self-assessment review of governance is carried out;
- 11 in consultation with the Clerk to the Corporation, the Corporation acts at all times within its powers (e.g. in delegation of duties and commercial decisions) and complies with the Instrument and Articles of Government, the Corporation's by laws, the Code of Conduct for Members of the Corporation and any other related governance policies and procedures;
- 12 new members of the Corporation are recruited in the prescribed manner as and when required.

In addition, members have an individual responsibility to:

- 1 uphold the seven principles of public life as set out in Lord Nolan's Report on Standards in Public Life, declaring any financial or non-financial interests which might compromise, or be perceived to compromise, the Corporation's decision-making, and not obtaining any undisclosed benefit resulting from membership of the Corporation;
- 2 prepare for, attend and contribute to meetings of the Corporation and serve on its committees and working parties as appointed (see Additional Information 3 below);
- 3 apply specialist knowledge and expertise in contributing to the decision-making of the Corporation;
- 4 take part in any relevant briefing and development events or opportunities as arranged from time to time for the benefit of members;
- 5 get to know the College through discussion with the Principal, staff and students, reading relevant papers and reports, visiting the College and participating in its events;
- 6 assist new members of the Corporation to understand their role.

Additional Information

- 1 Corporation members have a range of collective responsibilities, but no member has the authority to speak or act on the Corporation's behalf unless specifically delegated to do so.
- 2 Members must be free at all times to speak and act in meetings in what they believe to be the best interest of the College. They cannot be mandated by any group to express views not held by them personally. In other words, the contribution of members is made through the deployment of their skills, knowledge and expertise; they cannot lobby on behalf of others.
- 3 The Corporation ordinarily meets twice in each term. The Audit Committee ordinarily meets twice in the Autumn Term, once in the Spring Term and once or twice in the Summer Term. The Search & Governance Committee and the Remuneration Committee meet as and when required.

The minimum overall attendance at meetings, of which extended notice is usually given, is set at 80%, but members are strongly encouraged to exceed this minimum.

Each member of the Corporation, except for student members, is expected to serve on a committee, and may additionally be asked to serve on the Remuneration Committee.

The Corporation has an overriding statutory responsibility (exercised through the Chair of the Corporation) to secure adequate membership of all committees and a member may therefore be required to serve on a committee for which s/he has not expressed a preference.

The Corporation may from time to time appoint working parties to consider specific strategic or other governance issues, and selection panels in relation to recruitment to a senior post within the College.

- 4 The Corporation operates a scheme linking each of its members (apart from staff and student members) with a College department and pairs of members to a range of cross-college activities. Members are expected to participate in the scheme.
- 5 Members are positively encouraged to attend College events (e.g. open evenings, prize giving, musical and dramatic productions, sporting events), and receive information relevant to these events from the Principal or other members of the College staff.

PERSON SPECIFICATION FOR MEMBER OF THE CORPORATION

Qualities

- 1 Interest in voluntary service to the community with special reference to further education.
- 2 Willingness to contribute to the life and well-being of the College community.
- 3 Dedication to acting openly, honestly and with integrity.
- 4 Determination to get results by innovation and enterprise.
- 5 Commitment to working actively as a member of a governance team.
- 6 Readiness to gain new knowledge beyond present skills and competences.
- 7 Commitment to the principle of equal opportunities.
- 8 Time and energy for active involvement in the work of the Corporation and the life of the College.

Skills

- 1 Able to work positively with others and conduct debate whilst maintaining a constructive atmosphere.
- 2 Able to express ideas clearly and to listen actively to others.
- 3 Able to plan a course of action to achieve goals that can be monitored, and set realistic targets.
- 4 Have the energy and enthusiasm necessary to be effective and have the tenacity to overcome obstacles.
- 5 Have an awareness of local and national contexts and a broad-based view of issues and events with an ability to perceive their long-term impact.
- 6 Able to demonstrate a knowledge and understanding of facts, and to think laterally and arrive at pragmatic solutions.
- 7 Able to motivate others and inspire confidence to achieve objectives.