

Your guide to becoming part of the Salford City College Corporation



Updated October 2016



Introduction from The Clerk to the Corporation

The governing body of the College is the Salford City College Corporation. It has fifteen members who have a wide range of personal skills and many have experience of education, business and other professions. I am delighted that you are interested in becoming a member of the Corporation, which you will find an enjoyable and rewarding experience. The essential requirements for joining us are a commitment and interest in contributing to the leadership of first class educational and training opportunities for young people and adults in Salford.

If you join us you will become part of a progressive innovative and expanding educational establishment committed to meeting the needs of the community it serves. Corporation members are comparable with the non-executive directors of a public company but instead of being accountable to shareholders, they are accountable for public funds. This governance role is separate from the operational management of the College. Corporation members define the college mission, values and strategy and whilst they monitor performance, they do not become involved in the day to day activity of the College, which is the responsibility of the CEO/Principal supported by the management team.

The people invited to join the Corporation do so solely in an individual capacity and contribute and advise on the basis of their personal experience. No one is allowed to represent the interests of any other organisation or constituency. While professional knowledge is always welcome, members are not expected to act in any personal professional capacity in undertaking the role.

The role of Governor is extremely rewarding and your skills are vital for our continued success. We thank you for your interest in our Corporation and hope that your application will be successful.

Nigel Tyrer

Clerk to the Corporation

Salford City College

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Welcome to Salford City College

Thank you for your interest in our Corporation.

This booklet is designed to give you an idea of what the Corporation's role is and what you need to do to apply to be a member.

Our ambitious mission is to "inspire people to create opportunities and enrich lives through learning."

We will do this by harnessing community pride, loyalty and enterprise to embrace learning as the key to opportunity and enrichment.

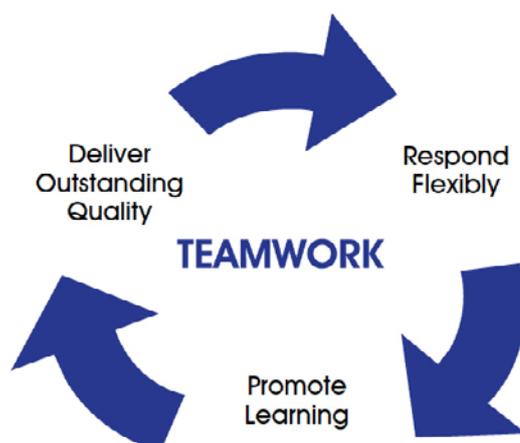
Underpinning this vision will be a strong sense of team spirit at all levels – staff, students, parents, employers and key stakeholders will exploit opportunities to work together to achieve their goals and enrich the overall quality of life in the city.

Specifically the College will:

1. Proactively promote learning opportunities available at both the college and its partner providers.
2. Strive to respond to the demands of individual learners, employees, employers and national priorities by developing a wide range of flexible delivery options.
3. Constantly seek to improve and provide learning experiences of outstanding quality.

"I hope you get the opportunity to be a part of Salford City College and thank you for your interest in our Corporation."

John Spindler - CEO/Principal



About the College

Across our centres, the College offers a wide range of courses including A-levels, vocational courses and Apprenticeships. We have a dedicated business centre, and deliver adult learning, personal community and development courses and English for Speakers of Other Languages (ESOL) provision.

Our students are at the centre of everything we do and every decision we take. The purpose of the managers at the college is always to support teaching and learning. We invest heavily in development activities and our leaders, at all levels, are "inspirational".

Our staff focus their activities on those things which impact on student success. In our annual staff surveys, the college is always rated as an excellent place to work.

The Locality

The College has several centres situated in Salford (which is immediately adjacent to the City of Manchester) and around the Greater Manchester area including the following:

Centres

- City Skills Centre - Frederick Road, Salford, M6 6QH
- Eccles Centre - Chatsworth Road, Eccles, M30 9FJ
- FutureSkills @MediaCityUK - Dakota Avenue, Salford, M50 2PU
- Pendleton Sixth Form Centre - Dronfield Road, Salford, M6 7FR
- Walkden Centre - Walkden Road, Worsley, M28 7QD

Apprenticeships and Work Based Learning

- FutureSkills - Dakota Avenue, Salford, M50 2PU

Adult & Community Centres

We have a number of adult learning and community venues throughout the city.

The Reputation

The College builds on an outstanding reputation and history for delivering high quality education and plays a major part in the local community.

The College has achieved great success - In 2015 we were named as the top performing General Further Education College (GFE) in Greater Manchester for 16-18 year olds. These outstanding results place us in the top 10% of colleges in the country. More recently (December 2015) an inspection from Ofsted found that college continues to be 'good'.

Our students are at the centre of everything we do and every decision we take.

Our staff focus their activities on those things which impact on student success.

About the Corporation

The Composition of the Corporation

Fifteen members including:

- The CEO/Principal
- One student member
- One staff member

The Clerk to the Corporation

The Clerk is appointed by the Corporation and is responsible for ensuring that all the activities of the governing body are conducted in a professional manner, following the agreed procedures. The Clerk has a particular responsibility to ensure that governors operate within the powers granted to the Corporation.

The Committees

The Corporation has the following statutory committees:

- The Governance & Search Committee advises the governing body on the appointment of new governors and ongoing training requirements, together with matters relating to governance.
- The Audit Committee advises the governing body on all matters related to internal and external audit activities and the systems of internal control at the College.

The Corporation also has further committees which carry out much of the detailed work which would not be possible at Corporation meetings:

- The Strategy, Finance & Resources Committee advises on a wide range of College activities, including strategic development, finance and resource matters.
- The Remuneration Committee meets annually and advises the governing body on pay and conditions of service of the Principal and senior postholders.
- The Quality & Standards Committee meets to review the key performance indicators such as achievement and retention to ensure that the College is delivering an excellent service to its students.
- The Human Resources & Organisational Development Committee advises the governing body on key personnel issues and reviews all personnel and related policies, staff key performance indicators and health and safety issues.
- The Committee of Chairs is made up of the Chairs of the other committees and normally meets every term to consider a range of topics and keep abreast of developments with the CEO/Principal.

About the Corporation

The Corporation Calendar

Meetings are scheduled throughout the year, typically with the Corporation and each committee meeting once per term.

Responsibilities of the Corporation

- Determine and periodically review the educational character and mission of the college and oversee its activities.
- Approve the quality strategy of the college.
- Ensure the effective and efficient use of resources, the solvency of the college and the Corporation, and the safeguarding of assets.
- Approve the annual estimates of income and expenditure.
- Appoint senior staff and determine the pay and conditions of service of all staff.

Member Selection

The student member is elected by all students.

The staff member is elected by their colleagues.

The Corporation has co-opted members, who usually support a particular committee, relevant to their own experience.

All other members are appointed after interview. Successful candidates are recommended for formal Corporation approval, either as full or co-opted members.

Normally, new members will be offered a trial period and join initially as a co-opted member before progressing onto being a full member of the Corporation.

Please refer to the Governance section of the College website to complete an application.

The Role

Main Purpose of the Role

To be jointly accountable for exercising the responsibilities of the Corporation of Salford City College in accordance with the Instrument and Articles of Government and Standing Orders.

About the Corporation

Duties

- Act within the Instrument and Articles, Standing Orders and Code of Conduct of the Corporation, including supporting majority decisions, retaining confidentiality and declaring potential conflicts of interest.
- Work co-operatively with other members of the Corporation, particularly the Chair and Vice Chair, the Principal of the college and the Clerk to the Corporation.
- Be a member of at least one committee of the Corporation.
- Attend Corporation meetings and committee meetings in order to meet the agreed attendance target of 80%.
- Participate in training to enhance personal effectiveness as a Corporation member.
- Operate in accordance with the seven Nolan Principles of Public Life.
- Support and champion the work of the Corporation and college and its staff and students.

Remuneration

Travel expenses may be claimed, subject to guidelines.

Time Commitment

- A minimum of three Corporation meetings and three committee meetings per year.
- Corporation meetings are normally held in the afternoon and committee meetings typically take place the late afternoon and early evening.
- Members normally attend a strategic planning event each academic year, which takes place during the day.
- Members typically spend 50 hours per academic year on Corporation or committee business.
- Members normally serve for a four year term of office and may, if appropriate, be offered one further four year term.

Training

All new members may be mentored by an existing member and are invited to an induction session with the Clerk who will explain the procedures regarding attendance at meetings and the requirements for governors to provide the college with certain details, including a register of interests. The training requirements for the whole Corporation are regularly reviewed, and members are able to discuss their individual training needs at anytime with the Clerk, and are also encouraged to use the training materials that are available and attend a range of courses and conferences to build up their skills progressively.

You will need to know and understand the following (provided as part of induction)

1. The seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
2. The role of the Chair in leading the work of the Corporation.
3. The role of the Clerk in supporting the work of the Corporation.
4. The role of the Principal in managing the day-to-day operations of the college.
5. The rules of procedure for meetings (for example, how often they are held, the minimum number of members, confidentiality, access to minutes and attendance of advisers).
6. The role of the committees and what business is given to them.
7. The Code of Conduct for governors, including the policy on governors' travel, meals and accommodation.

You will need these personal qualities and behaviours to carry out your role effectively:

1. You identify and raise ethical issues, cope with ambiguity and confront difficult questions.
2. You say something when you think one interest group is acting in a way that reduces the opportunity for other less powerful groups.
3. You resist pressures from other governors or managers to achieve results by any means.
4. You think it is important that, even if everyone appears to agree with a particular action, someone is prepared to question why everyone agrees – why are we doing it like this?
5. You are aware of your own personal interests and can separate these from your role. You call attention to any occasions when your own or others' personal interests affect the work of the governing body or their advisers.
6. You recognise that there are dilemmas at the heart of the role of governing body. You accept that there are no absolute 'right ways' of doing things. The demands on colleges and the responses to these demands change over time.
7. You act in an assured and unhesitating way when faced with a challenge. Your first response is to think before acting.
8. You maintain your beliefs, commitment and effort in spite of setbacks or opposition. You can show stamina when faced with difficult challenges without being stubborn or too assertive.
9. You work with other governors to develop creative and appropriate solutions. You take account of the views of others, recognising that the governing body needs to act together to exercise its authority.
10. You solve problems by trying to find new approaches, thinking creatively and balancing rational thought and emotion.
11. You avoid making 'knee jerk' decisions. You want to know what is going on to understand what is happening and why. You investigate in a way that pays attention to the feelings of those involved.
12. You understand and are sympathetic to the wishes and ambitions of students.

Extract from Instrument and Articles of Government

Persons who are ineligible to be members

No one under the age of 18 years may be a member, except as a student member.

- The Clerk may not be a member.
- A person who is a member of staff of the institution may not be, or continue as, a member, except as a staff member or in the capacity of Principal.
- A person shall be disqualified from holding, or from continuing to hold, office as a member, if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act (1986), or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.

Where a person is disqualified by reason of having been adjudged bankrupt or by reason of being the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking, that disqualification shall cease -

- on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
- if the bankruptcy order is annulled, at the date of that annulment; or
- if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court; or
- if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
- if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.

Where a person is disqualified by reason of having made a composition or arrangement with creditors, including an individual voluntary arrangement, and then pays the debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.

A person shall be disqualified from holding, or from continuing to hold, office as a member if:

- within the previous five years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
- within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
- that person has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years; or
- a person has previously been removed from trusteeship of a charity by the court or by the Charity Commission; or
- a person is subject to a disqualification order under the Company Directors Disqualification Act 1986.

For the purpose of this regulation there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.