

THE CORPORATION OF NEWHAM SIXTH FORM COLLEGE

CORPORATION MEMBER ROLE DESCRIPTION

PURPOSE OF ROLE:

As a Member of the Corporation to exercise collective responsibility for the:

- promotion of high quality teaching and learning
- financial probity of the College
- proper conduct of Corporation business
- compliance with statutory duties and responsibilities.

MAIN DUTIES

STATUTORY DUTIES

As a member of the Corporation, exercise collective responsibility for delivery its statutory duties including those outlined in the Instrument and Articles of Government which currently are:

- (a) The determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- (b) Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
- (c) Approving the quality strategy of the institution.
- (d) The effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets.
- (e) Approving annual estimates of income and expenditure.
- (f) The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff.
- (g) Setting a framework for the pay and conditions of service of all other staff.

STANDARDS OF CONDUCT

1. Adhere to the requirements of the Instrument & Articles of Government, Code of Conduct, role description, requirements to declare timely and accurate interests.

2. Work with the Clerk to identify and manage any conflicts of interest.
3. Act fairly, with integrity, impartially and in the best interests of the Corporation and College at all times.
4. Make an effective contribution to discussion at meetings.
5. Take collective responsibility for all decisions of the Corporation and its committees.
6. Support and promote the College's Mission statement.
7. Understand and respect the distinction between the roles of governance and management. Focus on strategic issues rather than operational detail.

COMMITMENT

1. Prepare properly by reading all Agendas and related papers in advance of the meetings.
2. Attend all meetings of the Corporation and of any of its committees to which you have been appointed.
3. Support the College outside of meetings by attending events that it organises (*e.g. prize giving, open evenings, exhibitions of students work, meetings with Ofsted, Parent Voice events*)
4. Attend induction sessions, review days, training and development events in order to keep up to date and competent in the delivery of governor responsibilities.
5. Maintain a clear understanding of the College's strategic direction, work (particularly in relation to teaching, learning and assessment), finances and use of other resources.

AUTHORITY

1. Recognise that individual Corporation Members have no specific powers and should not take on any responsibilities outside of meetings unless they are authorised by the Corporation to do so.

PERFORMANCE MANAGEMENT

1. Together with other Corporation members, collectively set challenging (SMART) key performance indicators (*including in relation to teaching, learning and assessment*) and monitor College performance against them.
2. Contribute to the robust self-assessment of the work of the College, Corporation and its members (*including attendance at meetings, adherence to the Code of Conduct and CPD participation*).

ADVOCACY

1. Act as an ambassador for the College and its work, but do not make statements on behalf of the Corporation unless specifically authorised to do so.
2. Represent the Corporation at external events and promote its work and mission to the Community as and when appropriate from time to time.

EMPLOYER

1. The Corporation is the employer and as such Members of the Corporation should be aware of the policy and procedures for the:
 - a. Appointment, grading, appraisal, determination of pay and conditions of Senior Post holders and the Clerk as outlined.
 - b. Setting the framework for the appointment, grading, suspension, dismissal and determination of the pay and conditions of other staff.

FOOTNOTES

This document is subject to periodic review to ensure compliance with current legislation, funding agency requirements and best