

LEARNING
FOR LIFE
at Morley

MORLEY COLLEGE LONDON



**Student Governor Recruitment
September 2017**

Why become a Governor?



Thank you for your interest in becoming a Student Governor of Morley College London. Morley is a unique educational institution with a history stretching back almost 130 years, and this is an exciting opportunity for you to offer your skills and expertise to help shape the futures of adult learners in Lambeth, Southwark, and beyond.

Student Governors provide a student perspective on the major strategic issues facing the College and help to ensure that we achieve our strategic goals of creating outstanding learning opportunities, delivering an outstanding student experience and ensuring financial sustainability.

Our current Student Governors are:

- Martin Bamford (earlflatbread@gmail.com), who has been Chair of the Student Council for the last two years. The Board and the Student Council have agreed that one of the two Student Governors should be the Chair of the Council, so long as he or she is eligible to serve. Martin has been a Student Governor for two years, and is eligible to serve for a further two years.
- Suky Tomlins (Suky.Tomlins@morleycollege.ac.uk), who was re-appointed in 2015 for a second term following an election in which all students were eligible to vote. Our rules state that a Student Governor can only serve for a maximum of two terms (four years), so Suky will be standing down on 30 November 2017. We are therefore looking to recruit a new Student Governor to replace her.

This document includes a role description and some notes about what being a Student Governor involves. Either of the existing Student Governors or the Clerk to the Governing Body and Company Secretary, Martin McNeill (Martin.McNeill@morleycollege.ac.uk) will be happy to answer any questions about what the role of Student Governor involves.

Why become a Governor?



Becoming a Student Governor offers a fantastic opportunity for you to represent the interests of your fellow students in the higher decision-making and strategic planning processes at Morley College London. It's an excellent way to give back to the College while also providing perspective on the issues that affect you most.

The role of the College's Governing Body (also called the Board) is to determine the strategic direction of the College; to set strategic goals and objectives; to oversee the management of the College by the Senior Management Team, providing advice and guidance as required; and to ensure that the College meets the needs of current and future learners. Strong student representation on the Board helps to ensure that the College puts students first in everything that it does.

The Board currently comprises 17 Governors, including two students, two members of staff, the College Principal and 12 'External Governors' from a range of different professional backgrounds. As well as participating in decision making and scrutinising College performance, Governors are also expected to engage with the communities – both communities of practice and local communities – that the College serves and, at a time of significant change in funding in the public sector, to champion the cause of the College and its important position in British adult education.

The role of Governor is voluntary and unpaid (although we do reimburse Governors for any expenses); it is nevertheless highly respected, as well as personally rewarding. You will have the opportunity to develop new skills, whether in board-level leadership or team working or simply in the application of your existing knowledge and experience at a higher level within a professional environment. All these skills are highly valued, and the experience of working as a Student Governor can prove advantageous in the employment market after you complete your course.

The role of the Governing Body



Morley College London is a company limited by guarantee and a registered charity. The Governors are at the same time:

- members of the company;
- directors of the company; and
- trustees of the charity.

The powers of the Governors are set out in the College's Articles of Association. The principal powers can be summarised as:

- determining the corporate strategy, educational character and mission of the College
- overseeing the College's activities
- appointing and supervising the Principal and other senior staff
- ensuring that resources are used effectively and efficiently.

The Governing Body thus has ultimate responsibility for the College. It determines the strategic direction and sets the policy framework within which College leaders manage from day to day; it holds College staff to account, through the Principal, for delivering the outcomes required; and it seeks to ensure that the College is fully accountable to the communities that it serves. The Principal is accountable to the Governing Body for the management of the College and for implementing the strategy.

The Articles provide for the appointment of up to 24 Governors (including co-opted Governors). The current membership is 17. Names and brief biographical details of the current Governors are available on the College website [here](#).

The role of the Governing Body

The Governing Body has adopted the [Code of Good Governance for English Colleges](#), which defines the ten principal responsibilities of good governance as being to:

1. Formulate and agree the **mission and strategy** including defining the ethos of the College.
2. Be **collectively accountable** for the business of the College, taking all decisions on all matters within their duties and responsibilities.
3. Ensure there are effective underpinning policies and systems, which facilitate the student voice.
4. Foster exceptional teaching and learning.
5. Ensure that the College is **responsive to workforce trends** by adopting a range of strategies for engaging with employers and other stakeholders.
6. Adopt **financial strategy and funding plans** which are compatible with the duty to ensure sustainability and solvency of the College.
7. Ensure that **effective control and due diligence** takes place in relation to all matters including acquisitions, subcontracting and partnership activity.
8. Meet and aim to exceed its statutory responsibilities **for equality and diversity**.
9. Ensure that there are organised and **clear governance and management** structures, with well-understood delegations.
10. Regularly **review governance** performance and effectiveness.

To discharge these responsibilities, the full Governing Body (Board) normally meets four times a year. Much of the work of scrutinising proposals, monitoring performance, and generally providing an appropriate combination of support and challenge to the Principal and his Senior Management Team, is delegated to committees as follows:

Name of Committee	No of members	Meetings per year	Focus
Audit	4	3	Scrutiny of risk management arrangements Board assurance programme Appointing auditors
Finance, Resources and Fundraising	7	4	Budgeting Financial Management People Management (including pay framework for staff not covered by Remuneration Committee) Property Management
Quality and Standards	8	3	Curriculum Quality Academic Performance Student engagement and student voice
Remuneration	4	1	Pay and conditions of service of Principal and other senior staff
Search and Governance	7	3	Governance arrangements Reviewing capability and effectiveness of governing body Governor recruitment, training, development and appraisal

The role of the Governing Body

A schedule of board and committee meetings for 2017-18 is attached as Appendix 1.

A few individual Governors also have responsibilities for monitoring and championing at board level particular aspects of the College's work:

- equality and diversity
- safeguarding
- health and safety.

The College encourages all its Governors to participate fully in training and development activities to gain an understanding of how the College works and the environment in which it operates. As well as arranging in-house training and development sessions, and encouraging Governors to attend training and development events run by the Association of Colleges, the Education and Training Foundation, and others, the College runs a Governor Engagement Programme which enables each Governor to see the College at work and to engage with staff and students.

Becoming a Student Governor

PURPOSE OF THE ROLE

1. As a member of the Governing Body of Morley College London (the 'Governing Body'), to play a full part in College governance, including:
 - setting the strategic direction of the College, evaluating progress and making adjustments as required
 - assigning roles and responsibilities
 - establishing and modelling the College's values and ethos
 - ensuring that appropriate systems are in place to achieve the College's strategic aims and manage the concomitant risks
 - developing leadership
 - ensuring that the College fulfills its charitable objectives and that it and its staff meet the expectations of those to whom we are accountable, including learners, employers, local communities and communities of practice.
2. To attend board and committee meetings and contribute to discussions from an individual perspective, informed by experience as a Morley student, but always with regard to the interests of the College as a whole.
3. To ensure that other Governors understand the likely impact of Governing Body decisions on students and on other stakeholders (such as staff or employers) of whom the Student Governor has direct knowledge.
4. To support the Principal and Clerk in improving student understanding of the role and activities of the governing body.
5. To act as an ambassador for the College in the wider community.

PRINCIPAL DUTIES

1. Preparing for, attending and participating in full meetings of the Governing Body ("board meetings"). There are currently four board meetings a year, each lasting between two and three hours, in addition to two half-day strategy development sessions.
2. Undertaking professional development as required. Hour-long in-house board development seminars (including updates on important developments affecting the College) are normally arranged to precede board meetings. Governors also have access to training and other events run by the Association of Colleges (AoC) and the Education and Training Foundation (ETF). Induction training is provided for all new Governors.
3. Attending at least some of the public and private events at which important stakeholders are present.

Becoming a Student Governor

4. 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
 - Search and Governance.

Student Governors are not normally appointed to the Remuneration Committee or the Search and Governance Committee.

We estimate that the time commitment required of a Student Governor is approximately ten 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

As Student Governors are appointed following election by their fellow students or nomination by the Student Council, it is not appropriate to set out selection criteria.

By law, however, only students who are eligible for appointment as charity trustees can be appointed as Student Governors. This excludes anyone who:

- is under 18
- has been disqualified as a company director
- has an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- is an undischarged bankrupt or has a current composition or arrangement including an individual voluntary arrangement (IVA) with his or her creditors, or
- has been removed as a trustee of any charity by the Charity Commission or a court because of misconduct or mismanagement.

Prospective Student Governors and those considering voting for them may also wish to bear in mind that successful Student Governors normally share the following characteristics:

1. They are able to attend at least 80% of Board and Committee meetings, and to participate in other College events and undertake professional development as required.
2. They are passionate about education and the difference that it can make to individuals and communities.
3. They are effective communicators, able to support, encourage, challenge and persuade colleagues and stakeholders.
4. They are able to analyse and understand complex problems from a variety of different points of view.
5. They are 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.

Becoming a Student Governor

6. They are able to empathise with learners following different courses and at different levels across the College.
7. They are committed to Morley College London's vision and values.

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.

Student Governors share in the collective responsibility of the Governing Body on an equal footing with all other Governors. They participate in all discussions, except where these relate to a member or prospective member of College staff or the conduct of an individual student.

Each Governor is required to make an annual declaration of eligibility and to declare any interests that might be seen as potentially influencing his or her behaviour as a Governor. The performance and effectiveness of each Governor is assessed on an ongoing basis by the Chair of Governors and the Clerk, who undertake an individual development interview with each Governor as part of the Governing Body's cyclical programme of governance review.

Any appointment will be made for an initial term of two years. A Student Governor may be re-appointed for a second term of two years if re-elected by ballot of all students or elected by the Student Council as its Chair.

Please note that, as charity trustees, all Governors are unpaid, including Staff and Student Governors. We will reimburse reasonable out-of-pocket expenses (such as travel expenses) expenses incurred in discharging the duties of a Governor.

Becoming a Student Governor

If you have any questions about this role, please contact:
Martin McNeill
Clerk to the Governing Body and Company Secretary
martin.mcneill@morleycollege.ac.uk
Tel. 020 7450 1848

or

Martin Bamford
Chair of the Student Council and current Student Governor
earlflatbread@gmail.com

or

Suky Tomlins
Current Student Governor
Suky.Tomlins@morleycollege.ac.uk

If you would like to be considered for election as one of the student body's two representatives on the Governing Body of Morley College London, please download and complete the nomination form available [here](#) and return it to studentelections@morleycollege.ac.uk not later than **12.00 noon on Wednesday, 11 October 2017**. Please include an up-to-date digital photograph with your application. You will need to confirm that you are eligible to serve as a Governor and to provide a brief supporting statement explaining why you want to become a College Governor.

The ballot will open at 9.00 am on Monday, 16 October and will close at 12.00 noon on Monday, 6 November. Voting will be through Moodle, with an option for students who do not have access to Moodle to complete ballot papers at Reception.

The results of the election will be announced on the afternoon of Monday, 6 November. The successful candidate will be invited to attend the meeting of the Student Council on 23 November at 6.00 pm and the Board meeting on 11 December at 5.00 pm, when he or she will be formally nominated and appointed as a Governor. An induction session will be arranged in the week beginning 4 December.

The successful candidate is also asked, if possible, to attend the meeting of the Class Representatives' Committee on 7 November at 6.00 pm.

Appendix 1**GOVERNORS' MEETINGS 2017-18**

Monday, 2 October 2017	Search and Governance Committee	3.00pm – 5.00pm
Monday, 16 October 2017	Board Development Board	4.30pm – 5.30pm 5.30pm – 8.00pm
Monday, 6 November 2017	Remuneration Committee	4.00 pm – 5.30 pm
Monday, 20 November 2017	Quality and Standards Committee	4.00pm – 6.30pm
Tuesday, 21 November 2017	Finance, Resources and Fundraising Committee	10.45am – 12.45pm
Tuesday, 28 November 2017	Audit Committee	10.30am – 12.30pm
Monday, 11 December 2017	Board Development Board	4.30pm – 5.00pm 5.00pm – 7.15pm

Monday, 22 January 2018	Search and Governance Committee	3.00pm – 5.00pm
Monday, 5 February 2018	Board Strategy Development	1.00pm – 6.00pm
Tuesday, 27 February 2018	Finance, Resources and Fundraising Committee	10.45am – 12.45pm
Monday, 5 March 2018	Quality and Standards Committee	4.00pm – 6.30pm
Tuesday, 13 March 2018	Audit Committee	10.30am – 12.30pm
Monday, 26 March 2018	Board Development Board	4.30pm – 5.30pm 5.30pm – 8.00pm

Tuesday, 1 May 2018	Finance, Resources and Fundraising Committee	10.45am – 12.45pm
Monday, 14 May 2018	Search and Governance Committee	3.00pm – 5.00pm
Monday, 21 May 2018	Board Strategy Development	1.00pm – 6.00pm
Monday, 11 June 2018	Quality and Standards Committee	4.00pm – 6.30pm
Tuesday, 19 June 2018	Audit Committee	10.30am – 12.30pm
Tuesday, 26 June 2018	Finance, Resources and Fundraising Committee	10.45am – 12.45pm
Monday, 16 July 2018	Board Development Board	4.30pm – 5.30pm 5.30pm – 8.00pm