

Role of the Chair

The Role of the Chair of the Governing Body

The Chair of the governing body shall be elected for a term of office of up to three years by the governing body from those Governors who are not staff, students, Principal or the CEO of the college.

Strategy and Leadership

The Chair is responsible for providing effective leadership of the governing body and, in association with the Clerk, its efficient operation in accordance with the Instrument and Articles of Government, Financial Memorandum, Further and Higher Education Act 1992, Code of Conduct by:

- ensuring the efficient conduct of the business of corporation meetings, following established procedures
- taking care that the business of committees is reported appropriately
- ensuring that the views of all Governors are sought at meetings of the board and that Governors work together effectively as a team
- being satisfied that the Nolan Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) are observed in all board business.

The Chair shall ensure that the governing body fulfils its duties in:

- articulating the vision of the board
- maintaining and developing the ethos of the college
- setting corporate objectives
- assessing the performance of the CEO.
- establishing high standards of integrity
- monitoring the financial health of the college.

The Chair shall seek to promote the best interests of the college wherever possible, be its ambassador, and represent it at meetings, presentations and conferences.

Operation of the Board

The Chair of the governing body:

- will be expected to develop effective working relationships with the clerk and the CEO in order to promote and enhance the good governance of the college
- shall call, agree the agenda for, and preside at meetings of the governing body
- may call a special meeting of the governing body (if necessary with less than seven days notice) where urgent and significant matters need to be considered before the next Corporation meeting

- shall have a second or casting vote at meetings of the corporation where there is an equal division of votes on an issue
- may act on behalf of the corporation between meetings on matters delegated by it or on routine matters such as the signing of documents, or in response to approaches from external organisations on issues which do not require approval by the board.

Exceptional circumstances may arise where an urgent decision is required and it is not possible to convene a meeting of the governing body. In such circumstances the CEO (or in his or her absence, a designated senior post holder) shall seek the approval of the Chair (or in his or her absence the vice Chair). In reaching a decision, the CEO (or senior post holder) and or Chair (or vice Chair) shall seek where possible to consult with other Governors. Any decisions taken in these circumstances must be reported to the next meeting of the corporation.

Performance of the Governing Body and Individual Governors

The Chair:

- should ensure that the governing body has established performance indicators against which to measure its performance
- should ensure that each Governor has the opportunity to discuss his or her contribution and development needs at least annually, providing personal support to Governors and discussing matters relating to attendance, performance or conduct
- is expected to promote critical self-assessment of committee performance and processes and make an active contribution to the annual self-assessment of the governance of the college
- shall support the clerk in the development and delivery of associated self-assessment action plans and governor development programmes
- should ensure that the corporation addresses issues of diversity and that balance of membership of the committees with respect to gender, age, ethnicity and stakeholder representation is appropriate to the needs and profile of the community served by the college.

Responsibilities In Respect of the CEO and The Clerk

The Chair is responsible for promoting a constructive and supportive working relationship with the CEO, to assist him or her in achieving agreed objectives while maintaining a professional relationship at all times.

Both post holders shall meet regularly for consultation and communication, and in particular for the following purposes:

- briefing of the Chair by the CEO on matters of interest and importance
- updating on key events and progress since the previous meeting
- informal exploration of differences of opinion as they arise
- agenda setting, in consultation with the clerk
- early warning of problems which may arise for the college
- the opportunity for informal discussions relating to working practice.

The Chair:

- shall undertake the annual appraisal of the CEO and ensure that the CEO has access to appropriate opportunities for development and training. The Chair shall report the outcomes of the appraisal process to the governing body
- offer both general and specific support to the CEO where strategic, major or contentious issues are involved
- shall undertake the annual appraisal of the clerk to the governors and report the outcomes to the body
- is responsible for instigating any disciplinary action against the holders of posts designated as senior posts, should the need arise
- shall assist in compiling job descriptions and personnel specifications of the CEO, other designated senior post holders and the clerk and shall supervise arrangements for the selection process.



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