

# The Sheffield College



# BECOMING A GOVERNOR AT THE SHEFFIELD COLLEGE



# ABOUT THE SHEFFIELD COLLEGE

**The Sheffield College is proud to be one of the anchor institutions in the city and wider region. We have one clear mission: transforming lives through learning.**

- With around 1,300 staff, we teach and train around 14,000 students and Apprentices a year
- We provide academic, technical, and professional qualifications, from entry through to degree level, and work with approximately 2,400 employers
- Education drives opportunities. Most of our students are local and are the city's talent pool and employees of the future
- Our students and Apprentices get the qualifications and wider skills they need to go further in their careers, including into Apprenticeships, employment and the next level course at college or university
- We work collaboratively to enable employers to address skills gaps, accelerate business performance and boost competitiveness and growth

**After a rigorous improvement journey, in 2023 we were delighted to be rated by Ofsted as a 'Good' college.**

- Our vision is that, by 2025, we will be leaders in technical and academic education, creating exceptional opportunities for the communities that we serve to realise their aspirations
- Our Strategic Plan 2021-25 outlines our aims and ambitions that focus on four key themes: learning, people, partnerships, and sustainability
- Our people are our biggest asset, and we invest in their professional development and success so that we can continue to achieve and deliver for our students, Apprentices, partners, and wider community
- We pride ourselves on having a strong team culture, regularly coming together to overcome challenges and celebrating our achievements
- Our governors are committed and dedicated and are driven by recognition of the positive impact that our college, and their role, has on our city and thousands of people's lives each year



## **We are recognised by the National Centre for Diversity as an inclusive employer and strive for diversity and inclusivity through every aspect of The Sheffield College.**

As a Leader in Diversity employer, we encourage applications from everyone and value diversity in our Governing Body and our workforce.

- We are also a Disability Confident Leader, committed to removing barriers for applicants with a disability during our recruitment process, upon appointment and as a governor
- We are committed to safeguarding and promoting the welfare of students. The governor role is subject to safer recruiting procedures and confirmation of appointment is only made following an enhanced DBS check, satisfactory references and checks against relevant director and trustee registers

This pack aims to outline a bit more about becoming a governor at The Sheffield College, and the expectations of the role.

For more information about this voluntary role, please contact Jean Tracy, Interim Director of Governance at The Sheffield College.

**0114 260 3399**  
**[governance@sheffcol.ac.uk](mailto:governance@sheffcol.ac.uk)**

# OUR VALUES

Inspired by our partnership with The National Centre for Diversity, our FREDIE+ values underpin everything we do at the college.



## FREDIE VALUES:

### **F**AIRNESS

We treat each other fairly, being open and honest

### **R**ESPECT

We speak to each other with respect and will consider each other's feelings, thoughts and rights

### **E**QUALITY

We make sure everyone has a fair chance to progress, succeed, be listened to and heard

### **D**IVERSITY

We celebrate, understand and accept, and embrace each other's differences and will be open to sharing and listening to new ideas

### **I**NCLUSION

We make sure that everyone feels valued and included

### **E**NGAGEMENT

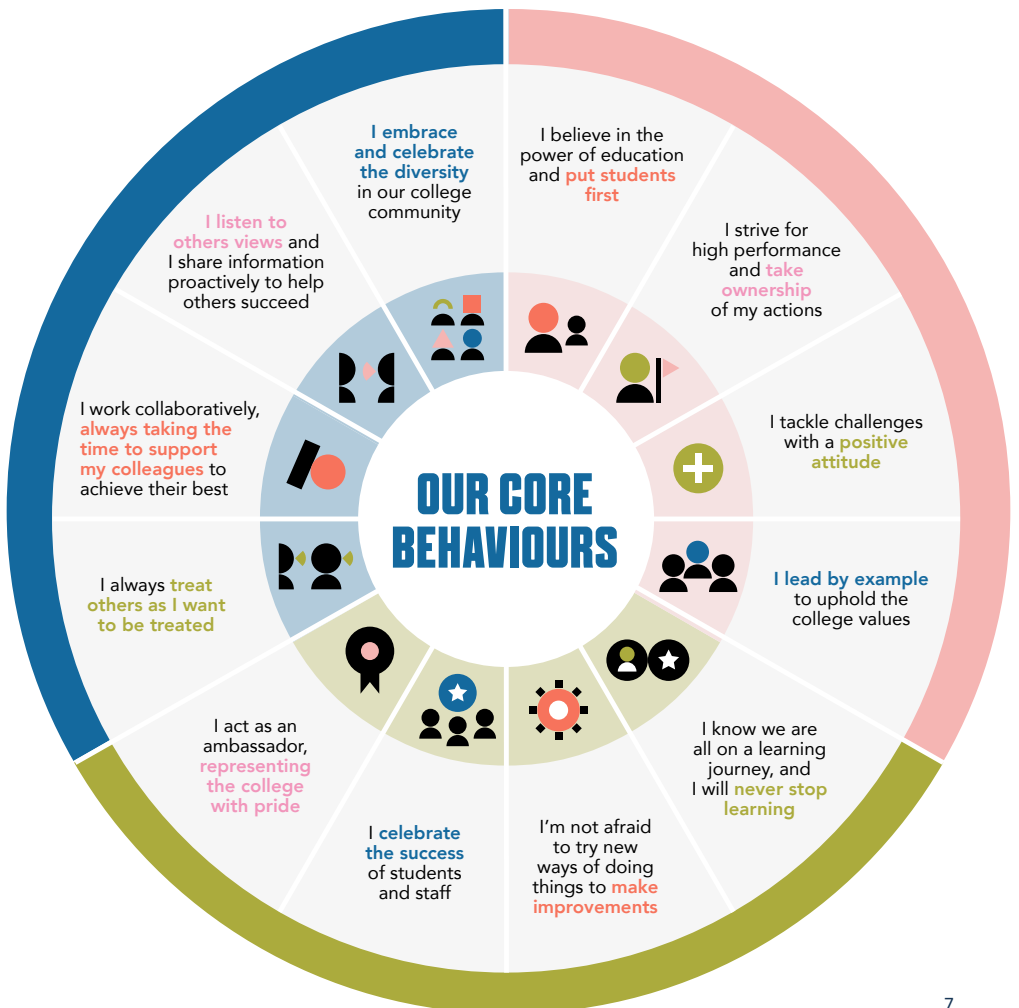
We communicate with transparency and support each other to feel empowered and be autonomous in making decisions



We actively encourage new ideas and innovation, continual development and a solutions focussed approach

# OUR BEHAVIOURS

To bring these values to life, our staff are clear on the behaviours that make the college a student first, high-performing and inclusive space for everybody.



## **THE GOVERNOR ROLE**

**OUR GOVERNORS  
BRING INSIGHTS,  
SKILLS, EXPERIENCE  
AND IDEAS THAT  
HELP TO SHAPE THE  
COLLEGE'S FUTURE  
DEVELOPMENT**



# WHAT WE ARE LOOKING FOR

## We are looking for inspiring people who are:

- committed to the values and aims of The Sheffield College, its role in improving education and training within the city region, and who are truly students first
- able to lead and contribute to conversations, to express their opinion and to play an active role on the board
- a strategic thinker, possessing an inquiring mind and an analytical approach and someone who understands the value of meaningful questioning
- able to challenge in order to always drive for improvement
- team players who are prepared to listen to and collaborate with others, understanding the importance of building strong working relationships
- willing and able to learn and be self-reflective
- experienced problem solvers
- champions of equality, diversity and inclusion – people who have a passion for driving this forward



# OUR EXPECTATIONS

## Our governors share collective responsibility for:

- putting students at the heart of everything we do
- determining the educational character and mission of the college and overseeing its activities
- approving the overall quality strategy and championing exceptional teaching and learning
- ensuring effective and efficient use of resources, the college's solvency and safeguarding its assets
- approving the annual budget
- appointing and determining the conditions of service of the Senior Post Holders
- setting the framework for the pay and conditions of service of all staff
- approving the policy for tuition and other fees that students pay to the college

We regularly invite all our governors to visit the college to engage with staff and students and take on committee and link roles.

# TIME COMMITMENT

**Each year, being a governor typically includes the following time commitments:**

- at least three full meetings of the Governing Body – plus reading and preparation time
- minimum of four meetings of Governing Body committees – plus reading and preparation time
- one Governing Body strategy event which is usually one full day in January
- six hours of induction activities, spread over the first six months online
- five hours of mandatory training
- eight hours of college engagement attending college events (e.g. Student Celebration Awards, Graduation, Staff Excellence Awards) or link governor duties
- occasional task and finish groups that draw on individual governors' particular skills, interests, and experience
- keeping up to date with the sector by subscribing to Association of UK Colleges' weekly newsletters and briefings

Between meetings, you will also be asked to respond in a reasonably timely way to requests for comment from the Director of Governance, the Chair of Governors, Chairs of Governing Body Committees, and members of the Executive Leadership Team.



# EXPENSES

**A governor is a rewarding voluntary role. The college will cover any reasonable out-of-pocket expenses.**

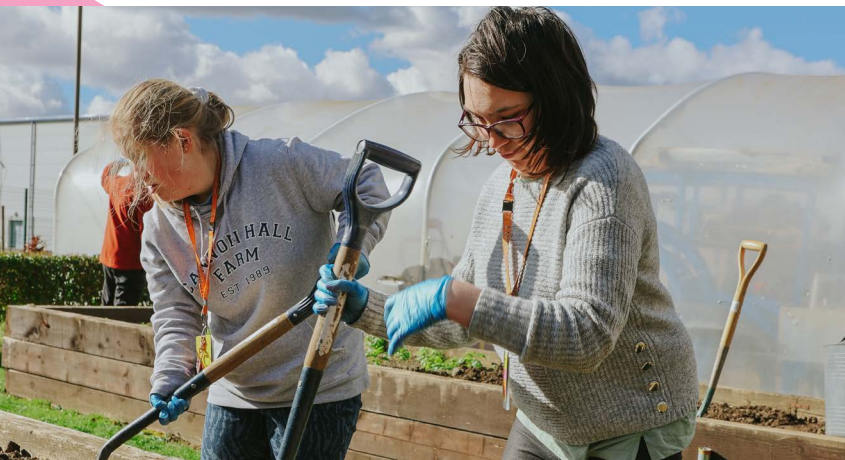


# LEGAL LIABILITY OF GOVERNORS

**Governors are legally responsible for safeguarding the college's assets and its solvency. The law relating to the personal liabilities of governors is complex and its interpretation is ultimately a matter for the courts, therefore the following points are for general guidance.**

## **A governor should:**

- be satisfied that any course of action is in accordance with the college's Instrument and Articles of Government and other relevant regulatory documents
- ensure they do not commit the college to action it cannot carry out
- ensure that the college does not continue to operate if it is insolvent
- register their disagreement if they are concerned that any action would be contrary to any of the above
- act honestly, diligently and in good faith, taking professional advice on appropriate circumstances
- avoid putting themselves in a position of conflict between their personal interests and those of the college



# CODE OF CONDUCT FOR GOVERNORS

## Our governors are required to follow the college's Code of Conduct and should:

- support the aims and objectives of the college and promote its interest and those of its students in the wider community
- work in the best interests of the college
- acknowledge that differences of opinion may arise in discussion of issues, but, when a majority decision of the Governing Body (GB) prevails, all members should support the outcome
- base their views on an honest assessment of the available facts, unbiased by representative views
- acknowledge that they have no legal authority outside the meetings of the GB and its committees
- understand they cannot make statements or express opinions on behalf of the governors unless by prior agreement
- not use the position of governor to benefit themselves or other individuals or agencies
- declare immediately any personal conflict of interest in relation to matters that they consider as governors
- respect the confidentiality of marked items of business
- participate in training and development programmes to increase their effectiveness as a governor and their knowledge of the college
- give priority, as far as practicable, to attendance at meetings of the GB and its committees
- be aware of the need to promote public accountability for the actions and performance of the GB
- adopt the 'Seven Principles of Public Life' as recommended by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty, leadership

**Note:** the college has legal liability insurance cover in respect of its governors and officers.



# PERSON SPECIFICATION

Successful candidates are expected to demonstrate in their application and at interview that they have the core attributes of governorship of The Sheffield College and will add value to governing the college through specific skills, occupational knowledge and/or stakeholder links.

## Personal circumstances

- Must be willing and able to accept the duties of a charity trustee and must not be an undischarged bankrupt or subject to a current arrangement with creditors
- Have not been convicted of any offence within the last five years and had a sentence of imprisonment passed (whether suspended or not) for a period of more than three months without the option of a fine\*
- Have not been disqualified from acting as a charity trustee under the Charities Act 2011
- Must be willing and able to commit the time required to your duties as a college governor (see time commitment)

\* the role is subject to an enhanced Disclosure and Barring Service check



# CORE ATTRIBUTES OF GOVERNORSHIP

## **Committed**

Someone with a strong commitment to The Sheffield College, its role in improving education and training within the city region and has ambitions to achieve best possible outcomes for learners. Someone who appreciates technical education and is willing to spend time with learners. This also involves commitment to devoting the required time and energy to the role, being prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance and be an ambassador for the college in their networks.

## **Challenging**

Being able to challenge without offending, understanding the value of critical friendship, which enables both challenge and support, not taking information or data at face value and always driving for improvement.

## **Team player**

Prepared to listen to and collaborate with others, understanding the importance of building strong working relationships in the board and with executive leaders, staff, parents and carers, students, the local community and employers.

## **Confident**

Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.

## **Strategic thinker**

Possessing an inquiring mind and an analytical approach, someone who appreciates the bigger picture and understands the value of meaningful questioning.

## **Willing to learn**

Self-reflective, pursues learning and development opportunities to improve their own and whole board effectiveness, with a strong sense of the importance of effective governance processes.

## **Creative**

Able to challenge conventional wisdom and be open-minded about new approaches to problem solving; recognising the value of innovation and creative thinking to organisational development and success.

# KNOWLEDGE AND EXPERIENCE

## Familiarity with the city of Sheffield, the city region and one or more of the following:

- local public sector organisations
- schools and other educational establishments
- Higher Education Institutions
- South Yorkshire Mayoral Combined Authority business community
- local community organisations and faith groups
- relevant professional and trade organisations

## Skills and abilities

### Literacy and numeracy

- Able to understand performance reports and statistical data

### Communication

- An ability to express ideas clearly and to listen and learn from others
- An ability to communicate about the college within your own networks

### IT skills

- The college communicates with governors via email and electronic communications and therefore you should be confident in using IT to read electronic documents and use email
- Experience of a management role with a broad appreciation of issues that affect senior leadership and management roles
- Experience of being a trustee or board member or equivalent experience (desirable)
- Expertise/experience that matches any specifics indicated in the call for expressions of interest to which you are responding

### Other

- Be committed to the college's policies and objectives relating to equality and diversity

# MEET OUR EXECUTIVE TEAM



**Angela Foulkes**  
Chief Executive and Principal



**Andrew Hartley**  
Deputy Chief Executive and  
Executive Director of Commercial  
and Operations



**Dave Trounce**  
Deputy Principal



**Paul Simpson**  
Executive Director of People



**Mark Pearson**  
Executive Director of Strategy  
and Systems Improvement



**Martin Harrison**  
Executive Director of Finance



**Jean Tracy**  
Interim Director of Governance

**The  
Sheffield  
College**

# FIND OUT MORE...

## **Useful resources:**

[The Sheffield College website](#)

[Welcome to Sheffield](#)

[Welcome to Yorkshire](#)

[Sheffield City Council](#)

[Our Sheffield Video](#)

[South Yorkshire Combined Mayoral Authority](#)

[Group Financial Statements 2021-2022](#)

[Ofsted Inspection Report 2022](#)

[Strategic Plan 2021 – 2025](#)

## **Get in touch**

For more information about this voluntary role please contact Jean Tracy, Interim Director of Governance at The Sheffield College.

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