



BECOME A GOVERNOR



College of
West Anglia



ABOUT the COLLEGE OF WEST ANGLIA

WISBECH



CAMBRIDGE



UNIVERSITY CENTRE



As one of the largest providers of education and training in Norfolk and Cambridgeshire, we provide the widest range of vocational courses, apprenticeships, A-levels, degrees and part-time recreational courses for everyone.

We are delighted to be officially rated 'GOOD' by Ofsted, who recognise we work productively with key stakeholders to develop a curriculum that meets local and regional skills needs well.

We are proud that Ofsted recognises our inclusive and supportive culture, resulting in CWA being a welcoming and friendly place to study.

Our campuses in King's Lynn, Wisbech and Cambridge demonstrate state-of-the-art facilities, providing environments and equipment of the standard you would experience in the workplace. Our teaching staff have industry backgrounds with real life skills and knowledge to share.

KING'S LYNN



SPORTS



RESPONSIBILITIES of the GOVERNING BODY

The Governing Body is responsible for the strategic direction and financial health of the college, the employment of the Principal and Chief Executive and senior post holders, and the framework for the employment of college staff.

As a governor, you will be helping the college to work towards its vision with the achievement of short-term plans and goals.

Our governors are committed to serving the local community with the provision of a quality educational experience for all.



The governing body has formed the following committees to assist it with the achievements of its responsibilities:

- Audit Committee
- Employment Policy Committee
- Finance and General Purposes Committee
- Performance Review and Quality Committee
- Remuneration Committee
- Search and Governance Committee

A calendar of governance meetings is published on the college website.

ROLE of a GOVERNOR



GOVERNORS ARE EXPECTED TO:

- Attend and participate in meetings of the Governing Body (four times a year).
- Contribute as a member of at least one committee (which meet approximately four times a year).
- Attend and participate in strategic development sessions.
- Participate in a range of governor development activities and, in particular, become knowledgeable about the teaching and learning at the college.
- Act as an ambassador for the college within the local, regional, and, on occasion, national settings.

The total membership of the Governing Body is 20 Governors, and we currently have a total membership of 17, comprising 13 independents, 2 staff, 1 student and the Principal/CEO is also a governor. In addition, one of the sub-committees has a co-opted member. These are individuals with specialist skills and experience.

Full details of the membership of the current Governing Body is available at cwa.ac.uk/governors

GOVERNORS ARE REQUIRED TO:

- Complete and update a Register of Interests.
- Accept and observe the requirements of the Governor's Code of Conduct.
- Declare that they are eligible to be a governor.
- Comply with DBS checking procedures.
- Hold the Executive Officers to account.
- Undertake and achieve Safeguarding, Prevent, and Equality, Diversity, and Inclusion training.



WHAT PERSONAL QUALITIES ARE REQUIRED?

To carry out the role to the highest standards and, as a holder of a public office, we are looking for people with:

- A strong interest in further education and training and a determination to improve student success.
- A knowledge of the West Anglia area and its economic, social and political character.
- An ability to understand complex matters relating to public education and training, and college performance.
- An ambition for the college.
- An ability to form effective working relationships with fellow governors, staff, and stakeholders.
- An ability to scrutinise, challenge, and actively support the work of the senior staff of the college.
- An ability to contribute to a learning governing body through example.
- A desire to work hard as a volunteer for the benefit of the college.
- A willingness to act honestly, openly, and with integrity.

As a volunteer, the role can be very worthwhile and enjoyable, but at times difficult and testing of your drive and commitment to the College and its students, and staff.

Some governors have commented on the value of their personal development and advancement through volunteering for the role of governor and how this has helped them with progression in work and other aspects of life.



VACANCIES

From time-to-time vacancies arise for governors of the Governing Body. Indeed, the Governing Body is keen to maintain a balance of experienced and newer governors to gain the full benefit of such mix.

If you would like to be considered as a governor, you should contact the Head of Governance in the first instance for an informal discussion.

The Search and Governance Committee is charged with the responsibility of matching potential governors against the personal qualities required and the role description for a governor. In due course, the committee will select a small 'panel' to meet with prospective governors and report back to the committee. If successful, the appointment will be recommended to the Governing Body.

Governors are appointed to serve a term of office of four years and shall not ordinarily serve for more than two consecutive terms of four years.



PERSONS INELIGIBLE to be a GOVERNOR

Extract from Instrument 7 of the Instrument and Articles of Government

- (1) No one under the age of 18 years may be a governor, except as a student governor.
- (2) The Head of Governance may not be a governor.
- (3) A person who is a member of staff of the college may not be, or continue as, a governor, except as a staff member or in the capacity of Principal.
- (5) A person shall be disqualified from holding, or continuing to hold, office as a governor, if that person has been adjudged bankrupt or has made a composition or arrangement with his/her creditors.
- (6) Where a person is disqualified by reason of having been adjudged bankrupt, that disqualification will cease:
 - (a) On that person's discharge from bankruptcy unless the bankruptcy order has before then been annulled, or,
 - (b) If the bankruptcy order is annulled, at the date of that annulment
- (7) 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.
- (8) A person shall be disqualified from holding, or from continuing to hold office as a governor if within five years before his/her appointment would otherwise have taken effect, or since his/her appointment he/she has been convicted in the UK, the Channel Islands or the Isle of Man or any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.
- (12) Upon a governor of the Governing Body becoming disqualified from continuing to hold office, he/she shall forthwith give written notice of the fact to the Head of Governance.

HEAD OF GOVERNANCE

The Head of Governance is employed by the Governing Body to provide governance administration and procedural advice on governance matters.

The Head of Governance for the College of West Anglia is Jules Bridges.

Jules can be emailed at Jules.bridges@cwa.ac.uk or called on **01553 815 228**

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