



Unlocking Potential Through Learning



Being a Governor at NCG



About NCG

NCG is one of the largest not-for-profit education and training groups in the UK and through our seven colleges and two national training providers, we help connect learners and employers on their journey to success.

What makes NCG unique is our structure as a group of colleges from different communities across England from Carlisle, Newcastle and West Lancashire in the North, to Kidderminster in the Midlands and Lewisham and Southwark in London. We also include two training providers - Rathbone and Intraining - with a reach that extends into

Scotland and Wales. This structure provides the opportunity to operate as a learning organisation, establishing what works well in different parts of the country, to spread good practice and to establish systems and support networks that enable all our colleagues to focus on what they do best.

UNLOCKING POTENTIAL THROUGH LEARNING, is the simple goal at the heart of everything we do, working with government, employers and partners to help thousands of people start and develop their career.



Responsibilities of the Board of Governors

As a member of the NCG Board of Governors your personal and professional knowledge, skills and experience is what we value most and we ask that you actively contribute to the Corporation and its committees. When carried out, the responsibilities of those who hold a position on NCG's Board of Governors enable the Corporation to carry out their responsibilities in respect of the Instrument and Articles of Government, Standing Orders and Code of Conduct.

The Board of Governors are supported by Local Governing Bodies which act as committees of

the Corporation and take responsibility for the curriculum choice for each college, for meeting local business plan targets and for delivery of high quality education and training in all our communities.

NCG Governors fall into 3 distinct categories; Non-executive Governors; Staff Governors; Student Governors. These categories represent NCG's three primary stakeholder groups and offer a broad and diverse perspective. Regardless of category, all Governors have responsibility for the following key functions:

- Determination and periodic review of the educational character and mission.
- Approving the Quality Strategy.
- Ensuring the effective and efficient use of resources, the solvency of the Corporation and the safeguarding of their assets.
- Approval of annual estimates of income and expenditure.
- Appointment, grading, pay and performance management of senior post holders, including the Clerk.
- Setting a framework for the pay and conditions of service of all colleagues.
- Assisting in the formulation and monitoring of the Groups Strategic direction, which provides the essential framework, for internal management.
- Agree annual targets, to monitor Groups performance.
- Attend appropriate Governor Induction and training events, as required.

- Participate in the annual self-assessment of governance.
- Ensure plans are in place for an orderly succession of membership, to maintain an appropriate balance of skills and experience.

Personal Qualities Required of a Governor

We want Governors to be drawn widely from and celebrate the diversity of the communities we serve. In addition, it is important that NCG Governors are:

- Fully committed to the role of Governor and contribute proactively to meetings.
- Ambassadors for NCG and act as advocates for the organisation.
- Willing to share their knowledge and expertise and support and challenge the executive to ensure the wider organisation and student interests always come first.
- In a position to allocate sufficient time to undertake their duties effectively.
- Aware of and able to comply fully with the Nolan standards of behaviour in public life.
- Interested in further/higher education and training and possess a determination to improve learner outcomes.
- Capable of forming effective working relationships with fellow Governors, learners, colleagues and stakeholders





NCG Board of Governors - Commitments

Below are details of the monetary arrangements and time commitments associated with the role of Governor:

- This is a voluntary role and as such, does not attract a salary however, out of pocket expenses are payable to cover all costs incurred during the course of your duties.
- Members are asked to attend 10 Corporation meetings per year, with additional time required for review of provided papers. It is estimated that the required time commitment will equate to approx. 1.5 days per month.
- As a Governor, you may be asked to sit on a Sub Committee of Corporation, which could require an additional time commitment, depending on the nature and frequency of these meetings.
- A number of additional (optional) events are held throughout the year which include; Special sessions of Corporation; Governors development / strategy days; Graduations; Celebratory Dinners. It is expected that Governors will make every effort to attend these events wherever possible.

Vacancies for Governors

From time to time vacancies arise on the Board of Governors and these positions will be appointed on merit and follow an open selection process that adheres to the requirements set out in the Instrument and Articles of Government and/or Standing Orders.

Where a vacancy exists, the Search Committee will identify a field of candidates giving consideration to an individual's personal suitability for appointment, the number of vacancies, the balance of the Corporation and its Committees in

terms of skills and experience, and the need to ensure that the composition of the Corporation broadly reflects the communities being served. All decisions on the appointment of Governors will be made by the Corporation.

As a Governor, you may be considered for reappointment at the end of your term of office, based on performance against a number of key measures however, Governors should not normally serve more than an eight year term.



Governor Recruitment and Appointment

The process for Governor recruitment and appointment includes the key stages below:

- All candidates for Governor roles will be asked to provide a CV and brief covering letter explaining their suitability for the position.
- All candidates will be asked to complete the Governors Skills Matrix, which will form the basis of applicant evaluation and assist in assessing suitability. The Skills Matrix identifies the skills, experience and connections that are needed to ensure the business is successful and the responsibilities of Governors can be delivered effectively.
- The interview process will include a discussion with the candidate of the work of the Corporation and of NCG and the experience and expertise that the candidate can bring. In addition, each candidate can expect to receive an overview of the group.
- Candidates who are interested in appointment may be invited to observe a Corporation meeting.
- All Governors are afforded the opportunity to undertake induction training within six months of being appointed. The purpose of induction training is for new Governor's to get to know and understand the responsibilities of the Corporation under the Instrument and Articles of Government, the structure and procedures of the Corporation, their responsibilities as a Governor, any health and safety requirements and to be informed about current developments within NCG and the wider further and higher education landscape.



Clerk to the Corporation

The Executive Director of Governance, Assurance and Risk (acting as the Clerk to the Corporation) provides advice to the governing body that enables them to discharge their responsibilities effectively. The Executive Director of Governance, Assurance and Risk is David Balme.

David can be contacted on:

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