



THE ROLE OF STUDENT GOVERNOR

South Staffordshire College is an independent Further Education Corporation and an exempt charity operating under its own Instrument and Articles since 1993 and secondary legislation established under the Higher and Further Education Act 1992. The College is based on five sites at Tamworth (Croft Street - main site and TORC), Lichfield, Cannock and Rodbaston. Its diverse range of courses are delivered on and off campus across the districts of Tamworth, Lichfield, South Staffordshire and Cannock.

Governors take joint responsibility for its educational character (the kind of provision it makes for the student groups it serves) and for ensuring that it is well managed and solvent. Each governor brings to the governing body a mix of knowledge, skills and abilities which are unique, but which compliment those of other governors to provide a range of expertise which aims to give strategic direction to the senior management of the college.

The governing body is made up of 18 people from all walks of life, including volunteers from the local community and local businesses. This total also includes the Chief Executive and Principal, two staff members and two student members. All governors are Charity Trustees.

Operational responsibility is delegated to Claire Boliver, the Chief Executive and Principal and members of the Executive Leadership Team.

The governing body meets at least 8 times per year (twice per term) and meetings usually commence at 9am. Student Governors are also invited to attend the Quality Improvement Group which meets 3 times per year (once per term).

Note: Students are appointed as governors for the duration of their enrolment as a student of South Staffordshire College.

Estimated time commitment required: a minimum of 4 hours per month.

APPLICATION AND RECRUITMENT PROCESS

The Appointment of the Student Governor will be in accordance with the processes set out in the Instrument and Articles of the College and the Policy on the Selection of Governors as set out below:

4. STUDENT GOVERNOR

Where there is a vacancy for a student governor the selection process shall be as follows:

- 4.1 The vacancy shall be advertised to all students who are registered at the College. All students and apprentices whether on full time or part time courses are eligible to apply for the vacancy.
- 4.2 Students may apply for the role by writing to the Clerk providing details of the course they are attending together with a short statement on why they wish to be a governor and what they can bring to the role.
- 4.3 Where there is more than one application for the vacancy, the candidates' applications will be considered by a panel made up of 3 members drawn from the Governance and Search Committee and the Executive Leadership Team who will verify the applicants' suitability for the role. This may include interviewing candidates to assess their suitability for the role as well as identifying any support or training required to enable them to fulfil the role. The panel may have regard to the student's attendance and disciplinary records and other criteria agreed by the Governance and Search Committee when determining whether the student should be put forward to the student body for election or, (if only one candidate) to the Board of Governors

- for appointment.
- 4.4 Where there is more than one suitable applicant for the vacancy after the conclusion of the process at 4.3, a ballot will be held in which all students shall be entitled to vote.
- 4.5 The clerk shall determine the arrangements for the ballot and will oversee the issue and receipt of ballot papers
- 4.6 The name of the student selected shall be put forward to the Board of Governors who shall appoint the nominee provided that they are eligible for Board membership.

EXPECTATIONS OF THE STUDENT GOVERNOR:

- To participate actively and constructively in meetings of the Board and any committees or groups and, in doing so, to assist the Board in its oversight of the College's activities and effectiveness of College management.
- To put aside personal agendas and put forward the 'view of a student': acting in the best interests of the College at all times. **The student governor is not a student representative and is not expected to bring issues to the Board on behalf of the students nor to report back to students on the Board's business.**
- To attend meetings of the Board of Governors and commits to a target attendance of 80%.
- To attend other occasional events arranged by the College.
- If requested, to be a member of at least one committee or working group of the Board and to attend the necessary meetings.
- To abide by the Code of Conduct for governors as approved by the Board.
- To declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board.
- To abide by all Governance policies and rules relating to confidentiality, data protection and other relevant legislation.
- To commit to reading papers in advance of meetings and seeking clarification where required from the Clerk to the Corporation.
- To act as an ambassador for the College and to foster good relations between the College and the local community.
- To always act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies.

PERSONAL ATTRIBUTES:

- To take an active interest in Further Education in general and in the College in particular
- A passion to maintain standards and make the College a better place
- A willingness to act as part of a team
- The commitment to attend meetings and engage with fellow students through the Learner Voice System
- A willingness to join in discussions inside and outside meetings and put forward the view of a student in an appropriate manner
- A willingness to listen and consider the views of others
- Excellent attendance and disciplinary records as a student of the College

Further information can be obtained from Mary Mellor, Clerk to the Corporation.
mary.mellor@southstaffs.ac.uk

Approved by the Governance and Search Committee 6 May 2022
Approved by the Board of Governors 8 June 2022