



GOVERNOR Recruitment Pack



Dear Candidate,

A Letter from the Chair of the Corporation

Thank you for your interest in the position of Governor at [Coventry College](#).

The Corporation is the highest level of decision-making in the College, having overall responsibility for the strategic direction and financial health of the institution. As a Governor, you will be at the heart of the College, responsible for determining the education and training provided and the strategy for delivering it. You will make an invaluable contribution to the College's ongoing success, as recognised by our latest '[Good' Ofsted report](#).

Our Corporation comprises of 15 independent governors, two staff and one student governors, and the Principal/CEO.

Our Governors bring a wealth of diverse experience which supports the work of the College Senior Leadership Team. Collectively, our Governors draw on lived experiences that are wide ranging and diverse in terms of socio-economic backgrounds, cultures, faiths, ethnicity, gender, gender identity, age and disability.

Coventry College is seeking to recruit motivated and dynamic governors with a wide range of backgrounds, skills and experiences, with a commitment to improving standards in education and who can act as ambassadors for the College within the local and regional setting. The College would particularly be interested in candidates with the following backgrounds:

- Accountancy and audit (qualified accountants)
- Digital

We are committed to equality, diversity, and inclusion and welcome interest from applicants who are representative of all communities and backgrounds served by our college.

We are looking for candidates with:

- a good understanding of governance, safeguarding, risk and financial management, and strategic oversight;
- a personal commitment to further education and the mission and values of Coventry College;
- commitment to Coventry city and the wider region and its development;
- ability to work constructively and, as part of the governing body, acting fairly and impartially in the interest of the Corporation and the College;
- critical reasoning skills and ability to engage in board-level discussions and decision making;
- Board level or Senior Management background either in a professional or voluntary capacity is desirable.

Candidates must be able to commit to attendance at all the Corporation meetings and be willing to contribute to at least one of the sub-committees, with an opportunity to attend regular College events. The Corporation operates a number of committees:

- Finance & Resources
- Curriculum and Standards
- Audit
- Remuneration
- Search & Governance

The role is non-remunerated, but expenses will be paid.

A full induction will be carried out for new governors joining the Corporation.

Becoming a governor can bring you great personal and professional benefits, which include:

- The opportunity to work with a team of governors, senior leaders and employees in shaping the College strategic direction, providing educational excellence, championing skills and social mobility and driving economic prosperity for Coventry and the wider region
- Developing high-level professional skills and experience
- Building professional relationships and networks
- A deeper understanding of the further education sector
- Training in areas such as safeguarding, equality and diversity and health and safety
- A sense of achievement in making a difference to young people, employers, the College's key stakeholders and the community

How to apply

If you are interested in applying for the role, please submit your CV to the Head of Governance at: governance@coventrycollege.ac.uk.

Upon receipt of your CV, you will be sent an application form in line with Keeping Children Safe in Education guidance.

Please note that applications will not be considered complete until both the CV and completed application form have been received.

I look forward to receiving your application.

Yours sincerely



Anthony Gribben-Lisle

Chair of the Corporation

Coventry College



Coventry College earns 'Good' rating from Ofsted

Coventry College is proud to announce that it has earned a 'Good' rating in its latest Ofsted inspection, marking an important milestone on its journey of continued improvement.

Following a previous 'Requires Improvement' grading by the schools' watchdog in 2023, the college implemented a focussed strategy, centred on maintaining strong finances to invest in an inclusive and responsive curriculum, as well as fostering a culture that delivers excellence.

Ofsted's latest report highlights significant progress, commending the college's commitment to high-quality education, student well-being and a positive learning environment. Key highlights from the report:

- **Quality of education:** Ofsted praised leaders for successfully enhancing teaching and student achievement, as evidenced by improved outcomes and the introduction of the 'Coventry Quality Mark', which ensures structured and purposeful learning.
- **Ambitious, industry-focused curriculum:** Inspectors acknowledged the well-structured curriculum, which aligns with national and regional workforce needs, particularly in high-demand sectors such as health, social care and emerging technologies.
- **Strong teaching and professional development:** The report highlighted that teachers are highly qualified and benefit from structured CPD, including industry immersion days. The 'Six Things That Work' initiative has notably improved teaching standards and industry expertise.
- **Positive learning environment and student well-being:** Ofsted shared the learners feel safe, supported and engaged, with strong attendance rates and a motivational atmosphere. The college fosters professional behaviours, respect and resilience.

Governor Role

Purpose of the Role

To contribute to the work of the Corporation (governing body) as laid out below:

- The Corporation, led by the Chair, provides checks and balances to the operational executive team led by the Principal.
- The Corporation is accountable for its stewardship of public funds to deliver a quality service and for the performance of its legal and statutory duties.
- The Corporation will set the strategic direction of the College and monitor College performance by setting targets and agreeing key performance indicators.

Duties

These are specified in the Instrument and Articles of Government (a copy can be provided on request). Governors are responsible for:

- Determination of educational character and ethos;
- Articulation of vision, values and strategic direction;
- Approving the quality strategy of the institution;
- Oversight and monitoring of college activities;
- Effective and efficient use of resources;
- Financial probity;
- Safeguarding assets;
- Approving annual estimates of income and expenditure and three-year financial plan;
- Approving the strategic plan;
- Appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of the Principal, designated Senior Post Holders and the Clerk;
- Setting framework for pay and conditions of service of all other staff;
- Agreeing retention and achievement targets, monitoring academic achievement and raising standards;
- Ensuring the correct policies and procedures necessary to fulfil its legal obligations.

Eligibility:

- Governors are required to make an annual declaration of eligibility and of interests. This is held by the Head of Governance and is made available to members of the public.
- A person is not eligible to be a Governor of an FE college if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years, or been removed from office as a member of an FE Board within the last ten years.
- Governors should not normally have a teaching role or be a student at the college unless they are appointed as staff or student members.
- Governors are required to agree to Disclosure and Barring service (DBS) checks on appointment.

Governor Person Specification

Core Elements

Governors should be able to demonstrate:

- An active interest in further and higher education;
- Commitment to lifelong learning and the role of the college as a major provider of education and training;
- Commitment to promoting equality and diversity;
- Commitment to quality and raising standards;
- Willingness to promote the College within the community it serves;
- Ability to work positively with others and to contribute as a member of a team;
- Agree policies and strategies and ensure these can be monitored and implemented;
- Ability to make reasoned decisions and to act honestly, diligently and in good faith;
- Ability to contribute to establishing performance targets and the monitoring of performance against these;
- Commitment to attend Corporation meetings, Committees and other governor events and training sessions.

Generic Skills

- Strategic awareness;
- Financial awareness;
- Vision and commitment;
- Ability to share and work to common values;
- Critical listening and appraisal skills;
- Ability to ask probing questions;
- Analytical and problem-solving abilities;
- Integrity to act without self-interest;
- Ability to work within a framework of collective decision-making in the best interests of the Board and College;
- Awareness of standards in public life, public accountability and a determination to abide by them;
- Communication skills and the ability to influence.
- A commitment to the promotion of the College Equal Opportunities, Data Protection and Health & Safety Policies.

An appointment as a governor of Coventry College is a public appointment. All governors are required to abide by a Code of Conduct, which is based on the seven principles of public life (the 'Nolan' principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All governors, including staff and student governors, work on a voluntary basis. The College meets reasonable out-of-pocket expenses incurred by governors in the performance of their duties. These might include travel expenses incurred in attending external training courses or meetings.

We estimate that the time commitment required of a governor is between five and eight hours a month.

Successful candidates will be required to undertake an enhanced DBS check.

We are actively committed to safeguarding and promoting the welfare of children, young people and any vulnerable groups within the College community. We value our diverse College community and are actively committed to promoting equality and diversity in all areas of college life. Applications are welcomed from all sections of the community. We expect all our staff and volunteers to share these commitments.

For any assistance on how to apply, or for any further details about the role, please contact the Head of Governance at governance@coventrycollege.ac.uk or HR at HR@coventrycollege.ac.uk