



## CHAIR OF FINANCE COMMITTEE MEMBERS OF THE BOARD

### About the College of West Anglia

The College of West Anglia is one of the largest Colleges in the Eastern region. Currently there are around 750 full time and part time staff and a student cohort of approximately 10,000. The College turnover was £28 million in 2019/20.

In January 2019, the college was inspected by Ofsted (Government inspectors of teaching) and was graded as “GOOD”. All areas inspected were found to be Grade 2 – Good.

The college serves a mainly rural catchment area covering the counties of Norfolk, Cambridgeshire and South Lincolnshire. The main campus is in King’s Lynn – an historic market town with a population of around 40,000. There are two other campuses located in Milton near Cambridge and in Wisbech. Land based curriculum (Equine and Animal care) is offered at our Cambridge campus in Milton. The Wisbech campus offers a general further education experience. The College works in partnership with the local leisure centre in King’s Lynn and has a designated Sports Campus which operates from there.

The college has completed a number of major building projects at all 3 campuses, investing over £50m over the last decade, the most recent being a £7.5m new build / refurbishment at the Wisbech campus and a £6.5m new build University Centre building at King’s Lynn campus. The college has been very successful at attracting capital funding grants and now has some of the best facilities in the sector.

### About the roles:

Our experienced Chair of the Finance & General Purposes Committee has completed their maximum term of office. We would like to attract a qualified accountant who will bring high-level financial acumen and the confidence to support and challenge the College’s financial management. This person will lead the Finance Committee for which you will need the relevant scale of experience and credibility to be chair of this highly competent team.

In our second vacancy we are keen to attract more board members, particularly with senior experience of HR and/or Digital/IT skills. Both members joining the Board would also serve on the relevant committee.

We are keen to bring diversity to our Board; we have a large Eastern European population in our learner community and strongly encourage people from that community, and others, to explore becoming a College Governor. Experience within education is not as important as the scale and level of your career experience within your particular field.

Closing date for applications:  
Candidates informed of outcome by:  
Interviews to be held remotely on:

12pm, Monday 8<sup>th</sup> February 2021  
Friday 12<sup>th</sup> February 2021  
Wednesday 17<sup>th</sup> February 2021

### Further information:

Please contact the lead consultant below to confirm your interest and we will be happy to forward to you the following documents:

- Governance Structure • Board Meeting Schedule • Financial Statements • Ofsted Report •

**For more information or to discuss the role further, please contact:**  
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## **Governor** **Role Description**

### Responsibilities:

- To comply with the provision of the following documents as they apply to the role of members of the Corporation:
  - CWA Instrument and Articles of Government
  - Financial Memorandum
  - Corporation Code of Conduct
  - College of West Anglia Financial regulations and procedures.
- To act in the best interests of the Corporation and the College of West Anglia.
- To support the decisions of the Corporation and its committees once they have been reached on the basis of collective responsibility, even though you may have spoken against a proposal during the debate at a meeting.
- To attend college events (such as student awards, presentation and open evenings/days) to gain an appreciation of the work of the organisation, and to meet students, parents, employers and staff.
- To participate in training events, in order to enhance contribution to the Corporation.
- To understand that individual governors have no specific powers e.g., that statements may only be made on behalf of the Corporation by those authorised to do so.
- To give due priority to attending meetings of the Corporation and the appropriate committee(s).

### Duties:

- Determining the educational character and mission of the college and overseeing its activities.
- Ensuring the effective and efficient use of resources and safeguarding its assets.
- Overseeing the employment arrangements for senior postholders, and the framework for pay and conditions of other staff.
- Ensuring the financial health of the college and approving the annual estimates of income and expenditure.
- Appointing the Clerk.

### Accountabilities:

- To learners for quality of experience and outcome of learning goals.
- To the Government, Funding Bodies and public for the use of public funds.
- Local community.
- To Staff as their employer.



## **Governor** **Person Specification**

### General:

- To be committed to changing lives through learning.
- The willingness and ability to promote the safeguarding and equal opportunities policies adopted by the Corporation..
- To be able to attend meetings of the Corporation and appropriate committees given that these are held in working hours.

### 'Nolan' Principles of Public Life:

Members are required to conform to the seven principles set down by the Second Report of the Committee on Standards in Public Life (the Nolan Committee) in 1996:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

### Time Commitment:

It should be borne in mind that currently all meetings tend to be held on a Wednesday morning. The calendar of meetings is agreed annually by the Corporation. It is expected that Governors will attend the 5 full Board meetings during each year and become involved with at least one sub-committee or working party, which meet approximately 4 times each year. Meetings vary in duration and usually range from 1-2½ hours, depending on the agenda. Corporation meetings include a training/information agenda item and last approximately 3 hours. In addition, the Board holds 2 planning/training mornings each year. Governors are also invited to attend a range of College events taking place throughout the year, which often take place during the evening and at different campuses and venues.

Members will be expected to sign the Code of Conduct and declare interests. A DBS check will also be required.

### Reimbursement:

Unfortunately, we offer no remuneration for the post, but training and related travel and out-of-pocket expenses may be reimbursed.

### Eligibility Requirements:

Section 7 of the Instrument of Government specifies certain circumstances in which a person is, or becomes, ineligible to serve as a member of the Corporation.

### Appointment of Governors:

All applications are considered by the Search and Governance Committee, which makes recommendations to the full Corporation regarding Governor appointments.



## **Finance & General Purposes Committee** **Responsibilities**

### 1. Purpose and responsibilities:

- (a) The Corporation is responsible for, and cannot delegate its responsibility for, the following financial matters:
- Ensuring the solvency of the College
  - Safeguarding the College assets
  - Approving an annual budget before the start of each financial year.

The purpose of the Finance and General Purposes Committee is to assist the Corporation in the discharge of these responsibilities by advising the Corporation on all financial, IT and property matters. The committee will review the following areas and make recommendations to the Corporation thereon, as required:

- The effectiveness of the use of the College's resources
- The solvency of the College
- The procedures for safeguarding College assets
- The College's management accounts and operating statements
- The annual revenue and capital budgets
- The annual financial accounts
- The financial implications of recommendations made by other committees
- The College's property strategy
- The College's IT strategy and its implementation, including an annual review of the college website
- The support provided by IT for business systems
- Progress against the strategic targets remitted to the committee for monitoring

### 2. Powers:

- (a) The Corporation delegates to the Finance and General Purposes Committee the power to determine financial policies and in particular (but without loss of generality):
- To approve policies relating to the borrowing of money and the grant of mortgages, charges or other securities within the limits imposed by the Financial Memorandum
  - To approve investment policies for funds not immediately required for the running of the College, subject to the requirement to invest prudently
  - To approve the policy for the setting of College fees
  - To appoint the College's bankers
  - To review and approve proposals for the setting up of companies to undertake commercial activities
  - To review and approve sub-contracting partnership activities and approve the Supply Chain Fees Policy
  - To biennially review and approve the Treasury Management Policy
  - To approve minor modifications to the Financial Regulations during the year, subject to any modifications so approved being set out in full in the Committee's Minutes, which are laid before the full Corporation.
  - To approve the College's insurance and risk management policies
- (b) The Finance and General Purposes Committee has the power to request from other committees of the Corporation any information on the financial implications of matters discussed by them.
- (c) The Finance and General Purposes Committee has the power to approve contracts with a value of £500,000 or more.



3. Membership:

- (a) Six members of the Corporation, one of whom shall be the Principal
- (b) Membership may include a Co-opted Non-governor who brings additional relevant experience to the committee, as required.
- (c) Members of the Finance and General Purposes Committee, excluding Staff and Student members and any Co-opted member, shall be, ex officio, Directors of the College's subsidiary companies.

Meetings:

- (a) Quorum:
  - 3 members
- (b) Chair:
  - A non-executive member elected annually by the Corporation
- (c) Vice Chair:
  - A non-executive member elected annually by the Committee

A Co-opted Non-governor may not serve as Chair or Vice Chair of the Committee

- (d) In attendance:
  - The Vice Principal Corporate Services
  - The Head of Finance
  - The Clerk to the Corporation
  - SMT as required
- (e) Frequency:
  - At least three times per year to fit with the College's reporting and planning cycle
- (f) Standing agenda items:
  - The Clerk shall maintain a list of standing agenda items for each meeting, which shall be reviewed annually by the Corporation
  - The list of standing agenda items shall include the review of the management accounts
- (g) Agenda and papers distribution:
  - At least seven clear days in advance of the meeting