

THE ROLE OF A GOVERNOR

ABOUT THE COLLEGE: St Francis Xavier College is a Catholic sixth form college in the Roman Catholic Archdiocese of Southwark providing full time education for approximately 1200 students aged 16 – 19. Located in the London Borough of Wandsworth, the college is close to the Northern Line underground at Clapham South, National Rail at Balham and the main South Circular (A205) and A24 roads.

GOVERNING BODY (BOARD OF GOVERNORS): Eleven of the nineteen members of the incorporated governing body are appointed by the Archbishop as Foundation Governors; two governors are elected by the staff, one is elected by parents, one co-opted governor is selected by the board, two students elected as president and vice president of the student council are Student Governors, the Principal is an ex-officio member and the governing body invites the local authority to nominate one member to serve as a co-opted governor.

The Governing Body has oversight of, and responsibility for, the overall functioning of the college. It is responsible for the quality of the service to its students and their safeguarding and welfare; the health & safety of all staff, visitors and students, the financial health and solvency of the college, the proper use of public funds, the championing ethical behaviour and for ensuring effective management. It also has responsibility for setting and monitoring targets for the retention and achievement of students – ensuring that students continue their studies and achieve their learning goals.

Members of the governing body have a collective responsibility for their actions and therefore have a common role as set out in this role description, which applies to all members regardless of his / her category or how he / she is appointed.

ROLE: Governors are expected to:

Comply with the provisions of the following as they apply to the role of members of the governing body:

- Instrument and articles of government and any modification orders
- Conduct of Business (Standing Orders)
- Financial memorandum / funding agreement
- Governing body code of conduct
- Nolan seven principles of public life
- College financial regulations and procedures including counter fraud, bribery and corruption
- The Audit Code of Practice

Attend meetings of the governing body (held at least once a term) and meetings of committees on which they are asked to serve as well as an annual Focus session.

Read through the papers in preparation for each meeting and actively participate in discussion and decision making

Act always and only in the best interests of St Francis Xavier College with an awareness of risk and fraud.

Support decisions of the governing body and the committees of the governing body 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

Attend college events (such as open day) so as to gain an appreciation of the work of the college and to meet students, staff and parents

Participate in training, including the Governors Focus event, in order to enhance contribution to the governing body and understanding of responsibilities

Undertake a fair share of the work of the governing body

Contribute to regular self-assessment processes to evaluate the effectiveness of the governing body and its committees