

## THE ROLE OF A GOVERNOR

**ABOUT THE COLLEGE:** St Francis Xavier College (“SFX”) is a Catholic sixth form college in the Roman Catholic Archdiocese of Southwark providing full time education for approximately 1300 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):** Governors are charity trustees. Eleven of the nineteen members of the incorporated governing body of SFX 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 year 12 students are nominated as 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 second co-opted governor.

The Governing Body has strategic oversight of 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 of ethical behaviour, equality, diversity, and inclusivity and for ensuring effective management. It also has responsibility for setting and monitoring targets for the retention and achievement of all students – ensuring that students continue their studies and succeed with 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 outline description, which applies to all members regardless of their category or how they are recruited and 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
  - Charity Law
  - Conduct of Business (Standing Orders)
  - 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 and anti-corruption.

- 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 they may have spoken against a proposal during the debate at a meeting
- Attend key 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 and development, 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

**PERSONAL ATTRIBUTES:**

Governors will have a range of skills, qualification and expertise and there will be a balance on the Board. The personal attributes that good governors have include being:

- Committed
- Confident
- Curious
- Challenging
- Collaborative
- Critical
- Creative

All governor appointments will be subject to DBS clearance, references, declaration of eligibility and a “fit and proper persons” test. The minimum age (except for student governors) is 18.

**COLLEGE MISSION:**

*St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.*