

# Solihull College & University Centre and Stratford-upon-Avon College



# BECOMING A GOVERNOR



Solihull College  
& University Centre

Stratford-upon-Avon  
College





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Working together with



# About the College

## Overview of the College

Solihull College & University Centre is a large General Further Education College situated in Solihull in the West Midlands. It has three sites, in North Solihull and South Solihull and in Stratford-upon-Avon. The merger between Solihull College & University Centre and Stratford-upon-Avon College in February 2018 was seen as one of the best managed in the country.

We have over 10,000 students and a core population of 16–18-year-olds, the majority of which come from Birmingham. Apprenticeships and Higher Education provide excellent pathways for our students.

Our most recent Ofsted inspection result in March 2022, our first as a merged college, was good in all areas. The College's quality of teaching and learning is excellent, and our financial health is outstanding. We have a very good reputation locally, regionally, and nationally. Our student enrolment numbers are healthy and growing. Student satisfaction, staff satisfaction and employer feedback are extremely positive.

The College was one of the first to achieve an Institute of Technology (IoT) bid in 2019 and was successfully appointed as lead provider for the West Midlands and Warwickshire Local Skills Improvement fund (LSIF), the largest LSIF in the country. In 2023 the College won a Centre of Excellence World Skills Award, was recognised for its quality of careers support, and was admitted into the Chartered Institute for Further Education. Several awards have been won, including the 'Best Education, Training and Professional Development' provider at the Chamber Awards.



# Responsibilities of the Corporation

## The Corporation

The Corporation is responsible for:

- establishing the College's strategic direction;
- monitoring and challenging College performance against the agreed strategy and key performance indicators;
- maintaining the overall framework of policies and procedures within which the College operates; and
- ensuring students and apprentices are safe.

The Corporation is made up of 18 Governors from a wide range of professional backgrounds including education, finance, law, public service, private sector, and small business. College staff and students are also represented.

The Corporation currently has three Committees:

- Audit & Risk Committee;
- Remuneration Committee; and
- Search and Governance Committee.

Governors are expected to attend a high majority of the 10 meetings a year and two development days on Saturdays in January and October plus complete mandatory training. In addition, there are frequent opportunities to contribute to special interest groups, visit lessons, talk to students, and staff and attend regular celebrations of success such as the annual Higher Education Graduation Ceremony. Governors spend on average two days a month on college business.



# Role of a Governor

## Time Commitment:

- An ability to attend 10 full meetings (in person) of the Corporation a year, each lasting 3 hours, for full details of meeting times please visit our website.” We are currently reviewing the start times for our meetings for next academic year, so timings are likely to change. There will also be preparation for the meeting, which will include reading the reports in relation to the agenda that are distributed one week in advance of the meeting;
- An ability to be appointed to Committees of the Corporation and attend 3-4 additional meetings a year, each lasting 1–2 hours. The Corporation now has 3 committees which are usually conducted on Teams: Audit & Risk, Search and Governance and Remuneration;
- An ability to take part in ad hoc Special Interest Groups that are established by the Corporation to consider specific projects;
- A willingness to identify an individual area of specific interest and become the link with that area by visiting or receiving information to enable you to understand the area in more detail;
- A willingness to participate in at least two half-day Governor Development events per year. These normally take place on a Saturday morning; and a willingness to take part in and complete induction and other training. The induction process will include induction meetings with the Chair, the Director of Corporate Governance, Risk and Compliance and Principal / CEO, as well as other key senior managers to discuss areas such as Funding and Finance, the Skills Agenda and Accountability Statement, Curriculum and Quality, HR, Safeguarding, EDI.

It will be expected that the administrative induction process is completed within 3 – 6 months, including the completion of the DBS process.

- A willingness to complete an annual self-evaluation process with the Chair and Director of Corporate Governance, Risk and Compliance to review impact and set actions to consolidate and improve.

## Governors are required to:

- Complete and update a Register of Interests
- Accept and observe the requirements of the Governor’s Code of Conduct
- Declare that they are eligible to be a Governor.
- Comply with DBS checking procedures.
- Hold Executive Officers to account.
- Undertake and achieve Safeguarding, Prevent and Equality, Diversity and Inclusion training.

The Corporation comprises 18 Governors with a mix of skills and experience that underpin the work of the Corporation and its committees. This includes the Principal/CEO, 2 Student Governors and 1 Staff Governor. We also have 2 External Governors who are individuals with specialist skills and experience. Full details of the membership of the current corporation are available here: <https://www.solihull.ac.uk/about-us/college-governance/>

# What Personal Qualities are required?

- A commitment to education and lifelong learning and to the role of Solihull College & University Centre as the principal provider of educational opportunity in its locality and a key contributor to the regional economy;
- An ability to work positively with others and debate issues, whilst maintaining a constructive atmosphere;
- An ability to adopt a strategic perspective;
- An ability to listen to other viewpoints and express ideas in a clear manner; and
- A commitment to the promotion of equal opportunities.

# What Skills/Experience are required?

- Management experience, preferably at a strategic level in a medium sized or large organisation;
- Experience of team, partnership, or other collaborative working; and
- Some vacancies may require specialist expertise in, for example, audit/accountancy; financial management; human resource management; law; property and estates matters. This is to ensure that the Corporation has a balance of skills and experience.

## What specialisms we are keen to recruit from?

- Equality, Diversity and Inclusion / SEND
- Law
- Professionally qualified Finance Expert / Audit
- Property
- Sustainability

# Persons ineligible to be a Governor

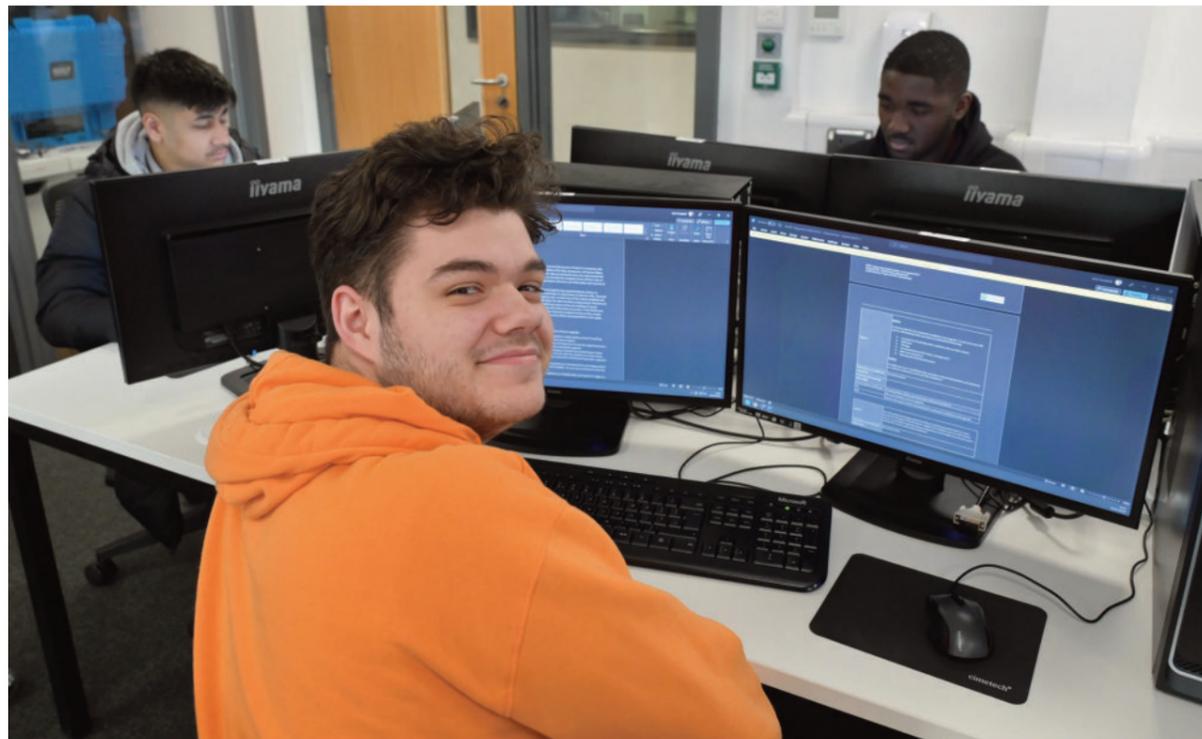
## Extract from Instrument 8 of the Instrument and Articles of Government:

- (a) No one under the age of 18 years may be a member, except as a student member.
- (b) The Clerk may not be a member.
- (c) A person who is a member of staff of the institution may not be, or continue as, a member, except as a staff member or in the capacity of Principal.
- (d) Paragraph (c) does not apply to a student who is employed by the Corporation in connection with the student's role as an officer of the Student Voice Executive or similar student voice role.
- (e) Subject to paragraphs (6) and (7), a person shall be disqualified from holding, or from continuing to hold, office as a member, if that person has been adjudged bankrupt or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking within the meaning of the Insolvency Act 1986(), or if that person has made a composition or arrangement with creditors, including an individual voluntary arrangement.
- (f) Where a person is disqualified by reason of having been adjudged bankrupt or by reason of being the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restriction undertaking, that disqualification shall cease:
  - (i) on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
  - (ii) if the bankruptcy order is annulled, at the date of that annulment; or
  - (iii) if the bankruptcy restrictions order is rescinded as a result of an application under section 375 of the Insolvency Act 1986, on the date so ordered by the court; or
  - (iv) if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
  - (v) if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.
- (g) Where a person is disqualified by reason of having made a composition or arrangement with creditors, including an individual voluntary arrangement, and then pays the debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of three years from the date on which the terms of the deed of composition, arrangement or individual voluntary arrangement are fulfilled.
- (h) Subject to instrument 9, a person shall be disqualified from holding, or from continuing to hold, office as a member if—
  - (i) within the previous five years that person has been convicted, whether in the United Kingdom or elsewhere, of any offence and has received a sentence of imprisonment, whether suspended or not, for a period of three months or more, without the option of a fine; or
  - (ii) within the previous twenty years that person has been convicted as set out in sub-paragraph h(i) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
  - (iii) that person has at any time been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, of more than five years.
- (j) For the purpose of this regulation there shall be disregarded any conviction by or before a court outside the United Kingdom for an offence in respect of conduct which, if it had taken place in the United Kingdom, would not have constituted an offence under the law then in force anywhere in the United Kingdom.
- (k) Upon a member of the Corporation becoming disqualified from continuing to hold office under instruments 5 or 8, the member shall immediately give notice of that fact to the Clerk.



# Vacancies

From time-to-time vacancies arise for Governors of the Corporation. The Corporation is keen to maintain a balance of experienced and newer Governors to gain the full benefit of such mix. If you would like to be considered as a Governor, you should contact the Director of Corporate Governance, Risk and Compliance in the first instance for an informal discussion. The Search and Governance Committee is charged with the responsibility of matching potential governors against the personal qualities required and the role description for a Governor. In due course, the committee will select a small 'panel' to meet with prospective Governors and report back to the committee. If successful, the appointment will be recommended to the Corporation.



**INSPIRING**  
**Motivating others to excel**  
We recognise and celebrate achievement, and empower staff and learners to exceed their perceived potential.



**INNOVATIVE**  
**Transforming our ideas**  
We seek continuous improvement, and use innovation to adapt to change.



**COLLABORATIVE**  
**Working together to achieve shared goals**  
We operate as one team, valuing the contribution each of us makes.



**CARING**  
**Making a difference**  
We care about the wellbeing of our staff, learners and communities by trusting, listening to, engaging with and supporting each other.



**RESPONSIBLE**  
**Making things happen**  
We are open, honest, and take full responsibility, individually and collectively, for our decisions, actions, performance and results.



**RESPECTFUL**  
**Welcoming others into our college community**  
We celebrate difference and diversity. We value others and recognise that their thoughts and feelings are as important as our own.

Solihull College & University Centre  
and Stratford-upon-Avon College



**Director of Corporate Governance, Risk and Compliance**

**Sam Bromwich**

and you can contact her at  
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