



# **New College Durham**

**An exciting opportunity  
to join New College  
Durham as our Head  
of Governance and  
Corporation Secretary.**



[newcollegedurham.ac.uk](http://newcollegedurham.ac.uk)

## Dear Applicant,

Thank you for your interest in the role of Head of Governance and Corporation Secretary at New College Durham. As Chair, I am immensely proud of New College Durham. The College is a vibrant place, has exceptional staff and students, and works in partnership with extraordinary employers. We have an enviable track record of achievement for both further and higher education students which is supported by first class industry-standard facilities, and outstanding links with employers and other stakeholders. We have positioned ourselves as a College that makes a significant and sustained contribution to the development of the North East region's economy, skills and employment.

As a progressive and continuously improving College, we have many strengths and opportunities. Our quality continues to be amongst the highest in the sector; our new multi-million pound Institute of Technology is open; the base of employers we work with is strong; and we have a track record of managing our staffing and finances exceptionally well. We were one of the few colleges in the country to pilot T levels and are the lead member of the North East Institute of Technology. Currently we have ambitious plans for capital investment to support the delivery of further T-levels and the development of our sports facilities. With already well-established Foundation Degree Awarding Powers, we are working to secure Degree Awarding Powers.

The North East is an excellent place to live and work. At its heart lies the historic and thriving city of Durham with its beautiful architecture. There is stunning countryside with a broad cultural base offering an outstanding quality of life.

One of the cornerstones of our success is the Governance arrangements which operate at the College. The successful candidate will bring valuable support and stewardship to our dynamic and forward-looking Corporate Board.

We seek an exceptional individual for the post of Head of Governance and Corporation Secretary. Details of the role are contained in the candidate information pack. If you feel you meet the requirements of the person specification for this exciting role, we would be delighted to hear from you.

We look forward to receiving your application.



Christine Warren  
*Chair of the Corporation*

# AN 'OUTSTANDING' COLLEGE

## Curriculum Overview

New College Durham is the largest provider of further and higher education in County Durham, achieving 'outstanding' status by Ofsted in June 2009. The Ofsted inspection concluded that the College was outstanding in every area. Since then, we have not rested on our laurels, indeed the College's academic performance and achievement rates since the last Ofsted has been maintained at the highest levels and our student achievements and pass rates remain high.

### EDUCATION AND TRAINING

#### Key Performance Measures

- >> Ofsted 'Outstanding';
- >> 90% Achievement Rate (All Ages/ All Levels) which places the College in the top 15% nationally;
- >> 93% Positive Student Destinations;
- >> Student satisfaction levels for Education and Training learners exceed sector benchmarks and are in the highest quartile;
- >> Level 3 Value Added is 'Very Good' as measured by an Alps T score of 3.

New College Durham provides an extensive curriculum from Entry level 3 to Level 6 at Degree level that serves students from County Durham as well as attracting students from across the North East and further afield. We have some unique curriculum areas and offer courses from Foundation vocational pathways, A Levels, Green Technology, Dental Nursing, Robotics through to Podiatry. The College has worked hard to ensure that the vision to provide first class learning and training for individuals, business and the community is embedded within our curriculum.

The College has maintained its high standards and outstanding quality student experience during a period of economic challenge and significant growth and diversification in funding and has actively sought out opportunities to innovate and develop. Working with key regional employers and securing the buy in from partner FE Colleges, Newcastle University and key regional employers, the College is the lead institution for the North East Institute of Technology (IoT).

The College is committed to ensuring its curriculum meets the needs of industry and has committed over £8 million to a new Institute of Technology, providing outstanding resources within the Engineering, Construction and Digital sectors. In addition, the College has invested £6million in a Digital, Media and Graphics zone and is the only provider in the North East delivering all of the newly introduced T-levels in 2020/21, with further investment planned to support additional T-Level qualifications being offered from 2021/22 including Health Science, Business and Leadership and Pharmacy Technician.

## APPRENTICESHIPS

### Key Performance Measures

- » Achievement rates for apprentices remain extremely strong and are within the top 5% of GFE Colleges nationally;
- » Overall achievement rates for both intermediate, advanced and higher continue to be very high,
- » Student satisfaction levels for Apprentices exceed sector benchmarks and are in the highest quartile;
- » 93% Positive Student Destinations.

New College Durham is nationally recognised as a leading provider of apprenticeship delivery. The College offers a wide range of provision in both frameworks and standards from level 2 to level 7.

The broad range of provision includes well established curriculums in areas such as Construction, Engineering and Digital, as well as diversifying into new sectors such as Fire Safety, Dental Nursing and Human Resources.

This has ensured over 1,000 apprentices are in learning year on year, meeting the needs of local and regional employers.



## HIGHER EDUCATION

### Key Performance Measures

- » Office for Students Registered;
- » TEF Silver;
- » 93% Positive Destination;
- » Foundation Degree Awarding Powers.

The College offers an extensive portfolio of over 50 different Higher Education qualifications from level 4 to 7 that are designed, developed and maintained to meet the skills needs of regional and national employers. The College has been validating its own foundation degrees for over 7 years, as well as working in partnership with the Open University to validate degrees and Masters qualifications.

The College places a strategic value on Higher Education within the curriculum. Throughout its time delivering Higher Education provision, New College has held several successful partnerships with validating institutions for its provision.

New College Durham was one of the first Colleges to be awarded Foundation Degree Awarding Powers and continues to be one of a small number of Colleges to hold these powers.

The quality and rigour of the College's Higher Education provision continues to be extremely high and financially secure, resulting in the renewal of these powers with continuation until July 2023. Indeed, the Office for Students has recently approved the College's 2020/21 - 2024/25 Access and Participation Plan with no enhanced monitoring requirements.





# THE CORPORATION AND ITS COMMITTEES

## Governance Arrangements

New College Durham is an independent Corporation, with exempt charity status, which was incorporated under the Further and Higher Education Act 1992. The Corporation (also known as the Governing Body or Board of Governors) is the controlling body that has ultimate responsibility for the success of the College.

The Corporation of New College Durham comprises a total of 16 members (also known as governors). Members are also charity trustees.

Members are drawn from business, the local community, stakeholders, partners, staff and students. The College Principal & Chief Executive is also a member. The aim is to establish a Governing Body, which operates effectively and provides as wide a balance of skills, expertise and representation of the community the College serves as possible. The Search Committee directs the search for prospective members and makes recommendations to Corporation as to the appointment of new members.

The Instrument and Articles of Government, issued by the Secretary of State for Business, Innovation and Skills, set out the legal duties and responsibilities of the Corporation and provides the underpinning authority for proper governance of College business.

The Instrument of Government sets out the constitution and procedures of the Corporation, covering membership, appointment of the chair, vice chair and clerk, the eligibility of members and the proceedings of meetings.

The Articles of Government place responsibility on the Corporation for determining the educational character and mission of the College, oversight of its activities, setting the strategic direction, effective and efficient use of resources, maintaining its solvency, safeguarding its assets, approving budgets and establishing a broad framework within which the College is to develop and operate. Corporation has a strategic and monitoring role, and the College Principal and the senior team manage the day-to-day operations.

The Corporation meets at least 6 times a year. It operates through a structure of committees that have clearly defined terms of reference. The Committees of the Corporation are:

- » Strategy & Resources Committee
- » Audit Committee
- » Quality, Curriculum & Students Committee
- » Higher Education Student Experience & Quality Enhancement Committee
- » Academy Sponsorship Committee
- » Search Committee
- » Remuneration Committee

# THE CORPORATION AND ITS COMMITTEES

*Continued*

Typically, Corporation members attend full Corporation meetings and serve on one or two Committees. This means an attendance at meetings at least once a month during term time. Corporation meetings are held in the College on a Wednesday afternoon from 4.00 pm to around 6.00 pm. Meetings of the Committees are more flexible in timing and duration.

Corporation members are expected to give time to learning about the College, and to training to be effective Corporation members. There is a comprehensive Governor induction programme and ongoing training and development events are actively promoted, including attendance at conferences and regional training activities. Attendance at College events other than meetings is also encouraged, for example student graduation and awards ceremonies and the staff conference.

The role of the Corporation member is a voluntary one and does not attract remuneration; however, expenses necessarily incurred will be refunded.

**Eligibility** - As part of the appointment process you will be required to confirm your eligibility to serve as a Corporation member under the Instrument and Articles of Government and confirm that you are not disqualified from acting as a charity trustee under the Charities Act 2011

**Safeguarding** - New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all volunteers to share this commitment. Successful applicants will be required to apply for Enhanced Disclosure from the Disclosure & Barring Service (DBS), provide evidence of identity and provide satisfactory references.

The Board is served by an independent clerk, the Corporation Secretary, who is responsible for advising the Corporation on the operation of its powers, procedural matters, conduct of business, governance practice and for providing a full support service to the Corporation and its committees.

If you have any questions about the governance arrangements please contact our Head of Governance & Corporation Secretary by email [emma.simson@newdur.ac.uk](mailto:emma.simson@newdur.ac.uk) or by phone on 0191 375 4011.



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## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Governance &amp; Corporation Secretary (HG&amp;CS)</b>
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Principalship and Corporate Services
<b>Accountable to:</b>	Corporation, through the Chair

### Job Purpose

To steward effective corporate governance of the College and its subsidiary/related companies. To independently advise the Corporation with regards to the operation of its powers, procedural matters, the conduct of business and to matters of governance practice.

### Context

This role requires the HG&CS to work closely with the Principal and Chief Executive and Chair of the Corporation on a daily basis, whilst ensuring at all times a professional balance between maintaining his/her independence and developing/maintaining the trust and confidence of the College Governors, the Principal and Chief Executive and Senior Managers.

## 1. Provision of governance advice to the Governing Body

The HG&CS will:

- ensure that the Governing Body operates at all times within its legal framework and complies with the Instrument and Articles of Government;
- independently advise the Governing Body on the proper exercise of its powers with reference to relevant legislation, rules and regulations and obligations and on the application of the education acts, charity law, company law and other laws and guidance affecting its work;
- monitor changes to the legislative framework and provide independent advice on action as appropriate;
- have access to appropriate legal advice, support and guidance and, where necessary, seek advice and guidance from third parties on behalf of the Governing Body;
- liaise with the Chair, Vice Chair, Committee Chairs and Principal & Chief Executive as required to ensure the effective conduct of Governing Body business;
- offer independent advice on best practice in governance, including on committee structures and self-evaluation;
- advise on the annual calendar of meetings and schedule of business;
- facilitate the induction of new Corporation Members.

The HG&CS should be familiar with the provisions of the following documents:

- Instrument and Articles of Government;
- Standing Orders of the Corporation;
- Governors' Code of Conduct;
- Committee Terms of Reference;
- Register of Interests and Conflicts of Interest Policy;
- Governor induction programme;
- AoC Code of Good Governance;
- Audit Code of Practice;
- Financial Regulations and Financial Procedures.



## **2. Meetings of the Governing Body and Committees**

The HG&CS is required to attend all meetings of the Corporation and its committees, give advice on procedure and prepare draft minutes of proceedings. In the event of the HG&CS being unable to attend a meeting the HG&CS will delegate the responsibility to another named individual.

The HG&CS should take appropriate independent action if and when the Corporation, the Chair or one of its committees appears to be at risk of acting outside their powers or if actions are being proposed that may be unlawful.

## **3. Agendas and Reports**

The HG&CS should plan the forward programme of meetings of the Corporation and its committees, identifying the main items to be taken at those meetings.

In conjunction with the Chair, Committee Chairs and appropriate lead managers, the HG&CS should prepare draft agendas for the Governing Body and meetings of Committees based upon the previous minutes and the agreed work plan, at least six to eight weeks in advance of meeting dates. Approval by the Chair is required before circulation.

The HG&CS will liaise with those members of staff preparing reports and will administratively manage the collation, printing and despatch of written reports to meet the requirements of meeting agendas.

Administrative support will be provided to print and post out board papers.

## **4. Minutes**

The HG&CS is responsible for preparing draft minutes of meetings and will administer the approval of draft minutes by the appropriate Chair of the meeting. The HG&CS will ensure the safe custody of the official record of the Governing Body business and maintain a record of outstanding business.

## **5. Membership of the Governing Body**

The HG&CS is responsible for all matters in relation to the administration of Governing Body membership.

The HG&CS will ensure that the following records are maintained:

- Register of Members
- Governor attendance at meetings;
- Governor training and development events (internal and external);
- Governor expenses;

- Governor skills audit;
- Governor Equality and Diversity monitoring data;
- Governance self-assessment, including meeting evaluation.

The HG&CS will ensure that the Governance pages of the College website are up to date and accurate.

The HG&CS will prepare material for the appointment of new Governors and will advise the Search Committee on recruitment strategies.

The HG&CS will ensure that disclosure and barring (DBS) clearance, reference requests and other eligibility checks have been carried out as appropriate.

The HG&CS will facilitate the induction and ongoing training of Corporation Members.

The HG&CS will make arrangements for staff and student elections as appropriate.

## **6. Standing Orders**

The HG&CS will maintain and regularly review the Standing Orders.

## **7. Terms of Reference of Committees**

The HG&CS will maintain and regularly review the Committee Terms of Reference.

## **8. Code of Conduct of the Governing Body**

The HG&CS will maintain and regularly review the Code of Conduct for the Governing Body.

## **9. Register of Interests and Hospitality – Governors and Senior Staff**

The HG&CS will maintain an up to date Register of Interests of Corporation Members and advise Members on declaring interests.

The HG&CS will, annually, formally request College Governors to review their entries in the Register of Interests and to confirm their continued eligibility to be Members of the Governing Body.

The HG&CS will keep the Governors' hospitality register up to date.

The HG&CS will, annually, formally request Senior Postholders and other Senior College staff to review their entries in the Register of Interests.

## **10. Correspondence, Contact**

The HG&CS will provide administrative support for the Chair, Vice Chair and Committee Chairs outside meetings as required, including acting as correspondent for the Governing Body.

## **11. Corporation Seal**

The HG&CS will hold the Corporation seal and ensure proper procedures are taken in the execution of any document under seal.

## **12. Public Interest Disclosure**

The HG&CS will act as Designated Officer under the Public Interest Disclosure Procedure.

## **13. Other duties**

Manage the evaluation of the performance of the Corporation including annual governance self-assessment, appraisal of the Chair, Vice Chair and Committee chairs, committee self effectiveness reviews and meeting evaluations. Advise Corporation on best practice in governance self-assessment.

Provide support for Corporation members in the governance inspection process (eg Ofsted, QAA, OfS, ESFA etc).

Manage the budget for Corporation PRN02 and review monthly budget reports on expenditure.

Maintain the records of the Corporation and make appropriate use of the electronic records management system.

Ensure that appropriate advice is given to Corporation Members who are involved in College internal appeal procedures.

## **14. Company Secretarial duties**

Provide professional advice and assist the Principal and Chief Executive in areas of company law, company secretarial practice and governance.

Act as Company Secretary for the College subsidiary company, Westfirst Limited.

Work closely with the Company Secretary of New College Durham Academies Trust and assist the College as Lead Sponsor in recruiting and

nominating Sponsor Directors and Local Governing Body Members.

Provide advice on applicable company and charity law as required.

## **15. General**

The HG&CS is expected to demonstrate the highest standards of integrity, attention to detail, time management and communication.

The HG&CS must demonstrate independent thinking and advice.

The HG&CS should have the ability to support the conduct of a meeting, take and produce minutes to the standard expected by the Governing Body, follow and advise upon agreed Policies and Procedures, and be motivated to achieve the highest standard of Governance for New College Durham. The HG&CS is expected to undertake continuous and relevant professional development in support of the role.

Comply with all College Policies and Statutory Provisions relating to Health and Safety at work, Freedom of Information, Data Protection and Equal Opportunities.

The duties of the post may vary from time to time without changing the general character of the duties and level of responsibility entailed.

Undertake any other duties commensurate with Grade.

## **General Responsibilities**

- 1) To promote the mission, vision and values of New College Durham
- 2) To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
- 3) To engage with line manager in regular appraisals and performance reviews against agreed objectives.
- 4) To be responsible for actively identifying own development needs
- 5) Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.



## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

- Assessed by key:
1. Application form
  2. Interview
  3. On the job

## PERSON SPECIFICATION

**Job Title:** Head of Governance & Corporation Secretary (HG&CS)

Knowledge & Experience	Assessed by	Essential	Desirable
Relevant degree and/or professional qualification eg. The Chartered Governance Institute (formerly ICSA), law, accountancy, audit, business management	1	✓	
English <b>and</b> Maths at Level 2 (GCSE/O Level, Grade C or above) or equivalent or willing to work towards	1	✓	
Recent knowledge and experience of competently using all Microsoft Office Packages eg Word, Excel, Office	1,2,3	✓	
Willingness to undertake further training as required	1,2,3	✓	
A commitment to Continuous Professional Development (CPD)	1,2,3	✓	
Experience of working in a Company Secretarial or similar senior capacity with exposure to board level interaction	1,2	✓	
Knowledge of formal conduct of committee business, including legal and financial framework	1,2		✓
Recent experience of minute taking	1,2	✓	
Experience of working within an FE/HE College or School	1,2		✓

Skills	Assessed by	Essential	Desirable
Ability and confidence to operate independently of the senior management team and to provide advice which is unbiased and impartial	1,2	✓	
Excellent communication and interpersonal skills, both written and verbal	1,2	✓	
Ability to prioritise and to keep to deadlines within a challenging environment	1,2,3	✓	
Ability to rapidly develop confidence and trust with Governors and staff throughout the organisation	2,3	✓	
A commitment to resolving problems and to improving own performance	2,3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to governors	2,3	✓	
Availability to work flexibly, including evenings when required.	2,3	✓	
A methodical and meticulous approach	2,3	✓	
Strong organisational skills and personal resilience	2,3	✓	
Suitable to work with young people and vulnerable groups.	1,2,3	✓	
Ability to drive and have clean licence or have access to mobility support	1		✓

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

# HEAD OF GOVERNANCE AND CORPORATION SECRETARY BENEFITS PACKAGE

The Board of Corporation recognise that we are seeking to recruit an exceptional individual and as such we are able to offer an excellent benefits package which includes:

- » £50,000 to £55,000 per annum
- » Flexible working arrangements
- » 35 days holiday (plus bank holidays) per annum;
- » Local Government Pension Scheme;
- » Private Medical Insurance (for self);
- » Support with professional development;
- » Relocation assistance in line with the College's prevailing policy.

The post holder will also be eligible to select from a range of flexible benefits which are offered to all staff, including:



Buying Additional Holiday – this benefit allows staff to buy holidays in addition to their contractual entitlement.



Legal Services – discounted legal services from Irwin Mitchell Solicitors.



Cycle2Work – a salary sacrifice benefit allowing staff to purchase a bicycle and make tax and NI savings in the process.



My Club Nissan – a discounted vehicle purchase scheme exclusive for members of Nissan supply chain.



Dental Insurance – three levels of dental insurance are available and can be extended to cover other family members.



Charitable Donation – ability to make monthly donations directly from an employee's salary to charities of their choice.



Gym Membership – staff can access the College gym facilities for a low monthly fee.



Retail Vouchers – gift vouchers can be purchased at a discounted rate for various retailers.



Independent Financial Advice - free access to a list of approved Independent Financial Advisers in their local area.



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