

## **Trustees (Governors) information and duties**

Number of Governors –Minimum of 10-max 20 -inc Principal, 2 staff and 3 students (2 FE : 1 HE)

Appointments are for 4 years except for students which are annually.

Governors act collectively and must abide by the majority decision (even if they voted against). Their role is to set the strategy and educational character of the college, oversee its activities and expenditure and appoint and monitor the performance of the Principal and senior postholders. Since 2012 there has been much greater emphasis on a Governor's oversight of Teaching, Learning and Assessment

Approx 5 Board Meetings a year and approx 3 meetings for each committee. It is hoped that Governors will be willing to serve on at least one committee. The target for attendance at meetings is 75%.

Governors will have access to Sharepoint where all minutes, documents etc are kept. They may raise any questions they have regarding committee meeting minutes at the subsequent board meeting although they may contact the Clerk at any time if an earlier response is required.

Governors must act in accordance with the Instruments and Articles of Government, financial memorandum and financial regulations, the college policies and procedures and the terms of reference of the board and committees. All are on Sharepoint

Governors must declare any interest that could be construed by a member of the public as something which could influence their decision regarding an agenda item. In short they must not only have integrity but be seen to have integrity.

Governors must always act in accordance with the Code of Conduct and in the best interests of the college and not be bound by any mandates (e.g. A staff member does not represent the staff). They must not disclose confidential information and if in doubt must seek the advice of the Clerk. Governors should use their college email addresses for correspondence.

In short a governor must not act negligently but honestly and reasonably with diligence and care. Current legislation makes this particularly relevant to Health and Safety and Data Protection.

Contact details of the Clerk:-

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