

## **CCC Board Member Role Description**

### **Information about the role**

1.1 The position of board member provides the opportunity to be directly involved in the strategic development and formal decision-making process of the Board. Board members play an important role in setting the aims and strategy of the college and holding the Chief Executive and members of the Executive Team to account.

1.2 All board members (including staff and student members) are expected to conduct themselves in line with the code of conduct and in line with the Nolan principles of public life.

1.3 The Board's expectations of its members are that they will be committed to attending its meetings (seven per year) and attend training sessions as and when needed. Membership of a committee is also expected, which meets 3-4 times per year.

1.4 Board meetings tend to start late afternoon or early evening. Workshops take place in the afternoon – but occasionally are whole-day events. They can take place at any of the college's ten sites but usually take place at the Victoria, Kings Cross or Tottenham sites. Some meetings are held by conference call if deemed appropriate.

1.5 The Instrument of Government precludes board members from being bound, in speaking and voting, by mandates from others.

1.6 Board members are expected to adhere to a principle of collective responsibility. Members of the Board do not have the power to take action on behalf of the Board unless they have been asked to do so by the Chair or during a meeting. In matters of general policy, it is expected that all members support the Board's various decisions and policies. Members are always free to raise differing views in meetings but should not be seen to undermine the Board's position in public.

1.7 Currently, membership of the board is carried out on a voluntary basis and is not remunerated.



## Summary of the responsibilities of the Board

2.1 The Board is responsible for the aims and vision of the college and is responsible for oversight of its senior executives' performance. At a headline level, the responsibilities of the Board are as follows:

Strategy  
Oversight  
Solvency

### 2.2 Legal Duties (Reserved Areas)

The Board's constitution is defined by its Instrument and Articles of Government which were approved in October 2025. The following areas are reserved to the Board under Article 3(1) and may not be delegated: -

- a) the determination and periodic review of the educational character and mission of the institution and the oversight of its activities (including obtaining the views of staff and students in this regard);
- b) overseeing the quality of teaching and learning within the institution and associated improvement strategies;
- c) the effective and efficient use of resources, the solvency of the institution and the Board, and safeguarding their assets;
- d) approving annual estimates of income and expenditure as part of the college's annual budgeting process;
- e) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including, where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff; and
- f) setting a framework for the pay and conditions of service of all other staff.

### 2.3 Other Board Responsibilities (not specified within the Instrument and Articles)

- a) Setting and monitoring the achievement of the college's strategic plan;
- b) Monitoring the financial management of the college, through the receipt and consideration of monthly management accounts;
- c) Monitoring equality and diversity both for staff and students and ensuring that any actions to address inequality are made available to the public, with expected completion dates;



- d) Overseeing the student experience, including the safety and well-being of students within the approved annual budget;
- e) Ensure that effective safeguarding arrangements are in place for students and vulnerable adults;
- f) Authorise any contract to purchase goods or services valued at over £750,000;
- g) Approve the college's fees policy;
- h) To consider strategic planning associated with major changes or development of the college's premises;
- i) To oversee any matters related to repair, maintenance and facilities management of the college's premises;
- j) To oversee the college's Human Resources strategy and practice including the monitoring of employment trends, including staff turnover, headcount, diversity, disciplinary cases and Employment Tribunals;
- k) To consider and approve organisational changes to the senior management structure of the college;
- l) To monitor staff pay settlements and receive confirmation from the senior management team that they fall within the college's annual budget as recommended for approval by the Board;
- m) To oversee employment policy including the consideration of changes to the college's employment policy, where new or substantial change is involved;
- n) Consider strategic issues as they arise.

### **Time commitment**

3.1 Whilst the Board accepts, that it is currently a voluntary body reliant on the goodwill of its members who have limited time, there are certain minimum requirements in addition to a more general expectation that Board members will do their best to take an active interest in key areas of the colleges' activities.

3.2 In addition to attending Board meetings, which meet seven times during the academic year, each Board member is expected to be a member of at least one committee which meets at least once a term.

3.3 There are occasionally ad hoc meetings and governors are also expected to attend other events such as the annual student awards ceremony in support of the ethos of recognising and celebrating student achievement.



- 3.4 Capital City College is large and board members could easily devote all their time to meetings and never make positive contact with the college itself. There is a board member link system which provides members with an opportunity to get to know particular aspects of our work. This will be organised once induction has been completed.
- 3.5 The guide below gives a rough estimate of the time commitment associated with the roles contained within the Board's membership.

<b>Role</b>	<b>Hours per month</b>
Board member	15
Committee Member/College Education Board Member/Training Oversight	8
Committee Chair/Vice-Chair of Board	20
Chair of Board	25+

3.6 There is very little time in meetings to offer board members background briefings on key issues or allow extended discussion about educational principles and longer-term strategies. To remedy this, two half-day workshops will be run in addition to the seven Board meetings during the academic year to allow for extended discussion and increased focus on key strategic issues.

Occasionally an overnight residential event may be arranged – or a full-day workshop.