

Become involved in  
College Governance

**SALFORD** ● ● ●  
**CITY** ● ● ●  
**COLLEGE** ● ● ●



[www.salfordcitycollege.ac.uk](http://www.salfordcitycollege.ac.uk)

## Welcome to Salford City College

Thank you for your interest in our Corporation.

This booklet is designed to give you an idea of what the Corporation's role is and what you need to do to apply to be a member.

Salford City College was established on 1st January 2009 following the merger of Eccles, Pendleton (sixth form colleges) and Salford College of Further Education. We are one of the largest and most successful colleges in the North West. We are a Beacon Status college, awarded for delivering outstanding teaching and learning.

Our ambitious mission is to “inspire people to create opportunities and enrich lives through learning”.

We will do this by harnessing community pride, loyalty and enterprise to embrace learning as the key to opportunity and enrichment.

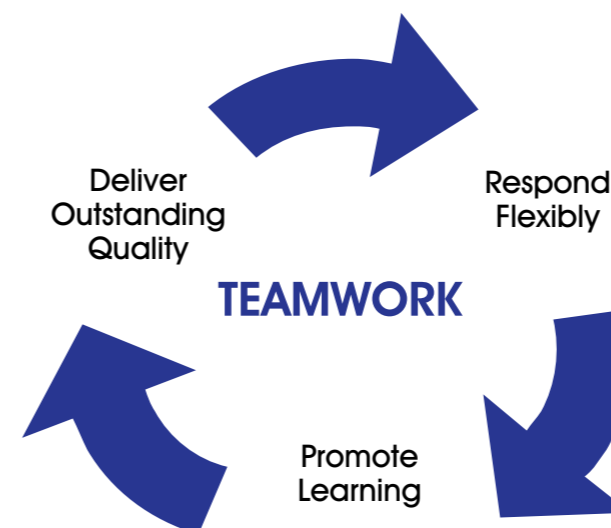
Underpinning this vision will be a strong sense of team spirit at all levels – staff, students, parents, employers and politicians will exploit opportunities to work together to achieve their goals and enrich the overall quality of life in the city.

Specifically the college will:

1. Proactively promote learning opportunities available at both the college and its partner providers.
2. Strive to respond to the demands of individual learners, employees, employers and national priorities by developing a wide range of flexible delivery options.
3. Constantly seek to improve and provide learning experiences of outstanding quality

I hope you get the opportunity to be a part of Salford City College and thank you for your interest in our Corporation.

**Principal / Chief Executive**



### Members of the Corporation

- Determine and periodically review the educational character and mission of the college and oversee its activities.
- Approve the quality strategy of the college.
- Ensure the effective and efficient use of resources, the solvency of the college and the Corporation and the safeguarding of assets.
- Approve the annual estimates of income and expenditure.
- Appoint the senior staff and determine the pay and conditions of service of all staff.





The college builds on an outstanding reputation and history for delivering high quality education and plays a major part in the local community.

Each centre has achieved success - including being graded "Outstanding" by OFSTED, achieving Learning and Skills Beacon Status and being in the top 10% of the country for Student Added Value.

## Introduction from The Clerk to the Corporation

The governing body of the college is Salford City College Corporation. It has 20 members who have a wide range of personal skills and many have experience of education, business and other professions.

I am delighted that you are interested in becoming a member of the Corporation, which you will find an enjoyable and rewarding experience. The essential requirements for joining us are a commitment and interest in contributing to the leadership of first class educational opportunities for young people and adults in Salford.

If you join us you will become part of a progressive innovative and expanding educational establishment committed to meeting the needs of the community it serves.

Corporation members are comparable with the non-executive directors of a public company but instead of being accountable to shareholders, they are accountable for public funds. This governance role is separate from the operational management of the college. Corporation members define the college mission, values and strategy and whilst they monitor performance, they do not become involved in the day to day activity of the college, which is the responsibility of the principal supported by his management team.

The people invited to join the Corporation do so solely in an individual capacity and contribute and advise on the basis of their personal experience. No one is allowed to represent the interests of any other organisation or constituency. While professional knowledge is always welcome, members are not expected to act in any personal professional capacity in undertaking the role.

Members are required to attend four Corporation meetings annually, normally on Monday afternoons or evenings. Additionally they are invited to serve on a variety of committees and are encouraged to attend college events.

There are a number of different ways to join the Corporation. Please see the notes on Corporation member selection on the following pages. Should you wish to apply I will be happy to explain the process to you.

The first step is to send a CV to me with the Pre-Appointment Questionnaire in this pack.

If your application is successful you will have to complete the Acceptance of Conditions Form and the Register of Interests Form, both also included in this pack. You will be invited to an introduction session to find out more about your role, and at a later stage you will be given the opportunity to attend training activities and conferences to develop your knowledge and skills for the role.

Please feel free to contact me should you need any further information about joining the Corporation.

**Clerk to the Corporation**  
Salford City College

## About the College

Across our centres, the college offers a wide range of courses including A-levels, vocational and entry level courses. We have a dedicated business centre, and deliver adult learning, leisure learning, personal community and development courses and ESOL provision.

Whether just starting your career or seeking progression, Salford City College offers you a tremendous opportunity. Our students are at the centre of everything we do and every decision we take. The purpose of managers at the college is always to support teaching and learning. We invest heavily in development activities and our leaders, at all levels, are "inspirational".

Our staff focus their activities on those things which impact on student success. In our annual staff surveys, the college is always rated as an excellent place to work and the college holds Investor in People Status.

## The Locality

The college has several centres situated in Salford (which is immediately adjacent to the City of Manchester) and around the Greater Manchester area including the following:

### Sixth Form Centres

- Eccles Centre - Chatsworth Road, Eccles, Salford, M30 9FJ
- Pendleton Centre – Dronfield Road, Salford, M6 7FR
- Walkden Sixth Form Centre – Walkden Road, Worsley, Salford, M28 7QD

### General Further Education Centres

- City Campus - Lissadel Street, Salford, M6 6AP
- Worsley Centre - Walkden Road, Worsley, Salford, M28 7QD
- De La Salle Centre – Weaste Lane, Salford, M6 8QS

### Local Skill Centres

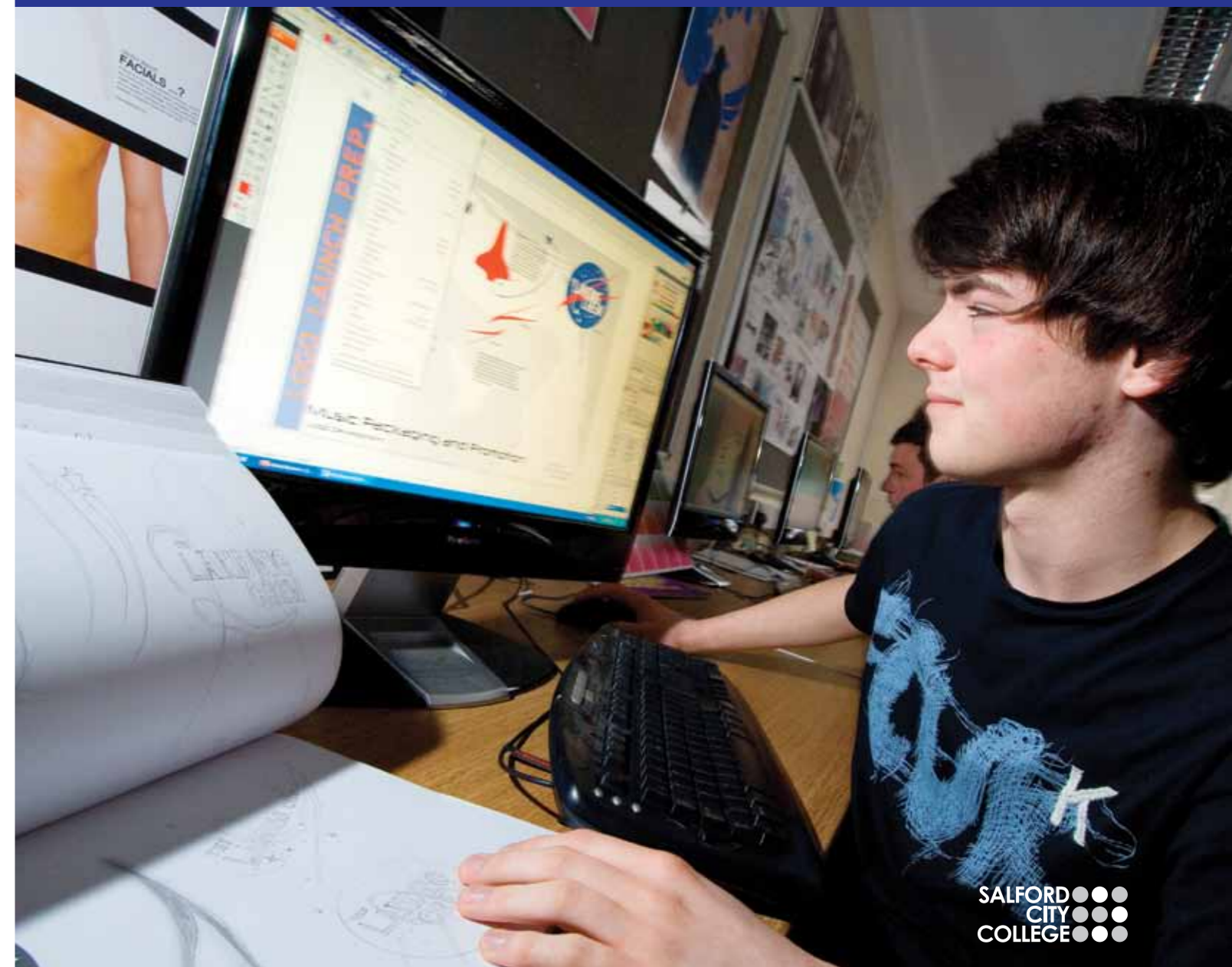
- Little Hulton Skill Centre - 28/40 Hulton District Centre, Little Hulton, Salford, M28 0AU
- Winton Skill Centre - 1 Dounby Avenue, Eccles, Salford, M30 8QQ

### Business Centre

- Winton Skill Centre - 1 Dounby Avenue, Eccles, Salford, M30 8QQ

Our students are at the centre of everything we do and every decision we take.

Our staff focus their activities on those things which impact on student success. In our annual staff surveys, the college is always rated as an excellent place to work and the college holds Investor in People Status.



## Composition of the Corporation

Eighteen members including:

- One parent member
- Two student members
- Principal
- Staff member (non-teaching)
- Staff member (teaching)

## Member Selection

The parent member is elected by the parents of students aged 16-19.

The two student members are elected by all students.

The two staff members are elected by their colleagues.

All other members are appointed after interview by the Search Committee who recommend successful candidates for formal Corporation approval.

## Role Statement

### Main Purpose of the Role

To be jointly accountable for exercising the responsibilities of the Corporation of Salford City College in accordance with the Instrument and Articles of Government and Standing Orders.

### Responsibilities of the Corporation:

- Determine and periodically review the educational character and mission of the college and oversee its activities.
- Approve the quality strategy of the college.
- Ensure the effective and efficient use of resources, the solvency of the college and the corporation and the safeguarding of assets.
- Approve the annual estimates of income and expenditure.
- Appoint the senior staff and determine the pay and conditions of service of all staff.

## Duties

- Act within the Instrument and Articles, Standing Orders and Code of Conduct of the Corporation, including supporting majority decisions, retaining confidentiality and declaring potential conflicts of interest.
- Work co-operatively with other members of the Corporation, particularly the chair and vice chair, the principal of the college and the clerk to the Corporation.
- Be a member of at least one committee of the corporation.
- Attend corporation meetings and committee meetings in order to meet the agreed attendance target of 80%.
- Participate in training to enhance personal effectiveness as a Corporation member.
- Operate in accordance with the seven Nolan Principles of Public Life.
- Support and champion the work of the corporation and college and its staff and students.

## Remuneration

None. Travel expenses may be claimed in accordance with Standing Orders.

## Time Commitment

- A minimum of four corporation meetings and three committee meetings per year.
- Two corporation meetings a year are held in the afternoon and the remaining meetings take place in the early evening.



## Training

All new members may be mentored by an existing member and are invited to an induction session with the clerk who will explain the procedures regarding attendance at meetings and the requirements for governors to provide the College with certain details, including a register of interests.

The training requirements for the whole Corporation are regularly reviewed, and members are able to discuss their individual training needs at any time with the clerk, and are also encouraged to use the training materials that are available and attend a range of courses and conferences to build up their skills progressively.

# The Clerk to the Corporation

The clerk is appointed by the Corporation and is responsible for ensuring that all the activities of the governing body are conducted in a professional manner, following the agreed procedures. The clerk has a particular responsibility to ensure that governors operate within the powers granted to the Corporation.

## Committees

The **Corporation** has the following statutory committees:

The **Search Committee** advises the governing body on the appointment of new governors, and meets at least three times a year.

The **Audit Committee** advises the governing body on all matters related to internal and external audit activities and the systems of internal control at the college, and usually meets four times per year.

The Corporation also has further Committees which carry out much of the detailed work which would not be possible at Corporation meetings.

The **Strategy & Finance Committee** meets every term and advises on a wide range of college activities, including strategic development, finance, governance, and operational matters.

The **Remuneration Committee** meets annually and advises the governing body on pay and conditions of service of the principal and senior postholders.

The two **Standards Committees** both usually meet three times a year to review the key performance indicators such as achievement and retention to ensure that the college is delivering an excellent service to its students.

The **Human Resources Committee** advises the governing body on key personnel issues and reviews all personnel and related policies, staff key performance indicators and health and safety issues.

## Corporation Calendar

Meetings are scheduled throughout the year as follows:

### Corporation

September, December, March /April, July

### Search Committee

October, January, July

### Audit Committee

October, November, March, June

### Human Resources Committee

October, January, April

### Standards (Adults & Skills) Committee

November, March, May

### Standards (Traditional) Committee

November, February, May

### Strategy & Finance Committee

November, March, June

### Remuneration Committee

June

You will need to know and understand the following:

1. The seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
2. The role of the chair in leading the work of the Corporation.
3. The role of the clerk in supporting the work of the Corporation.
4. The role of the principal in managing the day-to-day operations of the college.
5. The rules of procedure for meetings (for example, how often they are held, the minimum number of members, confidentiality, access to minutes and attendance of advisers).
6. The role of the committees and what business is given to them.
7. The code of conduct for governors, including the policy on governors' travel, meals and accommodation.

You will need these personal qualities and behaviours to carry out your role effectively:

1. You identify and raise ethical issues, cope with ambiguity and confront difficult questions.
2. You say something when you think one interest group is acting in a way that reduces the opportunity for other less powerful groups.
3. You resist pressures from other governors or managers to achieve results by any means.
4. You think it is important that, even if everyone appears to agree with a particular action, someone is prepared to question why everyone agrees – why are we doing it like this?
5. You are aware of your own personal interests and can separate these from your role. You call attention to any occasions when your own or others' personal interests affect the work of the governing body or their advisers.
6. You recognise that there are dilemmas at the heart of the role of governing body. You accept that there are no absolute 'right ways' of doing things. The demands on colleges and the responses to these demands change over time.
7. You act in an assured and unhesitating way when faced with a challenge. Your first response is to think before acting.
8. You maintain your beliefs, commitment and effort in spite of setbacks or opposition. You can show stamina when faced with difficult challenges without being stubborn or too assertive.
9. You work with other governors to develop creative and appropriate solutions. You take account of the views of others, recognising that the governing body needs to act together to exercise its authority.
10. You solve problems by trying to find new approaches, thinking creatively and balancing rational thought and emotion.
11. You avoid making 'knee jerk' decisions. You want to know what is going on to understand what is happening and why. You investigate in a way that pays attention to the feelings of those involved.
12. You understand and are sympathetic to the wishes and ambitions of students.

## Pre-Appointment Questions for Members of the Corporation

You are requested to supply information about yourself so that the Corporation's Search Committee can be satisfied that you meet the eligibility requirements specified in the Corporation's Instrument and Articles of Government and Standing Orders. Before supplying your responses please read the extract from the college's Instrument and Articles of Government printed below.

Name of Applicant:	
Address:	
<b>Questions</b>	<b>Response</b>
1. Please give details of your employment.	
2. Please indicate any other experience relevant to the activities of Salford City College.	
3. If you are a governor of any other educational establishment please give details.	
4. Have you ever been adjudged bankrupt?	
5. Have ever made a composition or arrangement with your creditors?	
6. Within the previous five years have you been convicted of any offence and been sentenced to imprisonment?	

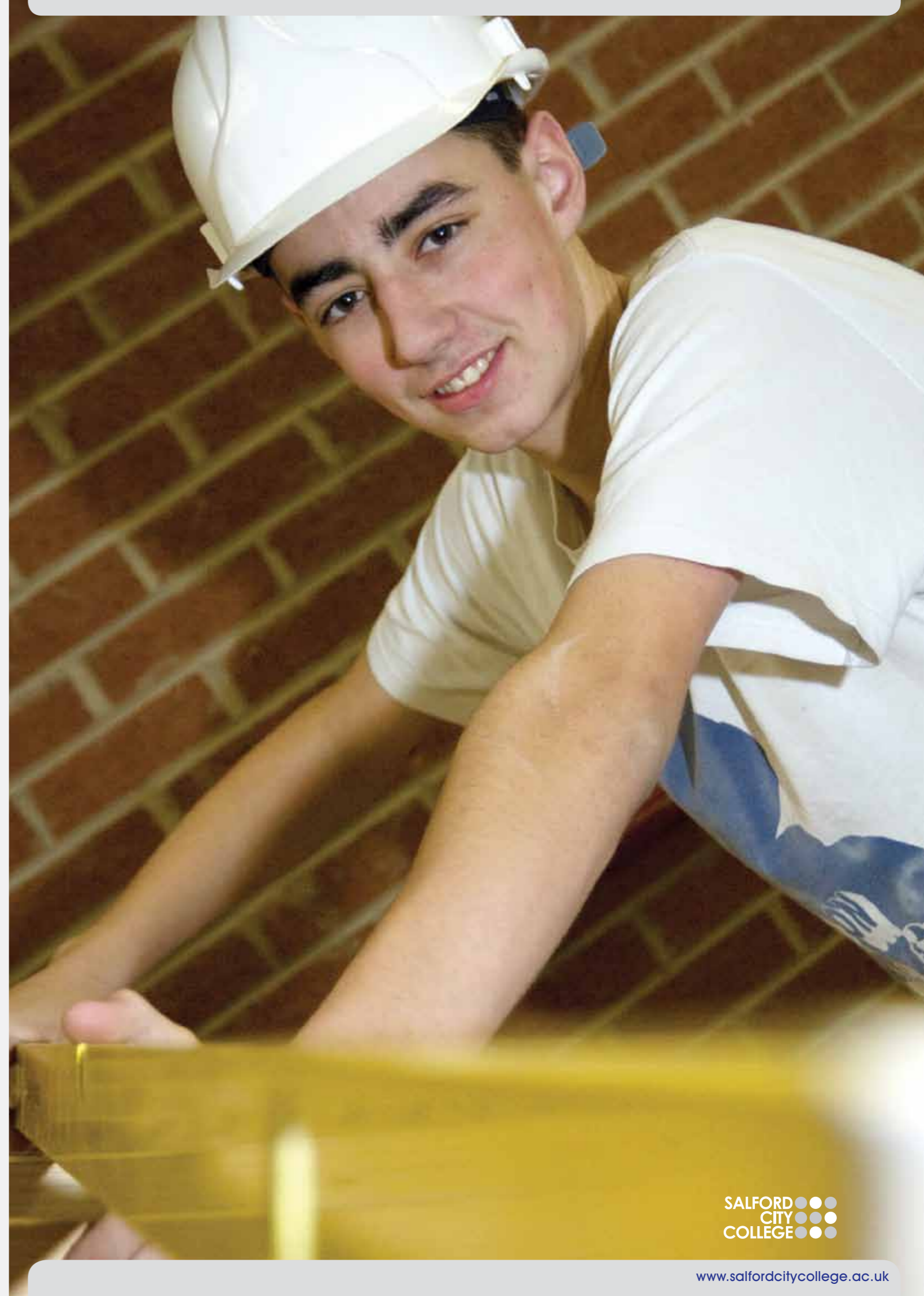
Declaration:

I have read and considered the criteria for disqualification of governors as set out in this paper and confirm that I am not disqualified from becoming a governor. I am over 18, not a student of the college or employed in any capacity by the college.

I agree to inform the Clerk to the Corporation, in writing, immediately should I cease to be eligible to serve as a governor.

I authorise Salford City College to make necessary checks with the Independent Safeguarding Authority and the Criminal Records Bureau.

Signature..... Date.....





## Extract from Instrument and Articles of Government

### Persons who are ineligible to be members

No one under the age of 18 years may be a member, except as a student member.

- The clerk may not be a member.
- 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.
- 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.

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 restrictions undertaking, that disqualification shall cease -

- on that person's discharge from bankruptcy, unless the bankruptcy order has before then been annulled; or
- if the bankruptcy order is annulled, at the date of that annulment; or
- 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
- if the interim bankruptcy restrictions order is discharged by the court, on the date of that discharge; or
- if the bankruptcy restrictions undertaking is annulled, at the date of that annulment.

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.

A person shall be disqualified from holding, or from continuing to hold, office as a member if—

- 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
- within the previous twenty years that person has been convicted as set out in sub-paragraph (a) and has received a sentence of imprisonment, whether suspended or not, for a period of more than two and a half years; or
- 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.

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.

**Salford City College Corporation**  
**Acceptance of the Conditions for Membership of the Corporation**

I confirm that I accept in full the conditions for membership of the Corporation of Salford City College as outlined below:

1. I will support all of the principles set out in the Code of Conduct of the Corporation.
2. I will complete the Register of Members Interests which is maintained by the clerk on behalf of the Corporation and make known to the clerk, in writing, any amendments or additions which arise during the year. I understand that this is a public document which shall be available for inspection at the college.
3. I will make known to the Corporation (or as appropriate to a committee or any other group) any matters the subject of consideration in which I or anyone with whom I have a close relationship has an interest be it financial or otherwise.
4. I will abide by the conditions of
  - (i) The Instrument and Articles of Government
  - (ii) Standing Orders of the Corporation and Terms of Reference of its Committees.
5. I will endeavor to attend and participate in :
  - all meetings of the Corporation
  - all meetings of Committees and other groups of which I am a member
  - the planning sessions of the Corporation
6. I agree to serve on at least one Committee if required
7. I will attend appropriate induction and training sessions relevant to my role as a member of the Corporation.
8. I am NOT disqualified from membership of the Corporation due to having been adjudged bankrupt or made a composition or arrangement with creditors.
9. During the past five years I have not been convicted of any offence and sentenced to a period of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.
10. I am not a member of a governing body of a school or corporation or college which may be regarded as being in competition with Salford City College.
11. I undertake to inform the clerk in writing if I wish to resign from membership, or if at any time during my period of office I become ineligible to serve on the Corporation.
12. I am not a full-time student at Salford City College, and I undertake to inform the clerk, in writing, of any possibility that I may become a full-time student during my period of office.

**Full Name of Member** .....

Signature .....

Date .....



**Register of Corporation Members' Interests**

- This document is available for public scrutiny
- Please record any interest, financial or otherwise, which is likely or would, if publicly known, be perceived as being likely to interfere with a member's independent judgement should be disclosed to the Corporation.
- Where a spouse, close family member or partner has an interest likely to conflict with the interest of the college, this should also be declared.
- Members should inform the clerk whenever their circumstances change and interests are acquired or lost.

<b>Please complete all sections.</b>	
Name	
Name and address of employer, if any or state if self-employed, retired, student etc	
Position held at place of employment, if any	
If self-employed, please give names of significant clients accounting for more than 10% of income of individual or firm	
Directorships/Businesses or Professional Partnerships held	
Land held within a 10 mile radius of the college (excluding family home)	
Details of all shareholdings in private companies or shareholdings of more than 5% in publicly quoted companies	
Elected office and name of authority, if any	
Trusteeships or participation in the management of charities and other voluntary bodies (please give name of charity or body)	
Honorary or other positions or membership of closed organisations which may give rise to a conflict of interest with the college	
Gifts of hospitality received or offered to you over the past 12 months arising from your position as a member of the Corporation	
Any goods or services provided to the college or any payment received for work at the College	
Public appointments, paid or unpaid (please give name of body or bodies)	
Any other interests, financial or otherwise, with the college	
Have you ever been convicted of an offence and had a sentence of imprisonment (whether suspended or not) for not less than 3 months without the option of a fine imposed upon you?	
<b>For existing Corporation Members only</b>	
Have there been any changes to the information you supplied when applying for Criminal Records Bureau (CRB) clearance when you joined the Corporation, or have any events occurred since your original application that may change your existing CRB status? (Minor parking or speeding fines may be ignored)	Please answer YES or NO  * If "YES" please speak to the Clerk to the Corporation in confidence on the action require.
Have you ever been adjudged bankrupt or made a composition or arrangement with your creditors?	
Any relevant additional information	

Signature .....

Date .....

**Extract from Salford City College Standing Orders**

- 9.4 If an interest of any kind (including an interest of a spouse or partner of a Member or of a close relative of the Member or his or her partner or spouse) is likely or would, if publicly known, be perceived as being likely to interfere with the exercise of a Member's independent judgement, then
- 9.4.1 the interest, financial or otherwise, should be reported to the Clerk; and
- 9.4.2 the nature and extent of the interest should be fully disclosed to the Corporation before the matter giving rise to the interest is considered .....
- 9.5 For the purposes of clause 9.4 "close relative" includes but is not limited to a father, mother, brother, sister, child, grandchild and step-father/mother/ brother/sister/child.
- 9.6 The Clerk will maintain a Register of Interests which will be open for public inspection. Members must disclose routinely to the Corporation all business interests, financial or otherwise, which they may have, and the Clerk will enter such interests on the Register. Members must give sufficient details to allow the nature of the interests to be understood by enquirers. Members should inform the Clerk whenever their circumstances change and interests are acquired or lost. In deciding whether an interest should be disclosed, Members should have regard to the meaning given to "interest" in paragraph 9.4 and 9.5 of this Code.

## Consent Form

Please complete in **BLOCK CAPITALS** using black ink

Title	Corporation Member
Surname	
Forename(s)	
Previous Surname(s)	
Title (Mr/Mrs/Miss/Ms/Dr/Other)	
Date of Birth	
National Insurance Number	
DES / DfES reference number	
Home Address	
Post Code	
Email Address	
Home Telephone	
Mobile Telephone	

I give permission for the above information to be held on Salford City College Personnel Files

Signature..... Date.....

Name (please print).....



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#### City Campus

Lissadel Street, Salford M6 6AP

**Tel:** 0161 211 5001/2/3 **Fax:** 0161 211 5020 **Email:** [centad@salford-col.ac.uk](mailto:centad@salford-col.ac.uk)  
[www.salford-col.ac.uk](http://www.salford-col.ac.uk)

#### De La Salle Centre

Weaste Lane, Salford, M6 8QS

**Tel:** 0161 736 2302 **Fax:** 0161 288 0364 **Email:** [admissions@pendcoll.ac.uk](mailto:admissions@pendcoll.ac.uk)  
[www.pendcoll.ac.uk](http://www.pendcoll.ac.uk)

#### Eccles Centre

Chatsworth Road, Eccles, Manchester M30 9FJ

**Tel:** 0161 789 5876 **Fax:** 0161 789 1123 **Email:** [admin@ecclescollege.ac.uk](mailto:admin@ecclescollege.ac.uk)  
[www.ecclescollege.ac.uk](http://www.ecclescollege.ac.uk)

#### Pendleton Centre

Dronfield Road, Salford M6 7FR

**Tel:** 0161 736 5074 **Fax:** 0161 737 4103 **Email:** [admissions@pendcoll.ac.uk](mailto:admissions@pendcoll.ac.uk)  
[www.pendcoll.ac.uk](http://www.pendcoll.ac.uk)

#### Worsley Centre

Walkden Road, Manchester M28 7QD

**Tel:** 0161 211 5001/2/3 **Fax:** 0161 211 5020 **Email:** [centad@salford-col.ac.uk](mailto:centad@salford-col.ac.uk)  
[www.salford-col.ac.uk](http://www.salford-col.ac.uk)



INVESTOR IN PEOPLE

All information correct at time of going to print.