



ACTIVATE
LEARNING

GOVERNOR CANDIDATE PACK

INTRODUCTION



Sue Sturgeon
Chair of the Corporation

Activate Learning is committed to energising our communities to generate prosperity and opportunity.

Following our successful mergers with Bracknell and Wokingham College and Guildford College Group in 2019, the past year has been one of transformation as we strived to embed the Activate Learning ways and values on the new colleges we welcomed to our group.

We have been agile in our response to the COVID-19 pandemic and thanks to our investments into digital platforms and virtual learning we've managed to maintain high standards of teaching and learning for students throughout the crisis.

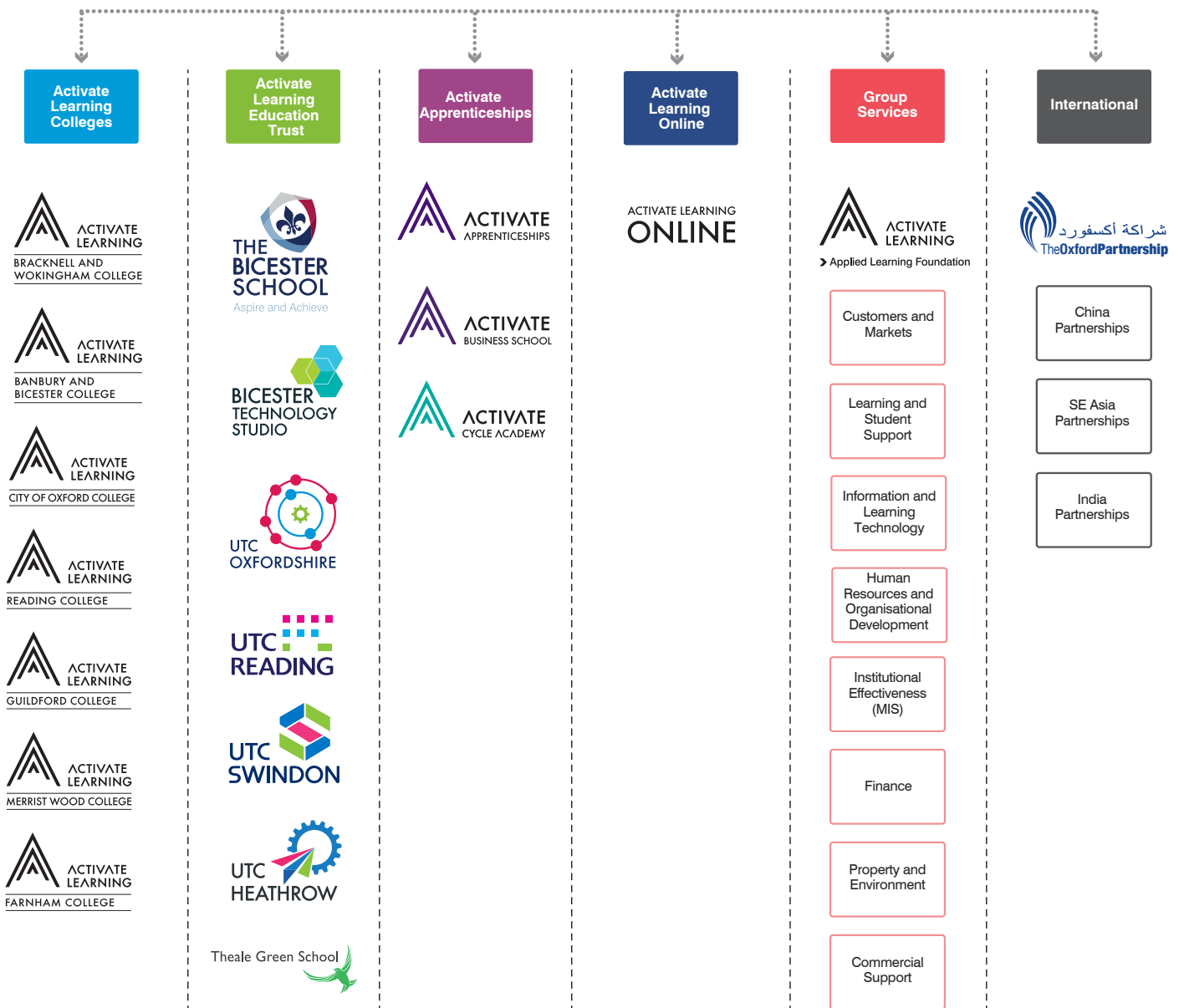
This is important to us as we recognise the role we play helping the people in our communities to better themselves, while also providing our local economies with the high-skilled, capable talent it needs.

As a result of Black Lives Matter, we realise that for too long we've taken the sense of inclusivity and belonging for granted and are working hard with our BAME staff to right any wrongs and grow and foster vibrant communities across our colleges.

Working as part of the Board of Governors at Activate Learning, you will help the organisation as a critical friend that offers advice, insight and oversight of the work we do.

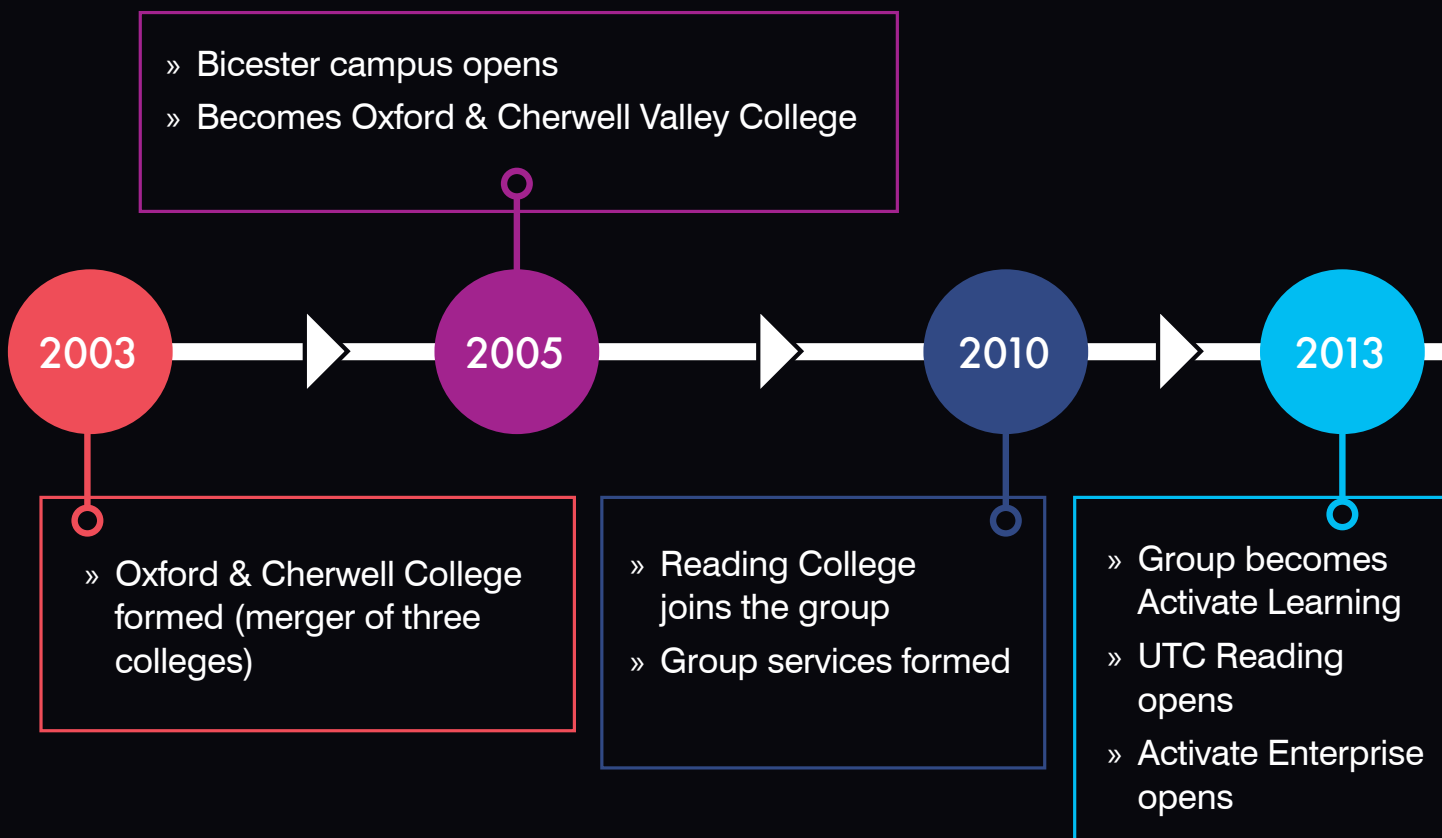
These are exciting times to be stepping into a Governor role within the FE sector. We anticipate people placing more emphasis on up-skilling and retraining as a result of the effects of recent events and we are looking for people who share our sense of purpose to help us to be the driver for social mobility that we have always, and will always, continue to be.

OUR OFFERINGS



OUR JOURNEY TO DATE

A SUMMARY OF OUR GROWTH AND DEVELOPMENT



- » Academy status gained
- » UTC Oxfordshire opens
- » Three colleges in Saudi Arabia open

- » UTC Oxford and UTC Reading join the Trust
- » UTC Swindon joins

- » Bracknell & Wokingham College joins the group

2015

2016

2017

2018

2019

- » Bicester Technology Studio opens
- » A fourth college in Saudi Arabia joins
- » Activate Enterprise becomes Activate Apprenticeships

- » UTC Heathrow and Theale Green School join the trust

- » Guildford College Group joins Activate Learning



ROLE DESCRIPTION

BACKGROUND

▶ **Activate Learning**

Activate Learning is a forward-thinking education group that aims for far-reaching, progressive change and impact through learning. We work with learners as individuals, helping them make the choice of course and career pathway that's right for them. Our mission is to provide work-ready talent for business, and to transform lives through our Learning Philosophy.

Activate Learning a Further Education Corporation established under the Further and Higher Education Act 1992, and an exempt charity under the Charities Act 2011. Members of the Corporation fulfil the role of governors and trustees.

The Governors are responsible for setting the strategic direction of Activate Learning and ensuring that the organisation is robust and meets the needs of its stakeholders

by holding the senior executive to account for delivery of agreed ends. Each governor brings to the Corporation a mix of knowledge, skills and abilities, which are unique and complement those of other governors, to provide a broad range of expertise.

▶ **Personal Conduct and Qualities**

Governors are required to demonstrate the highest level of professionalism, integrity and behaviour, as outlined in the Code of Conduct, which includes:

- **Demonstrating a strong personal commitment to the values and aims of Activate Learning;**
- **Acting fairly and impartially in the interests of the Corporation and its stakeholders, using independent judgement and maintaining confidentiality as appropriate;**
- **Observing the Governor Code of Conduct set out in the Framework for Governance and the seven principles of public life;**
- **Committing to make themselves available for meetings of the Corporation and relevant committees, relevant induction, training and events organised by the Corporation, and other reasonable time requirements of the role;**
- **Demonstrating a high degree of personal integrity;**
- **Demonstrating the ability to be decisive, to lead and guide others in decision making processes, and to challenge and engage others in debate;**
- **Recognising the distinction between governance and management and acting accordingly.**

Where a Governor is appointed for a particular skill or area of expertise, they are expected to apply their professional knowledge and insight to matters arising at the Corporation.

▶ **Accountability**

Governors are accountable to the Chair of the Corporation Board, and the Corporation Board are collectively accountable to the various stakeholders of Activate Learning for the quality and relevance of provision, statutory compliance and financial stability of the institution.

▶ **Responsibilities**

Governors have a responsibility to:

- **Take joint responsibility, with other members of the Corporation, for setting and monitoring the strategic framework within which Activate Learning operates;**
- **Be actively involved in reviewing the strategic direction of Activate Learning in response to internal and external change;**
- **Ensure that all resources, including financial, personnel, property and other assets, are effectively deployed and managed;**
- **Through regular quality reports, ensure that Activate Learning is setting and achieving targets for high quality provision across all areas of delivery;**
- **Through receiving regular financial reports, ensure that Activate Learning is solvent and that finances are well managed, including approving annual estimates of income and expenditure;**
- **Through the Remuneration Committee, set frameworks for pay and conditions of service for senior post-holders and the Clerk to the Corporation;**
- **Foster good relations between Activate Learning and its community and ensure that Activate Learning's aims and objectives are understood;**
- **Participate in committees or working groups of the Corporation, as agreed with the Chair and in accordance with your own professional knowledge, skills and abilities;**
- **Be willing to undertake additional Governor duties as may be required from time to time by mutual consent.;**
- **Help to ensure that Activate Learning, in its procedures, policies and actions, complies with the law;**
- **Work with other Governors to ensure that Activate Learning has due regard to equal opportunities in its operations;**
- **Represent Activate Learning at external meetings, presentations and conferences as requested by the Chair;**
- **Play an ambassadorial role on Activate Learning's behalf.**



► Time Commitment

Governors are expected to attend as many meetings of the Corporation as possible, which meets at least six times per year, usually in the afternoon/evening. Governors are also expected to occasionally attend development events, away days (including the annual Governors' Away Day) and Activate Learning events, by agreement with the Chair of the Committee or the Clerk to the Corporation. Per annum this amounts to a minimum of approximately 10 hours preparation time, 18 hours meeting time, and one 24 hour Away Day (52 hours per annum in total).

Governors are also encouraged to take on additional responsibilities, as members of Committees and Working Groups of the Corporation and as Link Governors. Time commitments for these roles are as follows:

- **Audit & Risk Committee (3 meetings per annum): 9 hours**
- **Search & Governance Committee (3 meetings per annum): 6 hours**
- **Remuneration Committee (2 meetings per annum): 4 hours**
- **Link Governor: 2 – 18 hours per annum (dependent upon role)**

Expenses and Insurance

All Governors are entitled to claim normal travel and subsistence expenses in line with the Governors Expenses Procedure.

The Corporation maintains adequate Liability Insurance to cover members.



PERSON SPECIFICATIONS

Skills

▶ Essential

- Ability to use independent and objective judgement
- Ability to challenge and constructively engage in debate
- Ability to maintain discretion and confidentiality
- Ability to distinguish between governance and management (strategic and operational)

Experience

▶ Essential

- Experience of operating in a strategic capacity in a large and complex organisation

▶ Desirable

Proven knowledge and strategic leadership experience in one of the following areas:

- Digital and technology
- HR and culture
- Business
- Property and estates

Attributes

▶ Essential

- Personal alignment with and commitment to the values and aims of Activate Learning
- High level of integrity
- Observance of the seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership)
- Ability to prioritise and commit to the time requirements of the role

▶ Desirable

- Interest in student experience and careers

Group members

Colleges

- Banbury and Bicester College
- Bracknell and Wokingham College
- City of Oxford College
- Farnham College
- Guildford College
- Merrist Wood College
- Reading College
- The Oxford Partnership colleges (Saudi Arabia)

Schools

- The Bicester School
- Bicester Technology Studio
- Theale Green School
- UTC Heathrow
- UTC Oxfordshire
- UTC Reading
- UTC Swindon

Training

- Activate Apprenticeships
 - Activate Business School
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Activate Learning

Oxpens Road
Oxford
OX1 1SA

01865 550 550
enquiries@activatelearning.ac.uk
activatelearning.ac.uk