



ACTIVATE  
LEARNING

# GOVERNOR CANDIDATE BROCHURE

# INTRODUCTION

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

The Activate Learning Corporation Board is comprised of highly skilled and experienced governors from a wide range of professional and personal backgrounds.

Our governors show exceptional commitment to Activate Learning's vision to transform lives through learning and devote significant time and experience to providing strategic oversight and governance to the group's senior leadership team.

Read more about our Governance Structure [here](#).



# WHO WE ARE

Activate Learning is a pioneering education group with a global reach. The group comprises secondary, further and higher education, apprenticeship and business training.

We are at the forefront of a critical new phase in the delivery of applied learning. The role and value of technical education, in raising skill levels and driving productivity, is being recognised as never before.

Unprecedented changes in technology, the global economy and education policy require an innovative response. We are redefining the role of learning and the learning professional to develop talented people with the soft and technical skills required to deliver the innovation our country needs.

Our partnerships with industry are establishing clear pathways to employment for every learner, co-created and co-delivered by employers.

Our expertise in technical education is underpinned by an understanding of the elements required for effective learning - our Learning Philosophy.

**Our ambitions are captured in our group vision and mission:**

## Vision



TO ACHIEVE FAR-REACHING,  
PROGRESSIVE CHANGE AND  
IMPACT THROUGH LEARNING"

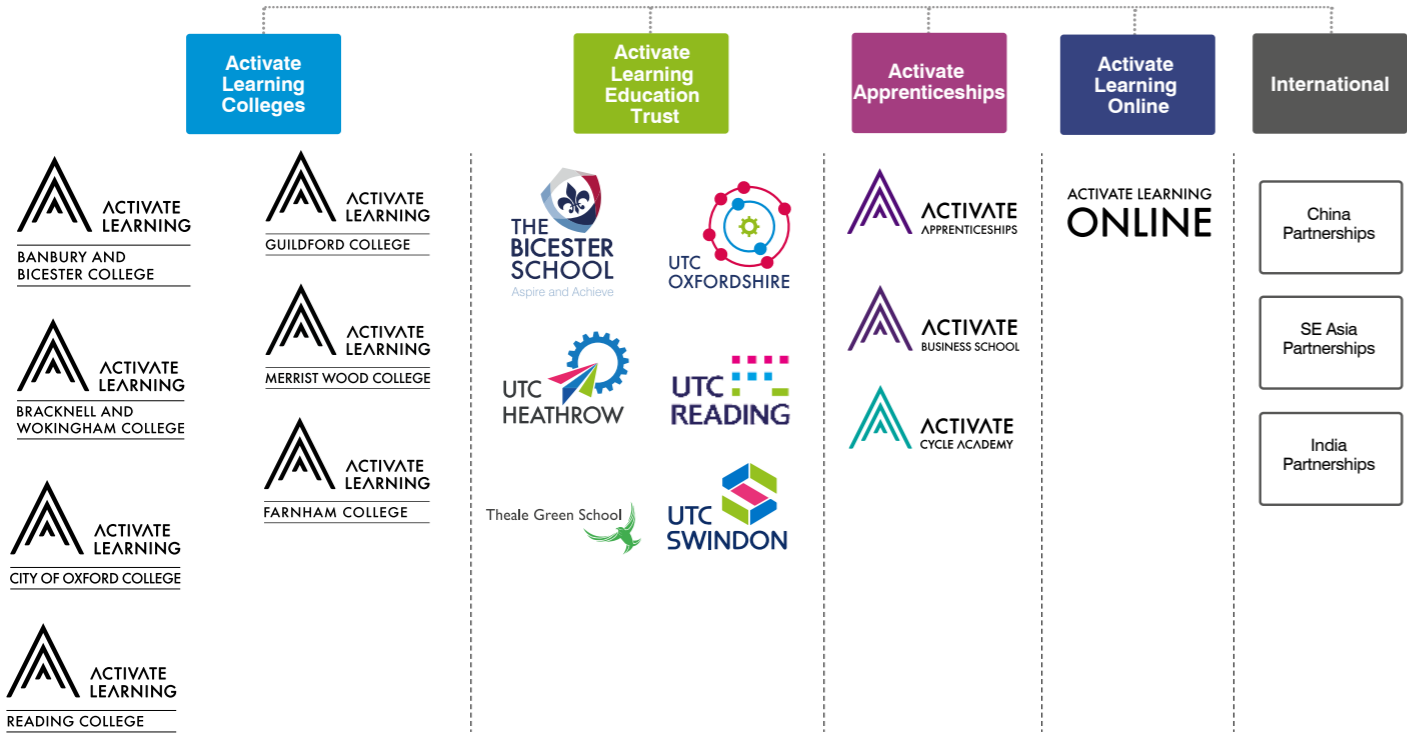
## Mission



PROVIDING TALENT FOR BUSINESS,  
TRANSFORMING LIVES THROUGH  
OUR LEARNING PHILOSOPHY"

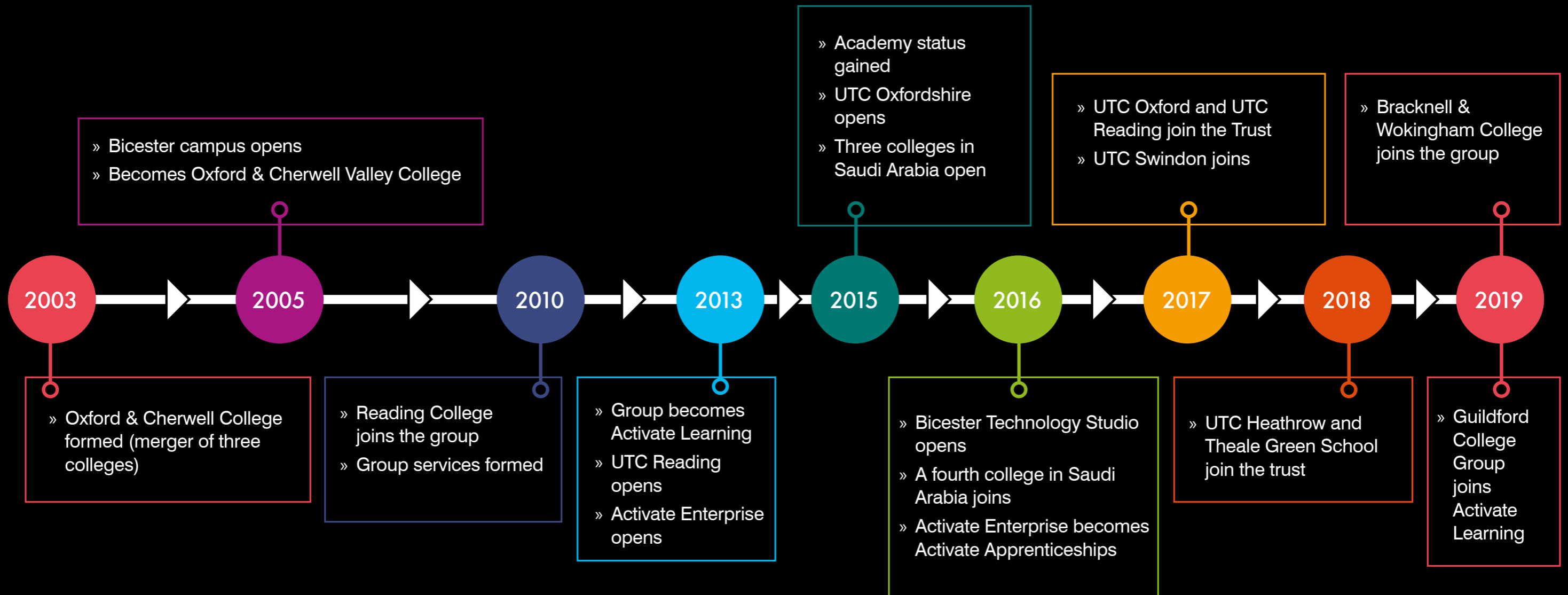
As we enter the next phase of our journey we are building on strong foundations to deliver an unparalleled learning experience, designed to meet learner and industry needs.

# OUR OFFERINGS



# OUR JOURNEY TO DATE

A SUMMARY OF OUR GROWTH AND DEVELOPMENT



# 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 Strategy Days) 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 two all day Strategy Days (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**
- **Remuneration Committee (2 meetings per annum): 4 hours**
- **Search & Governance Committee (3 meetings per annum): 6 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

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### ▶ Essential

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

## Experience

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### ▶ Essential

- Experience of operating in a strategic capacity in a large and complex organisation
- Experience of driving improvement by supporting and challenging others.

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### ▶ Desirable

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

- Finance, audit, and risk management
- Further Education
- Digital and technology and cyber
- Neurodiversity
- Business
- HR and culture
- Property and estates

Additional desirable experience:

- Experience of deploying and managing resources including financial, personnel, property, or other assets.
- Experience of working with local community organisations
- Experience of complying with legal, regulatory, financial frameworks and statutory guidance.

## Attributes

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### ▶ 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
- Committed to equal opportunities, inclusivity for all and the promotion of diversity.
- Willingness to act as an ambassador for Activate Learning

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### ▶ Desirable

- Interest in student experience and careers

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### **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**

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