



## **Recruitment of Member of Board of Management**

### **Information Note for Applicants**

Glasgow Kelvin College is rooted in the communities it serves and is committed to delivering positive outcomes for all its learners and stakeholders by transforming lives through education. The College contributes significantly to the achievement of the regional strategic mission to deliver life-changing learning through an efficient and effective regional College system which widens access, meets the needs of employers, and improves regional and national prosperity.

We are endeavouring to recruit 2 new members for our Board of Management to ensure our Board has a full complement of trustees.

We are seeking members who can demonstrate a commitment to the ethos and vision of Glasgow Kelvin College, to the development and regeneration of its communities across North and East Glasgow, who have a particular interest in college further and higher education and who will add to the skills and expertise of the current Board members to contribute to the effective governance and continued development of the College in what is going to be a challenging period due to the impact and legacy of Covid-19.

### **Context of Glasgow Kelvin College**

Glasgow Kelvin College is one of three colleges in the Glasgow College Region area with campuses based in the North and East of the city. Its catchment areas include the majority of the poorest and most deprived postcode areas in Scotland and some of the worst in the UK and Europe.

Our challenge lies in helping the people in these areas get the best access to opportunities through skills and learning. This is critical in ensuring that the Scottish economy recovers, grows and prospers. We do not under-estimate the extent of this challenge.

Glasgow Kelvin College offers a scale of delivery that is able to deploy the appropriate specialist expertise across the area to better tackle the scope and range of need. This will also create capacity for innovation and leadership in learner engagement, learning delivery and partnership working that will create a powerful force for learning as a driver of change and opportunity.

The Scottish Government directives sets out the context/policies for the college sector which highlights the role of skills and learning in helping individuals and communities realise the resulting economic and social benefits.

### **Glasgow Kelvin College Vision**

College Vision: Transforming lives through education.

## **Glasgow Kelvin College Mission**

Glasgow Kelvin College will enhance our learners' aspirations, careers and lives through accessible, inclusive, high quality lifelong learning.

## **Glasgow Kelvin College Strategic Priorities**

- To deliver an accessible, inclusive, high quality learner experience for our learners.
- To provide a professional learning culture to support, retain and develop our highly skilled, diverse workforce which delivers a high quality learner experience.
- To be the partner of choice for employers and the communities which we serve.
- To achieve and maintain financial viability.
- To maintain the highest standards of corporate governance and responsibility.

Note: Glasgow Kelvin College is currently in the process of recovery and development from the impact of Covid-19.

## **Glasgow Kelvin College**

Glasgow Kelvin College aims to provide comprehensive and high quality further education, lifelong learning and vocational training opportunities for the communities and businesses which it serves. This includes providing opportunities for local residents to progress to study, on both a full and a part-time basis, for qualifications in Higher Education (both in the College and elsewhere in the City and wider Metropolitan Glasgow area).

The College also provides specific customised training for industry and commerce on a commercial basis.

The College has four campuses in addition to an extensive range of community venues and employers' premises where the College delivers its teaching provision.

The addresses of the campuses are as follows:

Main Building – Springburn Campus	123 Flemington Street, Glasgow G21 4TD
East End Campus	2 Haghill Road, Glasgow G31 3SR
Easterhouse Campus	1200 Westerhouse Road, Easterhouse, Glasgow G34 9HZ
West End Campus	75 Hotspur Street, Glasgow G20 8LJ

## **Senior Management Structure**

Principal:	Derek Smeall
Vice Principal Curriculum:	Robin Ashton
Vice Principal Operations:	Jeanette Evans

## **Glasgow Kelvin College - Board of Management**

The Board of Management is responsible for the governance of Glasgow Kelvin College. The Board is expected “to lead the College, set its strategic direction and values and ensure effective management and financial controls to support the student experience within a framework of public accountability and transparency”. The Board is responsible for the strategic policy and performance of the college.

The Board has a duty to comply with the Financial Memorandum, ensuring appropriate and proper stewardship of funds, probity of spend and delivery of value for money in the use of the College’s resources.

For more information on the Board please see the dedicated pages for the Board of Management on Glasgow Kelvin College website [www.glasgowkelvin.ac.uk](http://www.glasgowkelvin.ac.uk). The Board of Management currently comprises 18 members, including two staff representatives elected by the teaching and support staff respectively, two student representatives and the College Principal. There are 2 non-executive Board member vacancies effective from 1 August 2021.

Members of the Board serve on a voluntary basis, without remuneration, take an active interest in the work of the College and attend various College events. The Board normally meets around 5 times a year with meetings currently held at 5pm. Meetings are currently held online via Microsoft Teams due to the COVID-19 pandemic; it is anticipated that future Board and Standing Committee meetings (post pandemic) will be a mixture of on-line and face to face meetings.

## **Glasgow Colleges’ Regional Board (GCRB)**

GCRB is responsible for provision of high quality fundable higher and further education in Glasgow’s colleges. It is also responsible for the:

- strategic planning of college provision across the Glasgow region;
- monitoring of performance; and
- allocation of funding to colleges within the Glasgow region.

A link to the Glasgow Colleges’ Regional Board website is noted below where further information is available:

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

## **What is expected of a Board Member?**

Individual Board members and Boards of Management must at all times conduct themselves in accordance with accepted standards of behaviour in public life. The Scottish Government has identified nine key principles, incorporating the 7 Nolan principles, as underpinning public life in Scotland:

- Duty/Public Service
- Selflessness
- Integrity
- Objectivity

- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

All Board members should exercise their responsibilities in the interest of the College as a whole rather than as a representative of any constituency, including staff and student members. Board members should also be aware of their role as a Charity Trustee.

Guidance on the role of Board member can be accessed through the Guide for Board Members in the College Sector. In addition, any member must be aware of their responsibilities with respect to the Code of Conduct and Code of Good Governance, details on each are provided below.

### **Codes of Conduct for Members of Glasgow Kelvin College Board and Glasgow Colleges' Regional Board**

The Scottish public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. Board Members must meet those expectations by ensuring good conduct as set out in the Codes of Conduct that apply to Members of the two bodies.

As a member of the Boards it will be your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of these Codes. Board Members must agree to abide by the terms of their appointment, which include abiding by the Code of Conduct.

You can access the Codes at: <https://www.glasgowkelvin.ac.uk> and <https://gcrb.ac.uk/>

Both bodies maintain a Register of Interests of members, which is publicly disclosed on their respective websites.

### **Code of Good Governance for Scotland's Colleges**

Colleges in Scotland thrive in the heart of their communities, serving the interests of those communities, students, employers and other stakeholders. They have an essential and valuable role in Scottish society.

Colleges receive substantial public funding and also operate in an increasingly commercial and enterprising way. They are expected to innovate, pursue new opportunities and take measured risks in delivering what is best for their stakeholders.

Rightly, there is an expectation that colleges and those who are members of their boards of management will adhere to the highest standards of governance. The Code of Good Governance for Scotland's Colleges sets out the principles of good governance for colleges and promotes accountability and continuous improvement in how colleges are governed.

The overarching purpose of good governance for Scotland's Colleges is to:

- Lead the college and set its strategic direction and values

- Ensure effective management and financial controls to support the student experience within a framework of public accountability and transparency
- Deliver high quality learning and outcomes

The Code of Good Governance for Scotland's Colleges has been developed, and is owned, by the college sector. Colleges are required to comply with it as a condition of grant. It establishes standards of good governance practice for all college boards and provides the essential foundations for compliance within the legislative framework set out by the further and higher education acts.

### **Time Commitment**

As a member of the Board of Management of Glasgow Kelvin College, you are required to attend meetings of the Board ie 5 meetings per Academic Year. Members also participate in at least one other standing committee who would meet approximately 4 times per year. There are also Board sessions, functions and events.

The Board currently operates the following committees:

- Audit and Risk
- Financial and Resources
- Learning and Teaching
- Executive
- Nominations
- Remuneration

Any new Board Member would be expected to undertake an appropriate induction programme including national induction sessions organised through the College Development Network (CDN).

The overall time commitment is estimated to be approximately 12 hours per month which takes into cognisance reading of papers.

### **Remuneration**

Membership of the Board of Management of Glasgow Kelvin College is voluntary and unpaid, however, relevant expenses are reimbursed.

### **Period of Appointment**

Up to 4 years.

### **Skills, Expertise and Experience**

Applicants should have a general interest in post-school education, particularly further and higher education in a college context.

Applicants should have relevant experience (paid or voluntary) and the range of skills and expertise to enable them to contribute significantly to the leadership, strategic direction and governance of the College.

**In this process we would welcome applications from people with Knowledge of the Private Sector/Business Experience and/or Finance and from under-represented groups. In particular, we encourage applications from women as part of the Scottish Government's gender equality objectives as well as people from ethnic minority backgrounds and from people with disabilities as these groups are currently under-represented on our Board of Management.**

## **Person Specification**

### **General Requirements of a Board Member**

To be a member of a college sector Board you must:

- ensure you are able to dedicate the necessary time to fulfil the duties and commitments of the role
- commit to the pursuit of effective governance as set out in the Code of Good Governance for Scotland's Colleges
- commit to the Nine Principles of Public Life (Duty, Selflessness, Integrity, Objectivity, Accountability and Stewardship, Openness, Honesty, Leadership and Respect)

### **Requirements specific to Glasgow Kelvin College Board**

Members of Glasgow Kelvin College Board of Management must:

- be eligible and willing to undertake responsibilities as a Trustee of a Scottish Charity
- be part of the Safeguarding Scheme introduced by the Protection of Vulnerable Groups (Scotland) Act 2007

### **Essential Characteristics of a Member of Glasgow Kelvin College Board of Management**

For appointment to the position of a Member of the Board of Management, applicants will be required to show:

- appropriate experience and/or a relevant qualification.
- ability to contribute to the work of the Board and its Standing Committees
- ability to engage effectively with the Principal and members of senior management
- work in collaboration with the Clerk to the Board of Management to ensure effective corporate governance of the Board
- participate in induction training and other training as and when required.
- an interest in further and higher education and in vocational training to support the needs of local employers, communities and individual learners
- ability to understand how diverse, excluded, and/or under-represented groups of people are affected by what a college does
- an understanding of good governance in public, private and/or third sector

## Desirable Characteristics

Applicants will be expected to show some or all of the following:

- good written and verbal communications skills
- analytical skills which enable them to digest and interpret complex data about the College and its operational environment
- a reasonable level of Information and Communications Technology skills
- an interest in and knowledge of the communities of north and east Glasgow
- a commitment to supporting the development of public services

**It is a priority of the Board to have gender balance and a broad representation of the population that the College serves.**

Please note: The panel may recognize that a strong candidate has a skill set that more readily matches the needs of another Glasgow college, or of the Glasgow Colleges' Regional Board (GCRB), who may also be recruiting for members. In this event, you would be contacted directly, and discuss the possibility of forwarding your application for consideration by the Board of Glasgow Clyde College, City of Glasgow College, and/or GCRB. To be clear, this would depend entirely upon your consent being given. Further information about the other two colleges and GCRB can be found via their websites at:

- Glasgow Clyde College – [www.glasgowclyde.ac.uk](http://www.glasgowclyde.ac.uk)
- City of Glasgow College – [www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)
- Glasgow Colleges' Regional Board – [www.gcrb.ac.uk](http://www.gcrb.ac.uk)

**Following your initial application form you will be asked to provide both a statement which should demonstrate how your skills and experience match the published criteria for this appointment, and a separate short career history or CV (no more than 2 pages) detailing dates and brief descriptors of positions held. You may complete the application on paper, or electronically.**

In addition, please note that we accept applications in a number of different formats including audio, Braille and large print. We will give consideration to disability-related reasonable adjustments that an applicant might request to enable them to meet the person specification and participate fully in the selection process.

Glasgow Kelvin College welcomes applications irrespective of age, disability, race, colour, nationality or ethnic origin, sex gender identity, sexual orientation, marital status, religion, political views or trade union membership; and supports flexible work practices. Disabled applicants who meet the essential job requirements will be interviewed. The above post(s) will be subject to the Protection of Vulnerable Groups Scheme and as such the successful candidate(s) will be required to make an application for membership under the Scheme.

## Websites

General information on Glasgow Kelvin College is available at: [www.glasgowkelvin.ac.uk](http://www.glasgowkelvin.ac.uk)

General information on the Glasgow Colleges' Regional Board is available at: [www.gcrb.ac.uk](http://www.gcrb.ac.uk)



The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity, Registration no. SC021207