



Further Education College Clerk Development and Training Programme Resource Pack

Module 5: The Process of Effective Governance Executive Summary

The **purpose** of this module is to consider how effective governing bodies function in practice. The Education Act 2011 removed much of the statutory guidance around college governance, and there are now very few absolute rules to apply. This is an acceptance that the sector is mature enough to know what good practice is, and to undertake that good practice without the need for prescriptive regulation.

Section 1 focuses on the relationships within the governing body, specifically between the chair, the senior leadership team and the clerk.

Section 2 gives an overview of best practice for the appointment of chair, vice chair, principal and clerk.

Section 3 reflects on the formal rules and regulations which underpin effective meeting practice and considers how these can be used to ensure that the governing body operates within its powers and remains compliant.

Section 4 highlights the range and purpose of committees and working groups.

Section 5 sets out the regulatory requirement for the publication of governance-related documents and considers best practice in demonstrating transparent governance.

Section 6 looks at how governors need to demonstrate that their decisions are taken objectively, fairly and in the best interests of the college.

Section 7 focuses on how governors can engage in a valid self-assessment process.

Section 8 looks at how governors manage the appraisal of the clerk, as the 'officer' of the board.