

## Time Commitment of Board Members

The College Board adopted the Association of Colleges Foundation Code of Governance in December 2011 and it provides that the Board 'should make an assessment of the time commitment required to undertake the role, both for Members of the Board generally and for the Chair and other Board Members holding offices or undertaking defined roles within the governance structure' (e.g. Committee Chairs).

There is a considerable amount of information on the internet and elsewhere from quite a number of other Colleges on this subject. The Department for Education also suggest that, generally, school governors would expect to devote 6 to 8 hours per month on school matters.

This document is not a mandatory compliance statement. The contribution of Board Members is not a quantitative matter but qualitative. Board Members are not expected to keep time sheets!

The following estimates are provided for an indication of the commitment:

### 1. Board Member (with no Committee Memberships)

	Hours per year
Board Meetings - attendance 4 x 3 hours	12
- preparation/reading 4 x 4 hours	16
Representational Events – graduation/FE awards 2 x 4 hours	8
Board Development Days - attendance 2 x 6 hours	12
- reading papers 2 x 3 hours	6
Training Seminars - 2 x 3 hours	6
General reading of College/sector information 2 hrs per month	24
Administration/governance matters inc self-assessment, register of interests	6
Governor Links with College Departments	10
<b>TOTAL</b>	<b>100</b>
Which equates to approx 2 hours per week or a little over a day per month (NB August and mid December/mid January are less busy)	

## 2. Board Member with Committee Membership

	Hours per year
As for 1 above	100
Committee Meetings - attendance 4 x 3 hours	12
- reading papers 4 x 4 hours	16
Annual Committee review process	2
TOTAL	130
Which equates to approx 2.5 hours per week or a day and a half per month	

Variances arise here – the figures above apply to the Curriculum & Quality Committee and the Audit & Risk Committee, which each meet four times per annum. Policy & Resources Committee meets six times per annum, Search & Governance Committee meets three times annually (occasionally more) and the Remuneration Committee once or twice.

Accordingly, a Policy & Resources Committee member would have a time commitment of around 150 hours per annum.

Also, a member of the Audit & Risk Committee would have additional commitments in years when there is a full tender process for either internal or external auditors.

The figures above do not allow for exceptional events involving Board Members – Ofsted inspection, Recruitment of new Board Members, Recruitment of Senior Post Holders, special Working parties, Appraisal of the Chairman, Steering Groups and the like.

## 3. Chairs of Committees

The Chairs of Committees are also charged with additional duties – liaison with the Clerk and College staff on Committee matters, agreeing the meeting agenda with the Clerk and the sponsoring SLT member, a pre-meeting with the Clerk and the sponsoring SLT member and approval of the draft minutes – these tasks probably take six hours per meeting. In addition, the Chair should agree the annual schedule of work for the Committee with the Clerk and carry out the annual review of Members of the Committee which would take two to three hours per annum.

Using the Chair of Audit & Risk Committee as an example, the time commitment might amount to 150 hours per annum, once the Chairman's duties are factored in.

## 4. Chair of the Corporation

	Hours per year
As for 1 above	100 hours
Policy & Resources Committee member (6 meetings x 8 hours)	48
Policy & Resources Chairman (6 meetings x 6 hours)	36
Remuneration Committee (inc Appraisal of Principal)	12
Chairman's Appraisal	4
Other duties – 1-2-1 with Principal, attendance at national/regional events, 1-2-1 meetings with Clerk, general admin matters, say	100
TOTAL	300
Which equates to around 25 hours per month, about a day a week	

All of this is merely a rough guide and actual time spent is a variable matter according to developments and issues in the College and the time availability of the Chairman or, indeed, any member in respect of their duties. Electronic means are used extensively to deal with many of the matters mentioned above and generally to keep members in touch with the College.

The Vice Chairman has the role of deputising for the Chairman and it is very difficult to estimate what time commitment arises from occupying that position. For example, if the Chair cannot chair a meeting for whatever reason, the Vice Chair's added time will revolve around preparation for the meeting not the actual chairing as the Vice Chairman would be there anyway. Suffice it to say that the Vice Chairman does have a higher commitment because of the position he/she occupies.

Robert Millea  
Clerk to the Corporation

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