



**If you are interested in becoming a Governor on One's Local Governing Body the following provides a brief outline of the role and person specification required:**

### **The Role of Governor on One's Local Governing Body**

To comply with the provisions of the following documents:

- SAT (Suffolk Academies Trust) Articles of Association
- Academies Financial Handbook
- Code of Conduct
- Financial Administration and Control Handbook SAT (Suffolk Academies Trust)

1. Is responsible along with other Governors for ensuring the proper governance of One Sixth Form College in accordance with Suffolk Academies Trust statutory and sector requirements
2. Takes an interest in the work of the college but is not involved in day to day management of the institution
3. Give due priority to attending meetings of the Local Governing Body.
4. Contribute to discussion and decision making at meetings
5. Spend time in preparation for meetings through the reading of documentation (documentation will be made available on the Suffolk Academies Trust governance portal)
6. To participate in training events in order to enhance the contribution to the College.
7. Attend a range of functions and Awards ceremonies

### **Person Specification**

1. Commitment to the mission and vision of Suffolk Academies Trust
2. Willingness and ability to promote the safeguarding and equal opportunities policies adopted by the Trust
3. Good interpersonal skills and team working
4. Good level of knowledge and experience in relation to some aspect of college activity, e.g. education, training, business, community, finance, human resources and legal
5. Good communications including both presenting information and listening to others
6. The ability to absorb information which is sometimes complex and lengthy
7. The time necessary to carry out the duties

**If you wish to find out more about becoming a member of One's Local Governing Body - Please contact the Clerk to the Local Governing Body : [avril.clark@suffolkone.ac.uk](mailto:avril.clark@suffolkone.ac.uk)**

One Sixth Form College, Scrivener Drive, Ipswich IP8 3SU. 01473 556600. Principal: Alan Whittaker  
[www.suffolkone.ac.uk](http://www.suffolkone.ac.uk)

One Sixth Form College is a member of the South West Ipswich and South Suffolk (SWISS) partnership  
SUFFOLK ACADEMIES TRUST a charitable company limited by guarantee registered in England and Wales (company number 9702333) whose registered office is at West Suffolk College, Out Risbygate, Bury St Edmunds, Suffolk IP33 3RL (the "company").