

Minute FGP 94/01 refers

From the Clerk to the Governing Body

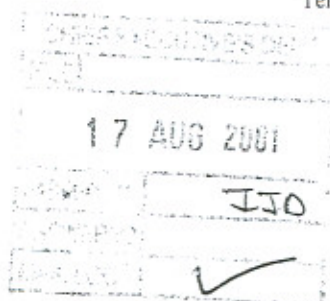
SACL/PAC

14 August 2001



Mr P Stybelski  
Town Clerk & Chief Executive  
Carlisle City Council  
Civic Centre  
CARLISLE  
CA3 8QG

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Dear Mr Stybelski

**ST MARTIN'S COLLEGE GOVERNING BODY**

The purpose of this letter is to invite the City Council to nominate a person to serve as a governor of the College, for a four-year term commencing on 1 October 2001.

The College has recently revised its constitution, with the approval of the Privy Council. In arranging the membership of the Governing Body we were anxious to reflect the College's work in Cumbria, and particularly in Carlisle, of which you will be aware; and therefore, for the first time, the City Council is warmly invited to be represented.

There is no restriction on the person who may be appointed, but we hope that it will be someone who is able to take a full part in the work of the Governing Body, and if possible join one of its committees. The Governing Body meets three times a year, including at least one meeting at Lancaster and one at Ambleside or Carlisle, and each committee also normally meets three times (currently, normally at Lancaster). Members may claim travelling expenses.

If any further information is required I shall be pleased to provide it. A familiarisation programme will of course be provided for your nominee.

I look forward to hearing from you. It would be particularly helpful if your nomination could reach me by the end of September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Lamley'.

Stephen Lamley  
Clerk to the Governing Body



Lancaster LA1 3JD. Telephone: 01524 384384 Fax: 01524 384385

Principal & Chief Executive: Prof Christopher J Carr, MA, BCL



## CARLISLE COLLEGE

### CORPORATION MEMBERS - OUTLINE JOB DESCRIPTION

#### General

- Corporation members are appointed to act in a personal rather than a representative capacity
- Corporation members are not individually liable for the activities of the College whilst acting in good faith.

#### The Job

- To share the corporate responsibility for strategic post 16 education planning and decision making.
- To contribute to the determination of the educational charter and mission of Carlisle College.
- To share the corporate responsibility for the approval of the annual estimates of income and expenditure.
- To share the corporate responsibility for ensuring the solvency of Carlisle College and the Corporation and the safeguarding of its assets.
- To share the corporate responsibility for the appointment and dismissal of the Principal and other senior post holders.
- To share the corporate responsibility for varying or revoking the College Articles of Government.
- To sit on various Corporation committees and working groups which may include the Audit Committee.
- To monitor quality standards and progress towards agreed internal, local and national targets and objectives which include the Students' Charter and the Further & Higher Education Charter.
- To oversee relations with the general public and the media.
- To represent the board at official or social occasions relevant to the provision of education and training.
- To participate in professional conduct and competency enquiries as well as staff disciplinary appeals in accordance with agreed procedures.
- To become familiar with the work of the College and the sector it is usual for Members of the Corporation to attend conferences, seminars and staff development sessions as appropriate and convenient.

#### Time Commitment

Members of the Corporation will normally be expected to attend two meetings a term. The average length of a meeting is in the region of two to three hours. Meetings are normally held on a Monday or Tuesday and commence at 5.00 p.m.