COLLEGE GOVERNOR

JERSEY COLLEGE FOR GIRLS & JERSEY COLLEGE PREPARATORY SCHOOL

Jersey College for Girls is keen to recruit a Governor, with financial acumen, to complement its existing cohort of Governors. The successful applicant will ideally have a recognised financial qualification as well as significant experience of financial management and control in a financial, commercial or non-profit environment. The term of office is for a minimum of three years, renewable by mutual agreement.

As well as attending the three full Governors' meetings held during an academic year, the applicant will sit on the Governing Body's Finance and Property Sub-Committee, which also meets three times an academic year.

The specific responsibilities of the Finance sub-committee include:

1. in accordance with the procedures established by and policies of the Minister, to assist in planning expenditure for the College to include the approving and monitoring of the College's annual budget;

2. in accordance with legislation and the Education Department's policies, to establish formal procedures and timetables for planning the budget to ensure all relevant factors are considered;

3. to consider and approve detailed estimates by the Principal of expenditure and income required in advance of each financial period;

4. to ensure identifiable links between the College's annual budget, the School Development Plan and the College's 6 year strategy;

5. to monitor planned expenditure against budget for the year;

6. to monitor adherence to the financial directives issued from the States of Jersey Treasury, including those directives which relate to the limits of the Principal's and Head Teacher's delegated authority powers to authorise expenditure and to vire monies;

7. to monitor each budget allocation in the light of known activity and to monitor and advise on correction of over or under spends;

8. to consider and propose to the full Governing Body for approval the level of fees required for the provision of education in each school for the school year and then submit such proposal to the Minister of Education for his/her approval;

9. to agree and review the Payment of Fees policy;

10. to review the planned maintenance programme for the school;

11. to monitor and advise on property matters involving Property Holdings, including matters relating to the tenancy agreement [and the service level agreement] between the College and Property Holdings;

12. to review, agree and monitor any tenders for maintenance/repair/new work in excess of £20,000;

13. to monitor and evaluate contractual works for repairs, maintenance/renewals and new building works in excess of £20,000;

14. to liaise and consult with other sub- committees where necessary; and

15. to periodically review the Terms of Reference for the Finance and Property Sub-Committee.

This is an honorary position and is unpaid. In return for your time and commitment, you will gain experience of working on a board with other committed volunteers, the opportunity to help our devoted leadership team achieve the vision they are working towards, and see tangible outcomes in the form of a happy, thriving, and growing College for our students.