

Recruitment Pack for Chair of Governors

HCA

Hereford
College
of Arts



Sophie Ferrier, Contemporary Craft Winner, Arts Thread Global Creative Graduate Show 2024.

Closing Date for Applications:
Monday 17th March 2025

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Welcome from **our Principal**

At Hereford College of Arts we are proud to be part of the UK's renowned arts school tradition, tracing our roots back to 1853. In a time of exceptional change and challenge, we are wholly focused on creative education for the modern world. We believe creative education is needed more than ever for individual and societal benefits: for personal development, for a sustainable and dynamic economy, and for helping to save our fragile environment.

Our effective work depends on developing powerful collaborations across education, industry, civic, and community partners. We are deeply rooted in our home city and county, while continuing to expand our national and global connections to enhance our impact. The support and challenge of our ambitious board is essential to our strategic development, and I am grateful to you for considering this demanding and important leadership role.

Abigail Appleton

Thank you,

HCA

Invitation from our Board

Welcome,

The Board of Governors at Hereford College of Arts (HCA) invites you to explore the opportunity to become our next Chair of Governors. We are seeking an experienced and forward-thinking leader to steer the college's strategic direction and contribute to fostering creative excellence.

Take the Next Step:

We look forward to your application and the possibility of welcoming you to HCA.

Best regards,

The Board of Governors, Hereford College of Arts



About HCA:

In the following pages, you will gain insight into our distinguished college, renowned for its outstanding performance and the transformative work we do to nurture future generations of creative talent. As a specialist arts college, in the FE sector, we deliver a unique range of practice-based courses spanning from post-16 to postgraduate levels, alongside an extensive selection of short courses.

Diversity & Inclusion:

At HCA, diversity and inclusion are core values. We believe that a well-represented Board reflects the communities we serve and fuels our artistic expression. We encourage applications from all backgrounds.

About the Role:

We are seeking a dynamic and visionary leader. The Chair will play a pivotal role in leading the Board and working in close collaboration with the Principal and Senior Leadership Team. This role is critical for driving the college's long-term sustainability and strategic ambitions, fostering innovation, and shaping its future direction.

Questions or Support:

We're committed to ensuring an inclusive application process. Please don't hesitate to contact Abi Boyce at a.boyce@hca.ac.uk if you have any questions or require help in applying.

About Hereford College of Arts

Hereford College of Arts (HCA) is a vibrant, independent, specialist college in Herefordshire. Renowned for its diverse and inclusive community, HCA provides a broad range of creative courses, from Post-16 to Postgraduate levels, as well as a variety of short courses.

At HCA, we are committed to delivering the best possible outcomes for all students. We focus not only on success in qualifications but on fostering personal confidence and essential professional skills. We measure our achievements through the progress, attainment, and personal growth of each student, always striving to ensure that our students are well-prepared for their next steps.

HCA's commitment to excellence was recognised last year when it was awarded an Outstanding grade by Ofsted, a testament to its high-quality teaching, student support, and overall learning environment. With a strong emphasis on collaboration and industry engagement, HCA prepares its graduates to make meaningful contributions to the global creative landscape.

We are seeking a new Chair of Governors to join our dedicated team and help guide HCA into its next chapter of excellence and growth. The ideal candidate will share our passion for the arts and education, bringing strategic vision and leadership to support our mission and values.



Structure of our Board and Committees

The Board consists of 18 members, each bringing a range of skills, experience, and perspectives to support the college. The membership must be between 12 and 20 and currently includes:

- **3 Staff Members**
- **2 Student Members:** Both from Higher Education, and we are in the process of recruiting a student from Further Education.
- **The Principal**
- **12 Independent Members**

Staff and student members are nominated and elected by their respective groups. Independent members come from diverse professional backgrounds, offering their expertise to guide the college. The Board is made up entirely of volunteers, each dedicating their time and energy to shaping the future of the college.

The Board has set up the following Committees, each with a clear role and include:

- **Audit Committee:** Advises the Board on the effectiveness of control systems, risk management, and governance.
- **Search and Governance Committee:** Ensures the Board has the right skills and supports strong governance across the college.
- **Curriculum and Quality Committee:** Oversees academic quality and performance, ensuring high standards and promoting equality, diversity, and safeguarding.
- **Finance and General Purposes Committee:** Monitors financial matters and ensures resources are used wisely, keeping the college financially healthy and secure.
- **Remuneration Committee:** Oversees pay and benefits for senior staff, ensuring they are fair and in line with the college's goals.

An overview of **the Role**

Role Summary

The Chair of Governors at HCA leads the Board, ensuring effective governance and alignment with the college's strategic goals. Working closely with the Principal and senior leadership team, the Chair fosters a collaborative environment, guiding discussions focused on the college's mission, values, and financial sustainability.

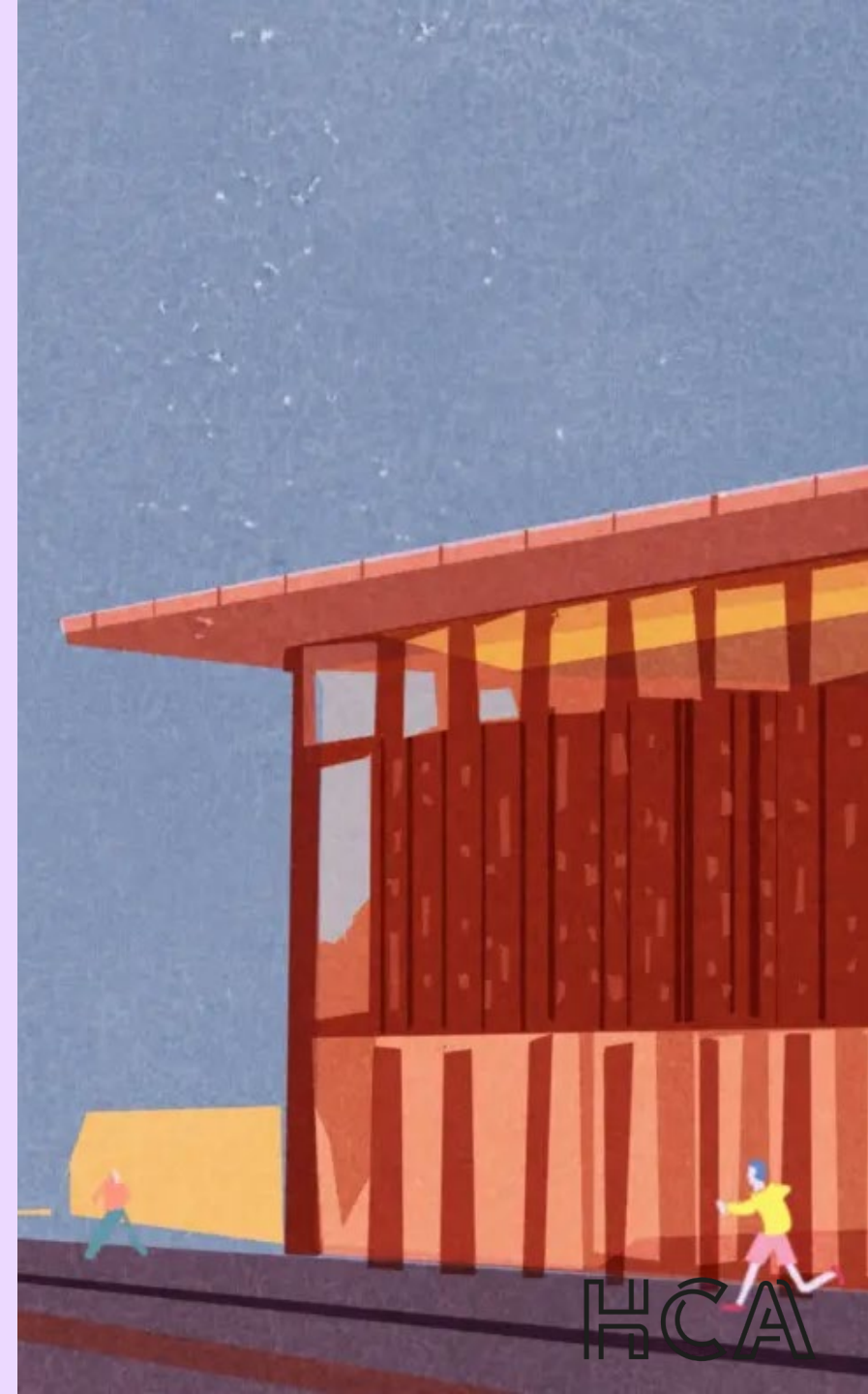
The Chair plays a key role in overseeing the college's financial health, ensuring resources are managed effectively to support long-term success. The position also involves supporting high-quality education, creativity, and innovation, while ensuring the Board remains informed and unified in its decisions.

Tenure

The appointment is for an initial four-year term, with the possibility of an additional four-year term with a one year extension.

Location

We welcome applicants from across the region, including those with strong connections to or interests in Herefordshire or nearby areas. While the position is based in Hereford, location should not be a barrier to applying, provided you are able to visit the college in person. Meetings will be held at our College Road and Folly Lane campuses.



“Hereford College of Arts is a magical place. The wonderful students, inspirational staff and engaging leadership make chairing it one of life’s great privileges, both culturally and professionally. Challenges are addressed with optimism and the rewards are evident at the annual shows, talking to the students and their families about their journeys and the wonderful creative careers that they are moving into, and spending time with their academic mentors. It is one of this country’s truly life affirming institutions. I’ve been chair for eight years **and loved it!**”

*-A message from **our current Chair***



What's Involved

The role of Chair comes with a **meaningful time commitment** to ensure everything runs smoothly. Here's what to expect:

- **Board and Committee Meetings:** Attend around 5 Board meetings a year and usually 3 meetings for any committee the Chair is a part of (which may be more than one).
- **Preparation:** Spend time preparing in advance for meetings so discussions are productive and informed.
- **Collaboration:** Work closely with the Principal and the Clerk to the Governors to stay updated and connected.
- **Correspondence:** Keep on top of any communications that come to the Chair and respond as needed.
- **College Representation:** Attend additional meetings and events to represent the college and support its work.

The Chair position is unpaid, but travel and related expenses incurred during college business can be reimbursed. Directors' liability insurance is provided.

Being Chair means dedicating time beyond that expected of other Governors, but it's a great way to **make a real impact and help guide the college forward.**

Responsibilities

1.

Appointment:

The Chair is selected by the Board and collaborates with them to guide the college's creative direction.

2.

Representing HCA:

Build and nurture connections with key stakeholders, working with senior staff to share HCA's vision and values.

3.

Leading with Vision:

- Lead the Board, ensuring the college stays inspired and true to its mission.
- Cultivate an environment where Governors work harmoniously, contributing their unique perspectives and talents.
- Embody integrity and uphold the Code of Conduct, setting the standard for others.
- Cultivate a strategic and collaborative relationship with the Principal, focusing on long-term goals while empowering the leadership team to manage day-to-day operations.
- Collaborate closely with the Clerk to ensure the governance processes are efficient and effective.

4.

Overseeing College Affairs:

- Ensure the Board operates within its governance framework and aligns with external guidelines.
- Partner with the Clerk to provide essential insights and maintain a clear record of members' interests.
- Approve and communicate key documents and decisions to the Board.
- Support the development of senior roles, guiding job descriptions, recruitment, and stepping in as needed.

5.

Nurturing Growth and Reflection:

- Guide the Board in reflecting on its progress and welcoming constructive feedback.
- Encourage continuous learning and creativity among Governors.
- Oversee performance evaluations for the Principal and Clerk, fostering their professional development and recognising their contributions to the college's success.

What we're looking for in **our Chair**

We are looking for an inspiring and dedicated individual who shares our passion for the arts and education. This person will champion our values, drive excellence across the college's activities, and help elevate our reputation. They will lead a dynamic and committed Board of Governors and support our staff in delivering impactful, sustainable initiatives that positively influence our students and the broader community.

Core Competencies:

- **Strategic Leadership:** A proven ability to guide organisations towards success through strategic planning and decision-making.
- **Strong Governance:** A deep understanding of governance principles and a commitment to upholding high standards of accountability and transparency.
- **Effective Communication:** Excellent communication skills, both written and verbal, to engage with diverse stakeholders and build strong relationships.
- **Collaborative Leadership:** A collaborative approach to working with the Principal, staff, Governors, and other stakeholders to achieve shared goals.
- **Financial Acumen:** A solid understanding of financial management and the ability to make informed decisions about resource allocation.
- **Commitment to Excellence:** A passion for education and a dedication to providing high-quality learning experiences for students.
- **Passion for the Arts:** A strong interest in contemporary arts practice.

What we're looking for in **our Chair**

Desirable Skills and Experience:

- **Governor Experience:** Prior experience as a Governor or in a similar leadership role, ideally within an educational or related setting.
- **Leadership Expertise:** Proven experience in leading teams across any sector, public or private.
- **Growth Management:** Experience in performance management and guiding organisational development.
- **Business Management Experience:** Proven experience in running or managing a business, including oversight of operations, strategy, and finances.
- **Arts Education Advocate:** An appreciation for the unique value of specialist arts colleges.



Eligibility

Being Chair at Hereford College of Arts is a influential position, and there are a few key things to consider before applying:

Legal Requirements:

- You must be at least 18 years old.
- You cannot have been previously removed from a similar role by a Court or the Charity Commission.
- You must not be disqualified under the Company Director's Disqualification Act 1986.
- You cannot have any unspent convictions for offences related to dishonesty or deception.
- You cannot be an undischarged bankrupt.
- You cannot have received a prison sentence of three months or more (including suspended sentences) within the past five years, or a sentence of two and a half years or more within the past 20 years.
- You cannot be a current staff member or student of the college.

Upholding Public Trust:

While not a public appointment, the Chair should adhere to the seven principles of public life established by the Nolan Commission (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership). These principles are fundamental to good governance and ensure trust from the HCA community.

This appointment will be subject to a satisfactory enhanced DBS check and two references.

If you align with these requirements and share our values, we encourage you to apply and play a key role in shaping the future of HCA.

How to Apply

Please submit your **CV along with a covering letter** (no more than one A4 page) explaining why you believe you'd be a successful Chair for Hereford College of Arts.

In your covering letter, please outline your relevant experience, skills, and motivation for applying, ensuring that you address the key competencies and leadership qualities we are seeking in this role.

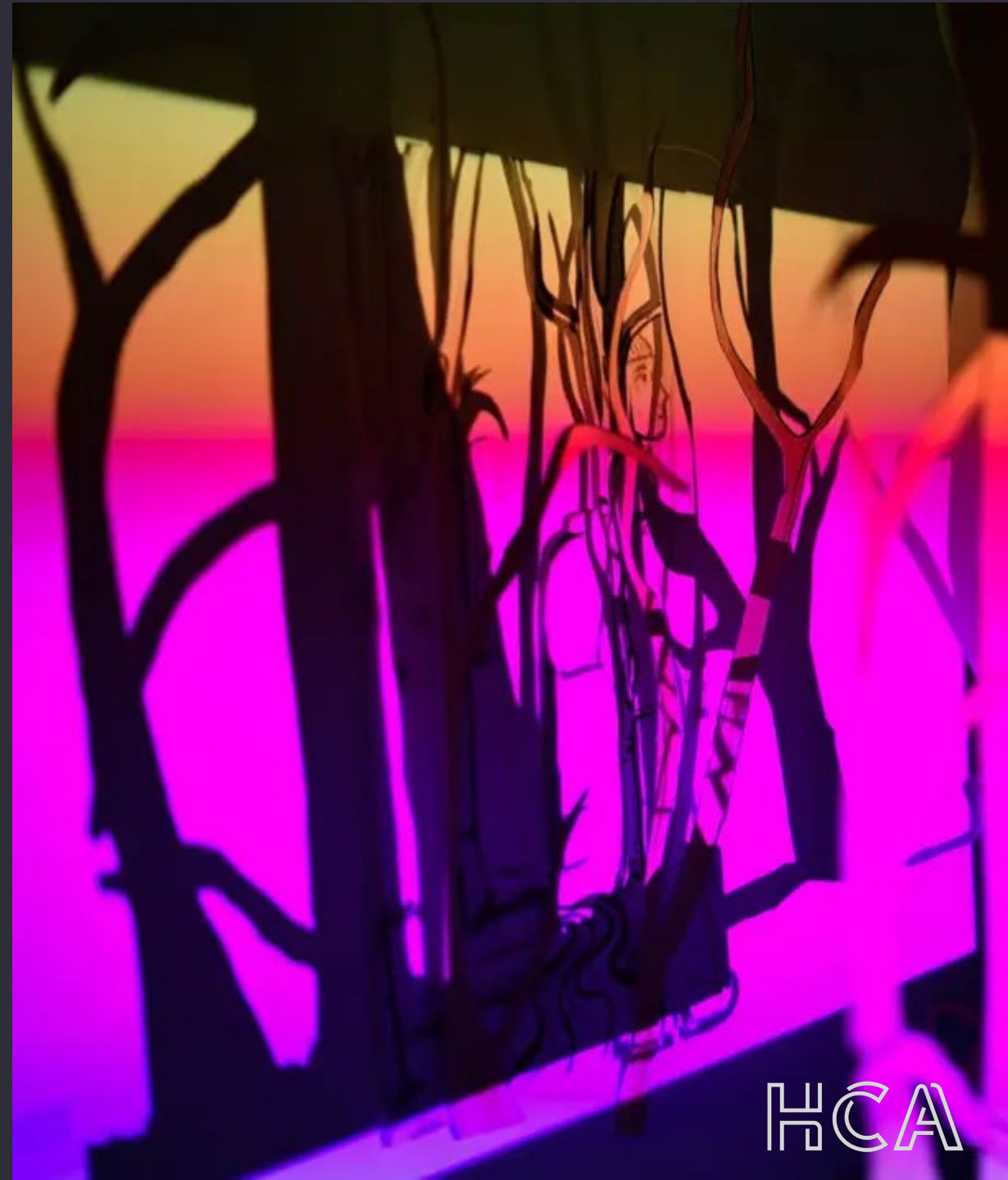
Submit your application by email:

- Applications should be sent to Abi Boyce, Clerk to the Governors, at a.boyce@hca.ac.uk.
- Abi can also answer any informal enquiries you may have.

Key Dates:

- **Closing Date for Applications:** Monday 17th March 2025 at 12:00pm.
- **Interviews will be held:** Week commencing 24th March 2025.

Shape the future of HCA. Apply today.



HCA

Hereford
College
of Arts

ual: university
of the arts
london

Ofsted
Outstanding

