

## **Governor Role Descriptions**

### **Overview**

Governors play a key role in ensuring that Salt Training Limited delivers high-quality, inclusive, and financially sound education and training in line with the organisation's Strategic Plan 2025–2028.

Each governor contributes their expertise to provide independent oversight, constructive challenge, and strategic guidance to the Senior Leadership Team (SLT).

Governors act in a voluntary capacity and are expected to uphold Salt Training's vision, mission, and core values:

Inclusivity – Excellence – Partnership – Integrity – Responsiveness – Empowerment – Sustainability.

### **2. Core Responsibilities (All Governors)**

All governors share collective responsibility for governance effectiveness. Key duties include:

#### **Strategic Leadership**

- Contribute to the development, approval, and monitoring of the Strategic Plan.
- Ensure that the organisation's mission and curriculum intent meet the needs of learners, employers, and the community.
- Champion inclusion, equality, and sustainability across all governance decisions.

#### **Accountability and Performance**

- Hold the Managing Director and SLT to account for the quality of education, learner outcomes, and financial performance.
- Scrutinise reports and data on KPIs, attendance, destinations, and funding performance.
- Monitor progress against the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).

#### **Compliance and Assurance**

- Ensure Salt Training meets its obligations under Ofsted, ESFA, ICO, and safeguarding frameworks.
- Oversee the effective management of risk, audit actions, and data protection compliance.
- Safeguard the organisation's reputation and ensure ethical governance practices.

#### **Engagement and Representation**

- Act as an ambassador for Salt Training, promoting its mission and values externally.
- Engage with learners, staff, and employers to understand their experiences and bring those insights to the Board.
- Support the organisation's partnership and employer engagement strategy.

#### **Commitment and Conduct**

- Attend and actively participate in all governance meetings (minimum 3 out of 4 per year).

**Policy Owner: Managing Director**

**Stage of Approval: Approved**

**Date of Review: January 2026**

- Read Board papers in advance and contribute to informed, evidence-based discussion.
- Complete mandatory training in Safeguarding, Prevent, Data Protection, and Equality.
- Adhere to the Nolan Principles of Public Life and the Governors' Code of Conduct.

### **Specific Portfolio Roles**

Each governor will hold one or more portfolio areas, reflecting their professional expertise and Salt Training's strategic priorities.

### **Chair of Governors – Strategic Leadership & Curriculum Intent**

#### **Purpose:**

Provide overall leadership and ensure the Board functions effectively to deliver its purpose.

#### **Key Responsibilities:**

- Lead the Board in setting strategic direction and ensuring delivery of the Strategic Plan.
- Support and appraise the Managing Director.
- Ensure curriculum growth and employer alignment reflect labour market priorities.
- Approve annual SAR/QIP and monitor progress toward Ofsted readiness.
- Represent Salt Training in external forums, employer networks, and strategic partnerships.
- Ensure good governance practice, attendance, and performance among Board members.

#### **Desirable Experience:**

Senior leadership in FE/skills, education management, or construction/industry sectors.

### **Governor – Quality of Education and Learner Experience**

#### **Purpose:**

Provide scrutiny and challenge on the quality of teaching, learning, and assessment.

#### **Key Responsibilities:**

- Review the SAR and QIP, ensuring continuous improvement in learner outcomes.
- Monitor data on retention, achievement, and progression.
- Evaluate learner feedback and involvement in curriculum design.
- Ensure teaching and assessment practices meet Ofsted EIF standards.
- Support the embedding of CEIAG and employability within the curriculum.

#### **Desirable Experience:**

Teaching, inspection, or quality assurance background; knowledge of FE quality frameworks.

### **Governor – Safeguarding, Prevent and Learner Wellbeing**

#### **Purpose:**

Ensure learners are safe, supported, and have positive wellbeing throughout their training journey.

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**Key Responsibilities:**

- Meet termly with the Designated Safeguarding Lead (DSL).
- Review and approve the Safeguarding and Prevent policies annually.
- Monitor safeguarding cases, training compliance, and Prevent risk assessments.
- Oversee learner wellbeing, inclusion, and Equality, Diversity, and Inclusion (EDI) activities.
- Ensure Salt Training meets all statutory obligations under *Keeping Children Safe in Education (KCSIE)* and the *Prevent Duty*.

Desirable Experience:

Safeguarding, social care, or welfare background; DSL experience preferred.

**Governor – Financial Oversight and Funding Assurance****Purpose:**

Oversee Salt Training's financial management and ensure sustainability and compliance with funding regulations.

**Key Responsibilities:**

- Review and challenge budgets, forecasts, and management accounts.
- Monitor income diversification and efficiency of delivery models.
- Ensure compliance with ESFA, DfE, and audit requirements.
- Scrutinise funding streams (Bootcamps, ASF, EHCP, Multiply, commercial).
- Oversee financial risk management and reserves policy.

**Desirable Experience:**

Finance, audit, accounting, or commercial management background.

**Governor – Performance Monitoring and Compliance****Purpose:**

Ensure the organisation meets its KPIs and operates within all regulatory frameworks.

**Key Responsibilities:**

- Monitor performance against KPIs and milestones (from the Strategic Plan).
- Oversee internal audit and funding compliance reports.
- Ensure systems and processes meet ESFA and Ofsted expectations.
- Track completion of actions from inspections or external audits.

**Desirable Experience:**

Performance management, compliance, or operational leadership experience.

**Governor – Stakeholder Engagement and Partnerships****Purpose:**

Ensure strong relationships with employers, community partners, and learners.

**Key Responsibilities:**

- Oversee employer and community engagement plans.
- Review employer feedback and ensure responsiveness to industry needs.
- Support co-designed curriculum and placement opportunities.
- Champion learner voice mechanisms, including surveys and focus groups.

**Desirable Experience:**

Industry engagement, marketing, CSR, or partnership development background.

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## **Governor – Risk and Ethical Governance**

### **Purpose:**

Oversee integrity, transparency, and risk management in decision-making.

### **Key Responsibilities:**

- Maintain oversight of the organisational Risk Register.
- Ensure ethical standards, whistleblowing, and conflict-of-interest management.
- Oversee data protection and GDPR compliance.
- Ensure policies and governance processes support transparency and accountability.

### **Desirable Experience:**

Governance, legal, risk, or compliance background.

### **Staff Representative (Advisory Role)**

- Provides insight into the experience and perspectives of teaching and support staff.
- Acts as a liaison between staff and Board but does not participate in matters involving individual staff performance.

### **Learner Representative (Advisory Role)**

- Presents learner views on teaching, support, and wellbeing.
- Supports communication between the learner body and the Governance Board.
- Participates in decisions impacting the learner experience.

### **Term of Appointment**

- Standard term: three years, renewable once.
- Role descriptions are reviewed annually as part of the Governance Self-Assessment process.

### **Support and Development**

#### **All governors receive:**

- A structured induction and access to key documents (Strategic Plan, SAR, QIP, Risk Register, etc.).
- Annual training in Safeguarding, Prevent, and EDI.
- CPD opportunities through the Education and Training Foundation (ETF) and AELP.

**Approved by:** Kurt Salter

**Position:** Managing Director

**Date:** Jan 2026



**Policy Owner:** Managing Director

**Stage of Approval:** Approved

**Date of Review:** January 2026