

GOVERNOR APPOINTMENT PROCEDURE

The composition of the Corporation needs to reflect the particular skills necessary for the effective discharge of its responsibilities. The Governance Committee will look at the current skills mix of the Corporation, seeking to identify any gaps in experience or expertise and to ensure an appropriate balance of gender, age, ethnic origin and disability.

Potential candidates will then be sought by various means as decided by the Committee. This may include:

- Advertising locally, nationally or in specialist journals
- Targeted mail-shots
- Personal nomination (by existing Governors or others)
- Consultation with appropriate organisations likely to employ, represent or know of people with the skills and expertise required

All prospective applicants will be sent an information pack which includes:

- The role and responsibilities of the Corporation
- The time commitment
- A Role Description and Person Specification
- Information about the College
- An application form

There is a set procedure whereby the Governance Committee considers all applicants against a person specification and by an informal interview with a panel which includes at least 2 members of the Corporation. The Governance Committee looks at the applicants' skills, experience and expertise against any gaps that the Corporation may have before it makes its recommendations to the Corporation.

Those appointed to the Corporation (other than the College Principal) receive no payment for their services although they may claim the cost of travel or other out of pocket expenses for attendance at meetings.

Re-appointments

Members are appointed for up to four years but may be re-appointed for a further term. All appointments and re-appointments (other than Staff and Student Members) are considered by the Governance Committee which makes recommendations to the Corporation.

When the term of office of a member is nearing its expiry the Governance Committee will consider whether or not to re-appoint. Re-appointment will not be automatic. The meeting will take place in sufficient time for the Committee to report to the Governing Body at the last meeting before the member's term of office expires.

The Governance Committee will consider whether or not to recommend to the Corporation that the member be appointed to serve for a further term of office taking into account factors such as:

- The value of the member's skills, knowledge and experience to the work of the Corporation
- Whether it would be appropriate to refresh the range of skills and experience available to the Governing Body
- The quality of the member's contribution to discussions at meetings
- The member's commitment to the College and to the work of the Corporation (including membership of Committees and attendance record)
- Participation in Governor training and development events
- The length of the member's previous service.

Where the member concerned is a member of the Governance Committee he or she shall withdraw from the meeting and take no part in the discussion or voting in relation to his or her future membership of the Corporation.

A member's term of office will expire automatically unless the Governance Committee decides to recommend a further appointment and the Corporation accepts the recommendation. The Clerk will advise the member of the Committee's decision.

Appointment of Staff and Student Members

Where a vacancy for a Staff or Student Member arises, the Clerk will seek nominations from the appropriate constituency (full and part-time employees/students of the College). In the event of more than one nomination, the Clerk will make arrangements for an election with clearly specified closing dates. The election will normally be conducted via ballot boxes being available at each of the College's main premises.

After the closing date, the Clerk will publish the results and the name of the candidate elected for appointment.

Staff and Student Members will cease to hold office on ceasing to be employees or students of the College.

Eligibility

The following are ineligible to be appointed as Governors:

- Anyone under 18 years of age (except where appointed as a Student Governor)
- Anyone who is a member of staff of the College (other than as a Staff Governor or in his or her capacity as Principal)
- Those who have certain convictions
- Those who have been disqualified under the Charities Act 2011 from acting as a charity trustee
- The Clerk to the Corporation.

All new Governors will be required to sign a Register of Interests, Code of Conduct and Statement of Eligibility on appointment and be made aware of their responsibility to notify the Clerk if a change of circumstances affects their ability to continue in service at a future date.

All Governor appointments will be subject to DBS checks (Disclosure and Barring Service).

Administration of the Procedure

The Clerk will be responsible for ensuring that all procedures are conducted in an open and fair manner.

26 August 2014