

POLICY ON THE SELECTION OF GOVERNORS (Excluding the Principal)

(Approved by the Corporation on 15 July 2004; amended 8 March 2006 to include re-appointment procedures; amended 13 March 2008 to take into account new Instrument & Articles of Government)

1. VACANCIES

1.1 Vacancies may arise from:

- the death of a governor
- the resignation of a governor
- the removal of a governor from office by the Board
- the expiry of the term of office of an existing governor

1.2 In all cases except the expiry of the term of office of an existing governor, the process for filling vacancies shall be that set out in paragraph 3 of this policy.

2. EXPIRY OF THE TERM OF OFFICE OF AN EXISTING GOVERNOR

2.1 At the commencement of the last year of a governor's term of office, the Clerk will make contact with the governor to see if they are willing for their name to be considered by the Governance & Search Committee to serve another term of office.

2.2 Governors seeking re-appointment will be required to complete a 'Governors Re-Appointment Self-Assessment' Questionnaire' (Appendix II).

2.3 The Governance & Search Committee will review completed questionnaires and will make any re-appointment recommendations to the Corporation.

2.4 In circumstances where the governor is willing to be re-appointed, the Search Committee will consider whether to make a recommendation to the Board that the governor be appointed to serve for a further term of office. The Committee shall base their decision on the following factors:

- whether the skills of the governor are still required;
- whether the departure of the governor would afford the opportunity to improve the skill mix of the Board;
- the governor's contribution and commitment to the Board's work; and
- the gender/equality make up of the Board.

2.5 When the governor under consideration is a member of the Governance &

Search Committee, that governor shall withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Board.

- 2.6 Where the Board accepts a recommendation from the Committee to appoint an existing governor for a further term of office, the Board shall make the appointment in accordance with the Instrument of Government of the College.
- 2.6 Where the Governance & Search Committee decides that the governor should not be appointed for a further term, a vacancy shall exist and shall be dealt with under paragraph 3 of this policy. Such a decision will be reported to the next meeting of the Board.
- 2.7 A governor who the Governance & Search Committee decides should not be appointed for a further term of office shall have no right of appeal against such a decision nor the right to be heard by the Committee or the Board on this issue.

3. FILLING OF VACANCIES

- 3.1 When a vacancy arises, for whatever reason, the Governance & Search Committee will give consideration to the skills mix required of the vacancy/vacancies to ensure that the Board has appropriate skills and expertise amongst its membership to enable the Board to discharge its responsibilities. This will be based on the current skill mix required and specified by the Board (Appendix I).
- 3.2 Consideration will also be given to the gender and diversity of the current membership with the aim of working towards a Board membership that best reflects the community that the College serves.
- 3.3 Vacancies may be advertised either through the placing of an advert in local/national newspapers and periodicals and or by advertising the vacancy on the College's website. Existing Board members will also be asked to bring the vacancy to the attention of any persons that they think might be suitable for appointment. Applications shall be submitted in writing to the Clerk to the Governors.
- 3.4 The Clerk will be responsible for assessing applicants against the person specification and required skills mix.
- 3.5 Interviewing shall be undertaken by a panel determined by the Governance & Search Committee. Minimum membership of the panel shall be the Principal and the Clerk.
- 3.6 The Board shall only appoint a governor on the recommendation of the Governance & Search Committee and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

4 STAFF GOVERNOR

- 4.1 Nominations shall be sought from staff whenever a vacancy arises. If more nominations are received than vacancies exist, the Clerk will make the arrangements for an election to take place.

- 4.2 The Corporation shall only appoint a staff governor on the recommendation of the Governance & Search Committee and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

5 STUDENT GOVERNORS

- 5.1 The post of the President and the post of Vice President of the Students Union will be the student governors. In the event that neither post holder wants to carry out the duties of being the student governor, the Executive of the Students Association will be the recognised body for nominating a student governor. Nominations to be confirmed in writing to the Clerk of the Corporation. In the event of no nominations being received from the Executive, the Clerk will make the necessary arrangements for the student body to elect the student governors.
- 5.2 The Corporation shall only appoint a student governor on the recommendation of the Governance & Search Committee and shall do so in accordance with the Instrument of Government of the College.

Appendix I

Skills Mix For The Membership of the Board

SKILL AREA
Equal Opportunities
Finance
Audit
Legal
Property
Personnel
Marketing
Governance/Trusteeship
Education Management
Secondary Education
Further Education
Higher Education
Special Needs/Basic Skills
Large Organisation Management
Information & Technology
Local Authorities
Public Sector Organisations
Local Voluntary Organisations
Local businesses/Employers Links
Work Based Learning
Teaching
Quality Systems
Risk Management
Health & Safety
Spiritual/Faith
Student Matters
Child Protection & Safeguarding Issues
Widening Participation
Learning & Skills Council (LSC)

Appendix II

Governors Re-Appointment Self Assessment Questionnaire

This self assessment questionnaire is designed for use by Governors who are being considered for re-appointment to the Governing Body. The questionnaire should be returned to the Clerk to the Corporation who will submit it to the Governance & Search Committee. The completed questionnaire will form the basis of the Governance & Search Committee's evaluation of the performance of the member before making a recommendation on re-appointment to the full Corporation. The Governance & Search Committee may make a decision on the basis of the completed questionnaire, or may in addition call a member for interview in case of the need for more information or clarification on any point. Only the Clerk, members of the Governance & Search Committee and auditors may see the completed questionnaires. Please continue on a separate sheet if necessary.

**NAME OF MEMBER BEING CONSIDERED FOR RE-APPOINTMENT
(BLOCK LETTERS)**

**Date of evaluation by
Governance & Search
Committee**

**SECTION 1 : TO BE COMPLETED BY THE MEMBER BEING
CONSIDERED FOR RE-APPOINTMENT**

a Are you able to contribute as much as you would like to meetings?
Comments

Yes	To Some Extent	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b Do you normally attend training events ?
Comments : Please list any training events attended, either in-house training events or external training events (NB: The Clerk will have a record of attendance to all in-house training events)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

c Do you become involved in College activities (other than training events) e.g. Governor Link visits/Award ceremonies?
Comments : please list any college activities (other than training events) which you attended

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

d Do you undertake any additional roles apart from your membership of the Governing Body eg Charring committees, membership of

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

working groups etc. If yes, please state which.

Comments :

- | | Yes | To Some
Extent | No |
|--|--------------------------|--------------------------|--------------------------|
| e Do you consider that your skills and experience remain relevant to the needs of the Governing Body (This is particularly relevant for Governors with more than 8 years' service)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

Signature of member seeking re-appointment

SECTION 2 : FOR COMPLETION BY THE CLERK/ SEARCH COMMITTEE

- | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|
| a | The member has achieved good attendance, and normally at least 70% over an academic year, at meetings (this section to be completed by the Clerk based on published attendance figures) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--|--------------------------|--------------------------|--------------------------|

Year of Review

Average attendance (%)

- | | | | | |
|---|---|--------------------------|--|--------------------------|
| b | (Where applicable) A nomination has been received/ renewed from a suitable nominating body | <input type="checkbox"/> | | <input type="checkbox"/> |
|---|---|--------------------------|--|--------------------------|

Name of nominating body

- | | | | | |
|---|---|--|--|--|
| c | Date received:
Recommendation from the Governance & Search Committee: | | | |
|---|---|--|--|--|

Re-appoint for a period of _____years from _____(date) o

Do not re-appoint o

Call for interview o

Other (please specify) o

Date: