

Policy on the Appointment and Re-appointment of Governors

The Corporation seeks to appoint as Governors people who:

- have the skills and experience to contribute to the effective and efficient governance of the College;
- are willing to devote sufficient time and interest to the duties and responsibilities of a Governor;
- are prepared to act entirely in the best interests of the College, exclusive of any interests they have elsewhere.

When making appointments the Corporation will:

- first, preserve the range of skills necessary to govern effectively;
- second, endeavour to secure an equality & diversity profile of Governors that broadly reflects that of the College's learner population.

Procedures

External Governors - Appointment

1. When an External Governor vacancy occurs the Governance & Search Committee shall take steps to fill the vacancy at the earliest possible opportunity.
2. The Committee shall usually consider the skills balance of the remaining Governors and construct a person specification for the vacancy.
3. The application pack will include a summary of the College's role, its commitment to equality & diversity and the Governor role profile. The application pack will be made available in a variety of formats and on the College's website.
4. Unless the Committee determines otherwise the vacancy will normally be advertised in the local media and on the College's website and via its social media channels.

5. All prospective applicants will be offered the opportunity to have an informal discussion with the Chair and/or Clerk before submitting an application.
6. Should prospective candidates deselect themselves from applying to become a Governor, but still request ongoing contact, they will be entered on to the College's Register of Interested and Prospective Governors. This register will be maintained by the Clerk to Corporation and entrants will need to provide their express permission for their personal data to be retained. Data retention will be in keeping with the College's data protection protocols.
7. The Committee will decide the arrangements for shortlisting applications and interviews. Shortlisting and interviews will normally be carried out by a panel of Governors appointed by the Committee.
8. Before shortlisting commences, the Clerk to Corporation must check that each person on the shortlist is eligible for membership as specified in the Instrument and Articles of Government.
9. All those willing to be interviewed shall be offered the chance of visiting the College, preferably during a normal College day, and meeting the Clerk to Corporation.
10. In circumstances where interviews have taken place recently and a candidate has been judged suitable for appointment but not been appointed at that time, that candidate will be asked to join the Register of Interested and Potential Governors, so that they may be invited to re-apply.
11. The Corporation shall only make an appointment on the recommendation of the Committee for a period not exceeding four years (a standard term of office for Corporation Governors).

External Governors – Re-appointment

1. In good time before the end of an External Governor's first term of office, the Clerk to Corporation shall, having satisfied her/himself of the member's eligibility under the Instrument and Articles of Government and consulted with the Chair of the Governance & Search Committee and Chair of the Corporation, enquire of the Governor whether he/she wishes to be considered for a second term not exceeding four years.
2. When a Governor wishes to be re-appointed, the Committee shall consider whether to recommend that Governor to the Corporation for re-appointment, bearing in mind:
 - a. the current profile of the Corporation in terms of skills, and diversity balance;
 - b. the Governor's record in terms of attendance, involvement with the College and overall contribution to the Corporation.

3. When re-appointing a Governor, the Committee and the Corporation shall bear in mind the Nolan Committee recommendations that a third and subsequent term of office should be the exception rather than the rule.
4. The Committee shall present its conclusions to a meeting of the Corporation from which the Governor being reappointed shall have withdrawn.

Parent Governors

1. On receiving the resignation of a Parent Governor, or on the conclusion of her/his term of office, the Clerk to Corporation shall organise advertisement of the vacancy to the parents of all students in the College of 19 years of age and under.
2. All candidates shall be parents of current College students of 19 years of age and need not be nominated by other parents of such students.
3. If there is more than one candidate the vacancy shall be filled in line with the current requirements of the Instrument & Articles of Government.
4. A person having been selected, the Corporation shall normally confirm the appointment for a period not exceeding two years with an option, at the Corporation's discretion, to extend this by a further period not exceeding two years.

Support & Teaching Staff Governors

1. On receiving the resignation of the Support or Teaching Staff Governor or on the conclusion of her/his term of office, the Clerk to Corporation shall inform all members of the College's support or teaching staff, as appropriate, requesting nominations for the position.
2. Candidates shall have a contract of employment with the College and may be full or part-time, permanent members of staff appropriate to the category in which they are standing. Candidates shall be nominated by two current members of the appropriate category of staff.
3. If there is more than one candidate the Clerk to Corporation shall conduct a ballot of the appropriate category of staff, making sure that the voting period is long enough to enable all eligible part-time staff to vote on one of their normal working days.
4. A member of staff having been selected, the Corporation shall normally confirm the appointment for a period not exceeding four years (the standard term of office for a Corporation Governor).

Student Governors

1. There shall be two Student Governors serving on the Corporation. The aim is for one Student Governor to be a representative of the student body pursuing Level 1 and 2 qualifications, and the other should be a student pursuing a Level 3 qualification. The Student Governor pursuing a Level 1/ 2 course serves a tenure of an academic year. The Student Governor pursuing a Level 3 course is elected from within the Student Executive and serves a tenure for a calendar year.
2. On receiving the resignation of a Student Governor, or at the conclusion of her/his term of office, the Clerk to Corporation shall either make arrangements for an invitation to apply to be issued to all the College's Level 1 and 2 students, or request a nomination from the Student Executive, as appropriate.
3. A student having been selected, the Corporation will normally confirm the appointment for a period not exceeding 12 months.

Principal

The Principal, if electing to be a Governor, shall hold office for the duration of her/his employment as the College's Principal.

All Governors

1. All Governors' appointments will only commence upon receipt by the College of a clear enhanced DBS check and entry onto the Single Central Record. Furthermore, all Governors are required to confirm their eligibility to serve as a Governor at the point of appointment, and annually on an ongoing basis. Other behavioural expectations relating to Governors are outlined in the Governors' Code of Conduct, which Governors are required to read and sign annually.

Notes

The College's Instrument and Articles of Government deal with a number of matters concerning the appointment and removal of Governors. Nothing in this policy shall override the provisions of that document.

Member of staff responsible for this policy:
Date when policy reviewed by Corporation:
Latest date when policy will be reviewed:
Related College documents:

Clerk to Corporation
26 January 2022
Spring 2026
Instrument & Articles of Government
Corporation Standing Orders