

## 1. Background

- 1.1. The Instrument and Articles of Government define the legal responsibilities, powers, and duties of college governing bodies. The Instrument outlines the constitution and procedures of the governing body, while the Articles detail the internal powers, duties, and responsibilities of the college.
- 1.2. Instrument 2 (1) e) requires that the Governing Body includes:  
“at least one and not more than two members, who are parents of students under the age of 19 years attending the institution at the date of appointment, who have been appointed by the Board.”
- 1.3. It is therefore a statutory requirement that the Governing Body includes at least one Parent Governor.

## 2. Composition of the Board of Governors for Shrewsbury College

- 2.1. The Board of Governors has agreed that the number of Parent Governors shall be set at two. Where possible, appointments will be staggered by one year to ensure continuity of parent representation and maintain a consistent voice for students and families.

## 3. Election and Appointment of Parent Governors

### 3.1. Term of Office and Vacancies

Parent Governors serve a three-year term. A vacancy may arise due to:

- Completion of the term of office
- Resignation
- Non-compliance with the Governors' Code of Conduct
- Disqualification under Instrument 8 of the Instrument of Government
- Disqualification under Sections 178–180 of the Charities Act 2011

### 3.2. Application Process

When a vacancy occurs, parents or guardians of students under the age of 19 will be invited to apply. Applicants will be asked to complete:

- A Governor Application Form
- A Skills Audit Form
- An Equality and Diversity Monitoring Form

### 3.3. Selection Process

- Applications will be reviewed by the Search and Governance Committee. Shortlisted applicants may be invited to meet with the Chair of the Board, the Clerk to the Board, and/or the Principal/CEO.
- The Search and Governance Committee will make a recommendation to the Board of Governors, who will approve the appointment.

#### **4. Version control**

Procedure approved by Board – September 2016

Minor amendments made – August 2017

Minor amendments made – November 2023

No amendments made – January 2025

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