

# APPOINTMENT OF GOVERNORS AND DETERMINATION PROCEDURE

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# APPOINTMENT OF GOVERNORS AND DETERMINATION PROCEDURE

## 1. Purpose

- 1.1. This policy outlines the procedures and principles governing the appointment of members to the Governing Body of the Shrewsbury College Corporation.

## 2. The Role of the Search & Governance Committee

- 2.1. As required under the statutory Instrument and Articles of Government, the Corporation has established a Search & Governance Committee to advise the Corporation on the appointment of new members and the re-appointment of existing members to the Corporation.
- 2.2. The Board of Governors shall not appoint any person as a member (other than as a staff or student member) without first consulting and considering the advice of the Search & Governance Committee.
- 2.3. The Search & Governance Committee's responsibility is to recruit, screen, and recommend the best candidate for a needed position, mindful of the skills and diversity of existing governing body members. On receipt of a completed application form, the applicant may meet informally with at least one of the following: The Corporation Chair, the Principal/CEO or the Clerk to the Corporation. This may result in a recommendation being made for a formal interview with the Search & Governance Committee and, if successful, a subsequent recommendation by the Committee to the Board.
- 2.4. The Board of Governors is not required to seek the advice of the Search & Governance Committee when appointing student and staff members who are elected by their constituent groups. However, the Search & Governance Committee may advise on the processes for nomination and election of these members and will be informed of the election outcomes.
- 2.5. The Principal/CEO is eligible to serve on the Board of Governors as an ex officio member due to the post.

## 3. Composition and Membership

- 3.1. The Board of the Shrewsbury College Corporation has determined the following categories of membership:
  - 11 Independent members

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- 3 Staff members to be nominated by and from the teaching and support staff of the college
- 2 Student Members, one from the 16 – 19 cohort and one from the 19+ cohort nominated by the Student Union Executive of the college
- 2 Parent Governors to be appointed by the Board
- The Principal/Chief Executive Officer.

## **Total determined number of Members = 19**

- 3.2. The Corporation may at any time vary the determination of its membership provided that:
- (i). the number of members of the Corporation shall not be less than 12 or more than 21.
  - (ii). the number of members of each variable category shall be subject to the limits laid down in the Instruments of Government.

## **4. Appointment of External Co-Opted Committee Members**

- 4.1. The Search and Governance Committee is responsible for considering and recommending external co-opted committee members to the Board, to enhance expertise and representation.

## **5. Aims and Values of the Board of Governors**

- 5.1. The Board of Governors is committed to ensuring that:
- Members of the Board are appointed on merit, following an open selection process which complies with the requirements as set out in the Instrument and Articles of Government for the appointment of members.
  - Recruitment is skills- and interest-based, drawing from relevant local and wider communities.
  - Equal opportunities are upheld, with attention to gender, age, disability, race, and ethnicity.
  - The selection of members is consistent with the principles laid down by the Committee on Standards in Public Life for those holding public office

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## 6. Governors' Terms of Office

- 6.1. Governors, except Parent Governors, may be appointed to a Term of up to 4 years. Parent Governors may be appointed to a term of up to 3 years. The Board may, however, vary the length of any Term on appointment.
- 6.2. Governors should serve no more than two terms of office or a maximum of eight years unless in exceptional cases.
- 6.3. When considering the re-appointment of Governors for further terms of office, reference should be made to their skills audit forms, knowledge and experience, committee involvement and record of attendance.
- 6.4. All newly appointed members to the Board of Governors will be required to provide the college with the appropriate documentation as proof of their identity and their appointment will be subject to an enhanced disclosure and barring service check. In addition, newly appointed members will be required to abide by the Code of Conduct for Corporation Members, make a declaration of interests, complete contact details and personal profile forms, and a use of personal data form.