

1. Purpose

- 1.1. The Corporation is committed to maintaining a diverse and effective Board with the skills, experience and perspectives necessary to support delivery of the college's mission, values and Strategic Plan.
- 1.2. Parent Governors bring an important perspective to Board discussions through their understanding of the experiences, aspirations and challenges facing students and families. Their contribution supports the Corporation in making informed decisions that promote the success of learners and the long-term sustainability of the college.
- 1.3. This procedure sets out the arrangements for the recruitment, appointment and reappointment of Parent Governors in accordance with the Instrument and Articles of Government and effective governance practice.

2. Strategic Alignment

- 2.1. The appointment of Parent Governors supports
 - effective governance and decision-making;
 - stakeholder engagement and understanding;
 - Board diversity of experience and perspective;
 - succession planning; and
 - the continued development of a skilled and representative Board capable of supporting the college's strategic priorities.

3. Constitutional Requirements

- 3.1. The Instrument and Articles of Government require the Corporation to appoint: "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."
- 3.2. The Corporation has determined that there shall be two Parent Governors whenever practicable. Appointments should normally be staggered to support continuity of governance and retention of experience.

4. Role of a Parent Governor

4.1. Parent Governors are full members of the Corporation and have the same responsibilities, duties and expectations as all other governors. Although appointed because they are a parent or guardian of a student attending the college, Parent Governors are not appointed as representatives or delegates of parents.

4.2. Parent Governors are required to:

- act in the best interests of the College and its learners as a whole;
- uphold the Nolan Principles of Public Life;
- comply with the Governors' Code of Conduct;
- contribute constructively to Board and committee discussions;
- support collective decision-making; and
- maintain confidentiality where required.

4.3. Parent Governors bring valuable insight into the experiences of students and families and help inform the Corporation's understanding of issues affecting learners, communities and stakeholders.

5. Eligibility

5.1. To be eligible for appointment as a Parent Governor, an individual must, at the date of appointment:

- be the parent or guardian of a student under the age of 19 attending the college; and
- be eligible to serve as a member of the Corporation under the Instrument and Articles of Government.

A person may not be appointed if they are disqualified from serving as a governor or charity trustee under relevant legislation or the College's governing documents.

6. Term of Office

6.1. Parent Governors shall normally be appointed for a term of three years.

6.2. At the end of the term of office, a Parent Governor may be considered for reappointment, subject to:

- continued eligibility;
- satisfactory attendance and engagement;
- Board succession requirements; and
- any Corporation policy relating to terms of office.

6.3. A Parent Governor's appointment may terminate earlier through:

- resignation;
- disqualification;
- removal from office in accordance with the Instrument and Articles of Government; or
- ceasing to meet eligibility requirements where determined by the Corporation.

7. Recruitment Process

7.1. When a Parent Governor vacancy arises, the Clerk to the Corporation shall:

- notify eligible parents and carers of the vacancy;
- publicise the opportunity through appropriate college communication channels;
- provide information about the role and responsibilities of governors;
- provide the Governor Role Description, Person Specification and application documentation; and
- specify a closing date for applications.

7.2. The Corporation will seek to encourage applications from individuals with a broad range of backgrounds, skills and experiences and will have due regard to equality, diversity and inclusion throughout the appointment process.

8. Application Requirements

8.1. Applicants shall normally be required to complete:

- a Governor Application Form;
- a Skills and Experience Assessment;
- an Equality and Diversity Monitoring Form; and

- any declarations required as part of the Corporation's due diligence process.

8.2. The Corporation may also request additional information where necessary to support the selection process.

9. Assessment and Selection

9.1. Applications will be considered by the Search & Governance Committee.

9.2. In assessing applications, the Committee shall have regard to:

- the Governor Role Description and Person Specification;
- the skills and experience required by the Corporation;
- the current composition and diversity of the Board; and
- succession planning requirements.

9.3. The Committee may invite applicants to attend an informal meeting or interview with representatives of the Corporation, which may include:

- the Chair of the Corporation;
- the Clerk to the Corporation; and/or
- the Principal/CEO.

10. Recommendation and Appointment

10.1. Following assessment, the Search & Governance Committee shall recommend a preferred candidate to the Corporation.

10.2. The final decision regarding appointment rests with the Corporation Board.

10.3. The appointment shall take effect from the date determined by the Corporation.

11. Due Diligence

11.1. Before appointment, the Corporation shall be satisfied that:

- the applicant meets the eligibility requirements;
- the applicant is not disqualified from acting as a governor or charity trustee; and

- any other checks required by the Corporation's governance procedures have been completed.

12. Induction and Support

12.1. Following appointment, Parent Governors shall participate in the Corporation's governor induction programme.

13. Review

This procedure shall be reviewed periodically by the Search & Governance Committee.