

# Governor Appointment, Reappointment and Induction Policy & Procedure

For the attention of:      Governors  
Produced by:              Clerk to the Corporation  
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## Our Mission

**Inspire ambition and make a positive difference to lives through learning.**

## Our Values

**Learners First** - placing the learner at the heart of all we do

**Community** - working collaboratively to achieve

**Empowering** - enabling all in a caring environment to achieve their full potential

**Excellence** - a culture of creativity, high expectations, ambition and aspiration

**Diversity** - celebrating diversity and inclusivity as a key to our success

**Integrity** - honesty, openness and trust at the heart of College life

**Respect** - showing fairness, courtesy and mutual respect

# Governors Appointment, Reappointment & Induction Procedure

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## 1. Introduction

- 1.1 The Strategy, Governance & Search Committee's terms of reference include the remit to advise the Corporation on the appointment of new Governors and the re-appointment of existing Members. This document details the process that the Strategy, Governance & Search Committee shall follow in appointing and inducting Governors to the Corporation.
- 1.2 The process of appointment shall be rigorous, open to public scrutiny and comply with the Code of Practice for Public Appointments Procedures as set out in the first report of the Nolan Committee on Standards in Public Life.
- 1.3 The Strategy, Governance & Search Committee and the Corporation will comply with best practice and the requirements laid down in the Instrument and Articles of Government in respect of all appointments to the Corporation.

## 2. The Appointment Process For New Governors

### 2.1 Identifying Vacancies

- 2.1.1 The Clerk to the Corporation shall advise both the Strategy, Governance & Search Committee and the Corporation when vacancies arise and the category of membership in which each vacancy falls. The membership of the Board varies as required, but is currently 20.
- 2.1.2 The Strategy, Governance & Search Committee shall identify a field of candidates making appropriate use of:
  - 2.1.2.1 Advertisement - this might be a general advertisement seeking expressions of interest in joining the Corporation or a specific advertisement for a particular position on the Corporation using local and regional professional networks such as the Slough Business Community Partnership, the CBI, Business Link and the public appointments website as per the Principal's Succession Planning report of 17 September 2010;  
*and/or*
  - 2.1.2.2 Executive search - the Committee may seek the assistance of professional advisers to assist in identifying the best people for membership of the Corporation; and/or
  - 2.1.2.3 Direct approach to known persons; and/or
  - 2.1.2.4 A database maintained by the Clerk to the Corporation of interested people. It is generally proposed to build up a pool of potential governors so that any vacancies are able to be filled swiftly and effectively.
- 2.1.3 The appropriate method will be selected by the Committee to suit the circumstances of the vacancy being filled.

### 2.2 Information to be Released to Candidates

- 2.2.1 The following information will be released to all candidates:
  - 2.2.1.1 Guidance on the duties of a Corporation Member, personal qualities looked for, eligibility requirements and instructions for making an application;
  - 2.2.1.2 Key extracts from the College's Strategic Plan;

- 2.2.1.3 The Annual Self Assessment Report for the College for the last complete year;
- 2.2.1.4 The College Prospectus;
- 2.2.1.5 Code of Conduct for Corporation Members.
- 2.2.1.6 Conditions of eligibility. Before attending for interview, candidates will be invited to note the conditions of eligibility set out in Clause 8 of the Instrument of Government.
- 2.2.1.7 A request for details of one employer's reference and one personal reference.

## 2.3 **Shortlist and Interview Arrangements**

- 2.3.1 The decision on the short list of candidates to be interviewed will be made by the Strategy, Governance & Search Committee. The Committee has the authority to decide the number of candidates to be invited for interview and the length and content of the interview process.
- 2.3.2 In choosing the preferred candidate(s) for consideration by the Corporation, the Strategy, Governance & Search Committee will consider a candidate's personal suitability for appointment regardless of ethnic origin, gender, marital status, sexual orientation, political affiliation, religion or, subject to the physical requirements of the office, disability. Rather, the College aims for positive action to identify and remove any barriers for application and successful membership. In making recommendations to the Corporation, the Strategy, Governance & Search Committee will consider not only the personal suitability of candidates, but also the number of vacancies, the balance of skills and expertise on the Corporation and the need to ensure that its composition broadly reflects the community which the College serves.
- 2.3.3 The Strategy, Governance & Search Committee has no power to decide an appointment. All decisions on an appointment shall be made by way of a recommendation from the Committee to the next meeting of the Corporation. The Clerk to the Corporation shall prepare a confidential report giving details of the candidates interviewed, the process employed in reaching a decision and the reasons for the decision. The Chair of the Committee shall present the recommendation to the Corporation.
- 2.3.4 The decision of the Corporation on any appointment shall be final.

## 2.4 **Confirmation of Appointment**

- 2.4.1 Appointments as External and Staff Members shall be for a period of four years although in the case of the External Member they may be invited to be co-opted onto a Corporation Committee for a year prior to their appointment. This co-option would be as a non-governor member. The appointment for a Student member may be for one or two years determined before the student election.
- 2.4.2 All appointments shall be confirmed in writing by the Clerk to the Corporation. The letter shall include the following information as a minimum:
  - 2.4.2.1 The date of appointment and the length of the term of office decided by the Corporation, any conditions of eligibility attaching to that term of office and notification of the requirement to inform the Clerk if he/she becomes ineligible for office at any point;
  - 2.4.2.2 Dates of forthcoming meetings;
  - 2.4.2.3 A certificate of compliance with Clause 8 of the Instrument of Government;

- 2.4.2.4 A request for acceptance of the appointment to be confirmed in writing;
- 2.4.2.5 A list of the other Corporation Members, including the address and contact details of the Clerk to the Corporation and the Chair of the Corporation;
- 2.4.2.6 A copy of the Instrument and Articles of Government and the Standing Orders of the Corporation;
- 2.4.2.7 Details of the committee structure, membership, quorum requirements and frequency of meetings;
- 2.4.2.8 A copy of the College Strategic Plan and any other background information about the College which the new governor would find useful;
- 2.4.2.10 A copy of the main funding agreement with the College;
- 2.4.2.11 A Declaration of Interests for completion.
- 2.4.2.12 All Governors shall be submitted to a DBS check at the commencement of their appointment and then in annual disclosure asked to confirm that nothing has changed that would now change the outcome of that initial DBS check.
- 2.4.2.13 Two references shall be sought for new applicants as stated in 2.2.1.8.

### **3. Induction of New Governors**

- 3.1 Arrangements will be made to ensure that each new governor is afforded the opportunity to attend an induction training event within four months of being appointed.
- 3.2 The purpose of the induction training will be for new governors to get to know and understand the responsibilities of the Corporation under the Instrument and Articles of Government, the structure and procedures of the Corporation, his or her responsibilities as a governor, and to be informed about current developments in the College and further education generally.
- 3.3 It will be usual practice at an induction training event for the Group Principal and Chief Executive and the Clerk to be in attendance.
- 3.4 The establishment of Governor Mentors: experienced members who could “buddy” with new Governors through their first year.
- 3.5 The Clerk to the Corporation is responsible for organising induction training.

### **4. Process for Reappointing Governors**

- 4.1 The Clerk to the Corporation shall invite governors whose term of office is about to expire to provide an expression of interest in re-appointment and confirmation of continued eligibility to be a governor in accordance with the Instrument and Articles of Government.
- 4.2 The Clerk to the Corporation shall report to the Strategy, Governance & Search Committee details of those currently serving governors whose term of office expires within the following three months and any expressions of interest in reappointment.

- 4.3 Reappointments will not be automatic and no governor may serve for more than two consecutive terms, without the Board applying “real scrutiny” to the application and in it being an exceptional circumstance.
- 4.4 In considering a reappointment, the Committee will evaluate the contribution of the respective governor before proposing reappointment.
- 4.5 The Committee may at its discretion interview governors seeking re-appointment. Where a governor is to be interviewed then reasonable notice of the interview and the reasons for the interview will be given.
- 4.6 The Strategy, Governance & Search Committee has no power to decide on a re-appointment. All decisions shall be made by way of a recommendation from the Committee to the next meeting of the Corporation. The Clerk shall prepare a confidential written report giving details of the recommendation, the process employed in reaching a decision and the reasons for the decision. The Chair of the Committee shall present the recommendation to the Corporation
- 4.7 Where this process for reappointing governors applies to serving members of the Strategy, Governance & Search Committee, those members shall be excluded from all discussions regarding their reappointment.
- 4.8 The decision of the Corporation on any reappointment shall be final.

## **5. Review**

- 5.1 The Clerk to the Corporation is responsible for reviewing this procedure bi-annually and submitting any revisions required to the Strategy, Governance & Search Committee and the Corporation for approval.