

CROYDON COLLEGE FURTHER EDUCATION CORPORATION

PROCEDURE FOR APPOINTMENT OF GOVERNORS (all categories other than Principal)

1. GENERAL

With the exception of Staff and Student Governors, Governors shall only be appointed by the Governing Body following a recommendation from the Search and Governance Committee.

All appointments shall be made in accordance with paragraph 5 of the Instrument of Government and with reference to the Governing Body Membership Policy.

Vacancies may arise from:-

- resignation
- death
- removal of a member from office
- the enrolment of a Governor (other than a Student Governor) on a full time course at the College
- expiry of the term of office of an existing member.

1.4 The procedure for filling vacancies shall be based on:

- an open and transparent process
- the application of all general principles of Equal Opportunities including relevant legislation in respect of race, sex and disability.

2. THE PROCESS FOR APPOINTMENT

2.1 Where a vacancy (other than for a Staff or Student Governor) arises, the Search and Governance Committee will look at the current skill mix of the Governing Body, seeking to identify any gaps in experience or expertise and to ensure an appropriate balance of gender, age, ethnic origin and disability.

2.2 Potential candidates will then be sought by various means as decided by the Committee. This may include:

- advertising locally, nationally or in specialist journals
- targeted mail-shots
- personal nomination (by existing Governors or others)
- consultation with appropriate organisations likely to employ, represent or know of people with the skills and expertise required.



2.3 The process for selection will be as follows:-

2.3.1 All prospective applicants will be sent an information pack with details of:

- the role and responsibilities of the Governing Body
- the time commitment
- a Role Description and Person Specification

2.3.2 Where there is more than one candidate the Chair of the Search and Governance Committee and the Clerk will draw up a shortlist based on the Role Description and Person Specification.

2.3.3 Prospective candidates will be invited to meet members of the Search and Governance Committee. The purpose of the meeting will be to confirm that candidates have the specified skills and experience, and that they understand the role and level of commitment and time needed to make a worthwhile contribution to the Governing Body.

2.3.4 A recommendation from the Search and Governance Committee will be put to the next Governing Body meeting.

2.3.5 The Governing Body will make the appointment after considering the advice and recommendation of the Search and Governance Committee, then will appoint the new Governor to a Committee and allocate him or her a mentor.

3. RE-APPOINTMENTS

3.1 With the exception of the Student Governors and Principal, Governors shall be appointed for a four year period and shall not normally be eligible to serve more than two terms except where they hold or are about to hold an "office" ie as Chair or Vice-Chair of a Committee.

3.2 When the term of office of a member is nearing its expiry the Clerk shall convene a meeting of the Search and Governance Committee to consider whether or not to re-appoint. Re-appointment will not be automatic. The meeting will take place in sufficient time for the Committee to report to the Governing Body at the last meeting before the member's term of office expires.

3.3 The Clerk will ascertain in advance of the meeting whether or not the member in question is willing to be appointed for a further term. If the



member is not so willing, a vacancy arises and will be dealt with under Section 2 of this Procedure.

3.4 Where the member concerned is a member of the Search and Governance Committee he or she shall withdraw from the meeting and take no part in the discussion or voting in relation to his or her future membership of the Governing Body.

3.5 The Search and Governance Committee will consider whether or not to recommend to the Governing Body that the member be appointed to serve for a further term of office taking into account factors such as:

- the value of the member's skills, knowledge and experience to the work of the Governing Body
- whether it would be appropriate to refresh the range of skills and experience available to the Governing Body.
- the quality of the member's contribution to discussions at meetings
- the member's commitment to the College and to the work of the Governing Body (including membership of committees and attendance record)
- participation in Governor training and development events
- the length of the member's previous service. (See Para 3.1).

3.6 A member's terms of office will expire automatically unless the Search and Governance Committee decides to recommend a further appointment and the Governing Body accepts the recommendation. The Clerk will advise the member of the Committee's decision.

4. APPOINTMENT OF STAFF GOVERNORS

4.1 Where a vacancy for a Staff Governor arises, the Clerk will seek nominations from the appropriate constituency (full time and part time Business Support Staff in the case of the Support Staff vacancy, and full time and part time teaching staff in the case of the Academic Staff Governor).

4.2 In the event of more than one nomination, the Clerk will make arrangements for an election with clearly specified closing dates. The election will normally be conducted by postal ballot with numbered voting papers.

4.3 Individuals interested in serving as a Governor will be invited to prepare an election address which will be circulated with voting papers.



- 4.4 After the closing date, the Clerk will publish the results and the name of the candidate elected for appointment.
- 4.5 The Clerk will ask the Governing Body to confirm the appointment: no recommendation from Search and Governance Committee or formal approval by the Governing Body is required. The Governing Body will then appoint the new Staff Governor to a committee and allocate him or her a mentor.

5. APPOINTMENT OF STUDENT GOVERNORS

- 5.1 Under the terms of the Student Association's Constitution, previously agreed by the Governing Body, the student elected as President of the Association will automatically be appointed as the Student Governor for the year of his or her office.
- 5.2 The second Student Governor, who will be an HE student if the person elected President is studying on an FE course, and vice versa, will be elected by the Student Parliament.
- 5.3 The Clerk will ask the Governing Body to confirm the appointment: no recommendation from Search and Governance Committee or formal approval by the Governing Body is required. The Chair of the Learning and Quality Committee is ex officio the appointed mentor for Student Governors. Student Governors are ex officio members of the Search and Governance Committee.

6. PEOPLE INELIGIBLE TO BE GOVERNORS

- 6.1 The following are ineligible to be appointed as Governors:
- anyone under 18 years of age (except where appointed as a Student Governor)
 - anyone who is a member of staff of the College (other than as a Staff Governor or in his or her capacity as Principal)
 - those with a criminal record or have been adjudged bankrupt, in certain circumstances as set out in sub paragraph 8. (6) of the Instrument of Government.
 - the Clerk to the Governors.
- 6.2 All new Governors will be required to sign a Statement of Eligibility on appointment and be made aware of their responsibility to notify the Clerk if



a change of circumstances affects their ability to continue in service at a future date.

- 6.3 All Governor appointments will be subject to criminal conviction and / or other checks undertaken by the College at the time of their appointment and during their term of office, as decided by the Search and Governance Committee on the advice of the Clerk and /or Head of HR. A general character reference will also be required before appointment is made.

7. ADMINISTRATION OF THE PROCEDURE

- 7.1 The Clerk will be responsible for undertaking all administrative work in connection with appointments and for ensuring that all procedures are conducted in an open and fair manner. A copy of this procedure will be published on the College website and will be made available for inspection by any person during normal office hours.

Approved by the Governing Body on 16th July 2003
Reviewed by the Governing Body on 8th December 2004
Reviewed by the Governing Body on 9 July 2008
Reviewed by the Governing Body on 7 July 2014