

Approved: July 2019

## Annexe 1

### Selection of Governors Policy

#### 1. Introduction

- 1.1. In this Policy “Committee” shall mean such Committee as the Corporation may task for this purpose.
- 1.2. The Committee will advise the Corporation on all aspects of the Corporation’s membership, including the appointment and reappointment of Governors. It is the responsibility of the Clerk to the Corporation to alert the Committee when a Governor’s term of office is nearing expiry and the Committee will use this policy when arranging a reappointment or the recruitment of a replacement. This will include keeping the Corporation’s skill mix and diversity under review with a view to aligning it with future needs and seeking appropriate improvements if possible.
- 1.3. The Committee will review on a regular basis those terms of office that are due to expire and will seek to ensure that periods of time when the Board is below full membership are minimised.

#### 2. Independent Governors

##### 2.1. Expiry of the Term of Office of an existing Governor

- 2.1.1. The Clerk to the Corporation shall report to the Committee the name of any Governor whose term of office is nearing its expiry. This must be done in sufficient time for the Committee to report to the Corporation at its meeting before the term of office expires. When the Governor under consideration is a member of the Committee, that Governor shall withdraw from the meeting and take no part in the decision or voting with regard to his future membership of the Corporation.
- 2.1.2. The Committee will consider whether or not the Governor be appointed to serve for a further term of office. The Committee shall base its recommendation on the following factors:
  - a) Whether the skills and experience of the Governor are still required.
  - b) Whether it would be appropriate to take the opportunity to refresh the range of skills, experience and diversity available to the Corporation.
  - c) The Governor’s contribution and commitment to the Corporation’s work.
  - d) The length of the Governor’s previous service as a member.
- 2.1.3. A governor’s term of office will expire automatically unless the Committee recommends a further appointment and the Corporation accepts that recommendation. A governor shall not serve for more than a cumulative total of nine years save that the Chair may be permitted an extension of office to serve up to a further three years, at the annual discretion of the Corporation.
- 2.1.4. A recommendation from the Committee that a Governor be reappointed for a further term of office will be subject to the Governor being willing to serve. The Clerk will ascertain in advance of the Committee meeting whether or not the Governor in question is willing to be appointed for a further term. If the Governor

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is not so willing, a vacancy arises and will be dealt with under paragraph 2.2 of this policy. The Committee will recommend to the Corporation whether an existing Governor should or should not be appointed for a further term of office.

## **2.2. Filling of Vacancies**

- 2.2.1. When a vacancy arises for an independent Governor, the Committee will review the current skill mix and diversity of Governors and both the current and anticipated requirements of the Corporation.
- 2.2.2. In its search for new members the Corporation may employ a variety of recruitment methods including advertisements, head hunting, direct approaches and recommendations. The method employed will depend upon need but will always be open to scrutiny.
- 2.2.3. Applications and information regarding the collection of equality data shall be submitted in writing to the Clerk to the Corporation. This is to ensure that the Corporation demonstrates its commitment to equality, diversity, inclusion and human rights and the importance of collecting appropriate data.
- 2.2.4. A selection panel consisting of five members of the Corporation including the Chair, Vice Chair or both and the Principal will be convened to shortlist and interview suitable candidates, advising the Committee of any candidate recommended to be appointed.
- 2.2.5. The Committee will recommend to the next meeting of the Corporation that the candidate be appointed. Upon appointment the Clerk to the Corporation will advise the candidate in writing of their appointment.

## **3. Staff Governors**

- 3.1. When the term of office of a Staff Governor is nearing expiry or a vacancy arises for any other reason, the Clerk to the Corporation will oversee the arrangements for the nomination and election by the staff body of the College of the proposed new governor.
- 3.2. A Staff Governor is eligible to serve no more than a cumulative total of nine years.
- 3.3. When there is a vacancy for a Staff Governor, the selection process by the staff body shall be as follows:
  - (a) Staff will be invited to nominate a colleague for selection on a form prescribed by the Clerk.
  - (b) If there is only one nominee, that person's name will be put forward to the Committee who will recommend the appointment or rejection of the candidate to the next meeting of the Corporation.
  - (c) Where there is more than one nominee, a ballot will be held in which all employees of the College shall be entitled to vote electronically.
  - (d) The Clerk shall determine the arrangements for the ballot and oversee the electronic issue of the ballot paper(s) and receipt of votes.
  - (e) The name of the successful person in the ballot will be put forward to the Committee who will recommend the appointment or rejection of the candidate to the next meeting of the Corporation.

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- (f) If no appointment is made the nomination and election process will be repeated as soon as practically possible.

#### **4. Student Governors**

4.1. When there is a vacancy for a Student Governor, the selection process by the student body shall be as follows:

- (a) In this clause “Student” means any person who is a bona fide student of the College.
- (b) All students will be eligible to be a candidate and to vote in a ballot for the student governor.
- (c) All students will be invited to nominate a student for selection.
- (d) If there is only one nominee, that person’s name will be put forward to the Committee who will recommend the appointment or rejection of the nominee to the next meeting of the Corporation.
- (e) If there is more than one nominee, a campaign and ballot will be held in which all students of the College shall be entitled to vote electronically.
- (f) The name of the successful candidate in the ballot will be put forward to the Committee who will recommend the appointment or rejection of the candidate to the next meeting of the Corporation.
- (g) If no appointment is made the nomination and election process will be repeated as soon as practically possible.

#### **5. The Principal and CEO**

In accordance with the 2 (1) (d) of the Instrument of Government, the Principal and CEO shall be a Governor of the College ex officio unless he chooses otherwise.

#### **6. Appointments**

It is a condition of appointment for all Governors that they must:

- (a) Declare all relevant interests on the form prescribed by the Clerk;
- (b) Declare their eligibility for Corporation membership; and
- (c) Agree in writing to be bound by the Standing Orders, Code of Conduct and the West Suffolk College’s Policies and Procedures for the time being approved by the Corporation.

#### **7. Related documentation (policies, procedures or guidance)**

- Standing Orders
- Code of Conduct
- Terms of Office Policy