



Bexhill 6th Form College

# **APPOINTMENT OF GOVERNORS**

**POLICY NUMBER: SG3**

Reviewed & Approved by Search Committee: **May 2020**  
Approved by Corporation: **July 2020**

# APPOINTMENT OF GOVERNORS



## POLICY STATEMENT

Bexhill College Corporation aims to recruit high calibre and committed members from the local community who can provide evidence of the skills and expertise required to lead the College.

Appointments should be made through a fair and open process which takes into full account the College's commitment to equality of opportunity. The Corporation aims to meet high public standards and intends to manage a smooth transition to a new membership, meeting standards and requirements set out in updated Instrument and Articles of Government and the Nolan Committee on standards in public life.

## PROCEDURE

Staff, Parent and Student Governors are selected by appropriate means co-ordinated by the Clerk.

The Principal's position in the Corporation is set out in the Instrument and Articles of Government.

## FOR ALL OTHER MEMBERS OF THE CORPORATION

When a vacancy arises the Search Committee will review the needs of the Corporation for specific skills and expertise and identify any special requirements from the new appointment.

The vacancy will need to be filled by a new member who fits the appropriate criteria from the categories set up in the Instruments and Articles.

The Search Committee will either:

- Place details on the College website to encourage expressions of interest.
- Approach individuals who may have appropriate skills to express an interest.
- Place a formal advertisement in the local press for prospective members.

Contact local organisations to offer nominees.

The College will maintain a register of potential members who express interest in becoming a member through any route. This will be undertaken by the Principal and the Clerk.

Applicants who meet the criteria will be invited to a formal interview to discuss their application.

The Interview Panel will comprise of the Chair of the Corporation and the Principal. Other members of the Search Committee may be involved if required.

The information interview should ensure that the College is aware of potential Governors' other interests (in Nolan Committee terms) and ensure that the potential Governor is aware of the responsibilities and demands of the post.

The Panel has the responsibility for selecting the most appropriate candidate from prospective Governors and recommending them to the next Search committee and if, approved to the following full Corporation meeting. New Governors will be appointed for an initial term of office of one year. Following the first year the Search Committee will consider the renewal and re appoint for a further term of between one and four years.

The candidate will be offered the opportunity to be mentored by an existing Corporation member.

# APPOINTMENT OF STAFF GOVERNORS

## NOTIFICATION OF STAFF GOVERNOR VACANCIES

The Corporation has one Staff Governor. All staff will be notified when vacancies arise and when appointments are to take place.

## ELIGIBILITY TO BE NOMINATED AND MAKING A NOMINATION

All full or part-time members of staff on a permanent contract who have successfully passed their probationary period, and who are not, or have not been, the subject of a disciplinary or capability process. Nominees have to be proposed by another permanent member of staff.

## APPOINTMENTS PROCEDURES

All members of staff who are nominated and who fulfil the eligibility criteria to stand will be interviewed by a panel of at least two members of the Search Committee, including the Chair or Vice Chair of Corporation and Principal, who shall recommend the appointment of the preferred candidate to the Corporation for approval.

## PERIOD OF APPOINTMENT

Staff Governors will serve for a four year period and be subject to the requirements around being a member of the Corporation. Membership will cease to if the individual is no longer employed at the College or resigns from the role of Staff Governor.

## GROUNDS FOR INELIGIBILITY FROM APPOINTMENT OR HOLDING OFFICE AS A MEMBER

- If the person is subject to a bankruptcy order.
- If the person has been convicted of any offence and have received a sentence of imprisonment, whether suspended or not, as detailed in clause 8 of the Instruments and Articles of Government. This is available from the Clerk or the Principal
- If he/she is under 18 years of age (except for student Members)

## THE CORPORATION

The Corporation has to approve the recommendation.

# APPOINTMENT OF PARENT GOVERNORS

## NOTIFICATION OF PARENT GOVERNOR VACANCY

The Corporation has one Parent Governor. Parents<sup>1</sup> will be notified when a vacancy arises and when appointments are to take place.

## ELIGIBILITY TO APPLY

Parents of a student under the age of 19 years attending the College are eligible to apply to become a Parent Governor.

## APPOINTMENTS PROCEDURES

All parents who apply and who fulfil the eligibility criteria to stand will be interviewed by a panel of at least two members of the Search Committee, including the Chair or Vice Chair of the Corporation and the Principal. They shall recommend the appointment of the preferred candidate to the Corporation for approval.

## PERIOD OF APPOINTMENT

Parent Governors will serve for a four year period and be subject to the requirements around being a member of the Corporation. All new Governors are appointed for an initial 'probationary' term of office of one year. Following the first year the Search Committee will consider the renewal and re appoint for a further term of between one and four years.

There is no provision for membership to terminate on the child of the Parent Governor either ceasing to be a student at the College or reaching the age of 19.

Parent Governors will remain Governors until the expiry of their Term of Office but will not be eligible for re-appointment as a Parent Governor at the end of that term (unless they have another child attending the College who is under the age of 19 at that point).

## GROUND FOR INELIGIBILITY FROM APPOINTMENT OR HOLDING OFFICE AS A GOVERNOR

Following the panel of the Search Committee recommending appointment of a Parent Governor, the following checks will be made:

- Checks through Disclosure (DBS) that the person has no record of activity making them unsuitable for such a role.
- The proposed Governor shall confirm in writing to the Clerk that he or she has not been adjudged bankrupt or made a composition or arrangement with his or her creditors and that they have not been convicted of a criminal offence within the last five years.
- The proposed Governor shall confirm in writing to the Clerk that he or she is not automatically disqualified from acting as a Governor (Trustee) of an exempt charity in line with eligibility criteria as specified within the Charities Act 2011. The relevant section of the Act is available on request from the Clerk.

## THE CORPORATION

Following the application and interview process, the Corporation has to approve the recommendation of the Search Committee.

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<sup>1</sup> The term 'parent' includes natural parent, adoptive parent, legal guardian and step-parent. Parents do not have to live with the student to apply, or to be a governor.