

**Governor Search & Recruitment Procedure**  
***Approved by the Board 25 September 2014 & reviewed 24 September 2015***

**Introduction**

The membership of the Governing Body comprises up to sixteen members including the Principal, two staff Members and two student Members (one further education student and one higher education). The exact number of Members the Board requires is reviewed on an annual basis by the Corporation.

All Governors (including Staff and Student Members) have the same responsibilities and voting rights. The Governor Role description and person specification is applicable to all Members.

**Recruitment of External Governors**

To assist with the recruitment process, an annual skills audit of existing Members is conducted every two years. The results of this assist the Search Committee in deciding the skills and experience desirable to be met in filling any vacancy.

Vacancies are advertised through various mechanisms and an application form and Governor Role description and person specification provided to interested parties. The method or methods most appropriate for the vacancy will be informed by the existing equality and diversity profile of the Board and agreed by the Search Committee.

If applicants are deemed to have met the person specification (as assessed by a search panel of three Members of the Search Committee) they will be asked to attend for interview.

Governor applicants are interviewed by the Search panel and if they are to be recommended for appointment, the Clerk will seek references for the applicant.

The Search Committee's recommendations are submitted to the Board and the applicant will be notified of the outcome. If successful in their application, Members will be provided with an appointment letter for signature and return to the Clerk and induction arrangements will proceed.

**Recruitment of Staff and Student Governors**

The Clerk will notify the staff and student bodies when a vacancy on the Board arises. Anyone interested in the role should contact the Clerk to establish if they meet the eligibility set out in the Governor Role description. Following this, they will be asked to write no more than 150 words explaining how they meet the Governor Person specification and submit their applications by e-mail to the Clerk to the Board.

Applications will be assessed by a specially convened panel of the Search Committee which will comprise three Governors (excluding the Principal and any existing staff or student Members). The Clerk will provide advice to the Panel.

All applications that meet the Governor criteria and person specification will be taken forward into an election. All staff are entitled to vote for their chosen candidate for staff governor. All students are entitled to vote for their chosen candidate for student governor. The election process is simply to decide between candidates.

In the event of a tie at the election stage, the appointment will revert to the selection panel who will select the candidate whose application is deemed to best meet the person specification.

It is important to note that staff and student Members are not 'representatives' in any way and cannot carry a mandate to speak on behalf of others. They are full and equal Members of the Board and are recruited for the skills they provide in addition to the insight they bring of College life to the Board.

### **Timing of Appointment**

The Search Committee will meet at least twice a year to consider existing and forthcoming vacancies for External Members of the Board.

The timing of appointments is to ensure succession plans are in place and mitigate the risk of there being no staff or student Members on the Board at any point.

Two staff Members shall be appointed every three years with one staff member appointed in the Autumn term and one Member appointed the following Spring term.

Student Members will be appointed when the tenure of a student governor comes to an end. In the first instance one student will be appointed in the Autumn term and one in the Spring term.