



CROYDON COLLEGE FURTHER EDUCATION CORPORATION

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

1. GENERAL

- 1.1 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.
- 1.2 All appointments shall be made in accordance with paragraph 5 of the Instrument of Government.
- 1.3 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
 - no longer being employed by the College (in the case of a Staff Governor)
 - 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 the provisions of the Equality Act 2010.

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. The Committee will review the current EDI profile of the Board to identify any areas of under representation which should be addressed.
- 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
 - advertising on recruitment websites such as Inspiring FE Governance
 - advertising on the College website and social media
 - 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

- use of an external search agency

2.3 The process for selection will be as follows:-

- 2.3.1 All prospective applicants will receive the role description and person specification, which includes the roles and responsibilities of the Governing Body and an indication of the time commitment.
- 2.3.2 Applicants will be asked to provide a covering letter and current CV including details of a referee.
- 2.3.3 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, and the skills and EDI profile identified by the Committee
- 2.3.4 Prospective candidates will be invited to meet at least two 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.
- 2.3.5 A recommendation from the Search and Governance Committee will be put to the next Governing Body meeting.
- 2.3.6 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 one or more Committees.
- 2.3.7 If the Governing Body meets before the next meeting of the Search and Governance Committee, and the appointment is urgent, the Chair of the Search and Governance Committee will make a recommendation to the Board between meetings following consultation with Committee members.
- 2.3.8 New Governors will be sent an induction pack and invited to an induction session with the Executive Team, Clerk and Chair of the Governing Body.

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" i.e. 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 One of the two Staff Governors will be a staff member from the Coulsdon campus and the other will be a staff member from the Croydon campus.
- 4.2 Where a vacancy for a Staff Governor arises, the Clerk will seek nominations from the appropriate constituency. In the case of a vacancy for a Staff Governor from the Coulsdon campus this will be all full time and part time staff based at the Coulsdon campus. In the case of a vacancy for a Staff Governor from the Croydon campus this will be all full time and part time staff based at the Croydon campus.
- 4.3 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 electronically.
- 4.4 Individuals interested in serving as a Governor will be invited to prepare an election address which will be circulated when the ballot takes place.
- 4.5 After the closing date, the Clerk will publish the results and the name of the candidate elected for appointment.
- 4.6 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(s). The Clerk will ensure that new Staff Governors receive an appropriate induction.

5. APPOINTMENT OF STUDENT GOVERNORS

- 5.1 One of the two Student Governors will be a student from the Coulsdon campus and the other will be a student from the Croydon campus. Each will serve for the relevant academic year.
- 5.2 Students at each campus will be invited to apply for the role of Student Governor at their campus. All students enrolled at the relevant campus can apply.
- 5.3 Students will be asked to provide a 500 word statement setting out their suitability for the role. Shortlisting will be undertaken by the Head of Student Experience and the Director of Governance. The interview panel will consist of the Director of Governance and at least one member of the Search and Governance Committee.
- 5.4 Appointments will be made at the next meeting of the Governing Body following consideration of the recommendation from the interview panel.
- 5.4 If no candidates come forward then further applications will be sought.
- 5.5 The Clerk will ensure that new Student Governors receive an appropriate induction.

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 Declaration of Eligibility and complete a Declaration of Interests prior to 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 ensuring that the appointment process is run in accordance with this procedure and is 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.

Reviewed by the Governing Board on 12 July 2023