



F. E. Corporation of Gateway Sixth Form College

GOVERNOR APPOINTMENT PROCESS

1. Introduction

This paper sets out the processes to be followed in appointing governors to the Board of Gateway Sixth Form College. The paper also contains guidelines on job descriptions and person specifications.

2. The Appointment Process

The process is initiated when a vacancy occurs on the Board of Governors. This may arise as a result of a resignation, or the expiry of a term of office or for other reasons (such as removal in the event of poor attendance). The Clerk keeps under review forthcoming governor vacancies and brings them to the attention of the Search Committee in a timely way.

The Search Committee considers the composition and balance of the Board in terms of skills, gender, ethnicity etc and determines the preferred profile of candidates to fill vacancies.

Where a governor is willing and eligible to serve for a further term upon the expiry of a term of office, the Search Committee considers that governor's past performance (in terms of attendance, participation and contribution) and fit with the preferred profile in deciding whether or not to seek alternative candidates to fill the vacancy.

The process to be followed in obtaining candidates varies according to the category of the vacancy, as follows:

- a) **Student Governors:** The Principal arranges for the Student Council to nominate a representative as Student Governor. If this is impractical, the Principal may organise an election amongst the student body of the College. The Principal arranges for a ballot of the student population to elect the second Student Governor

- b) Parent Governor: The Clerk arranges with the Principal for nominations to be obtained from parents or guardians, and if necessary for an election to be held amongst the parent body of the College.
- c) Local Authority Governor: The Clerk writes to the office of the Chief Executive of the Local Authority requesting a suitable nominee.
- d) Other External Governors: Members of the Search Committee and other Governors and Senior Staff liaise with local contacts, and where appropriate the Clerk arranges for an advertisement to be placed in the local press.
- e) Staff Governors: The Principal arranges for elections to be held within the body of the College teaching and support staff.

Notwithstanding any of the above, it is open to any member of the public to notify the College of an interest in serving as a College governor. The Clerk then ascertains the eligibility of such persons to serve as a governor, and brings their details before the Search Committee when a relevant vacancy arises.

In seeking candidates for governorships, whether through personal contact or advertisement, the College refers to the outline job specification (See Appendix I) and the Person Specification (See Appendix II). Advertisements make clear that the College is an Equal Opportunities employer, and state the qualities that are particularly sought in the successful candidate.

Candidates receive a pack of information including details of:

- the role of the governor
- an outline of the College and its history
- the current curriculum
- current College news,

and are asked to submit a full curriculum vitae and, other than those applying for student governorships, a brief statement of their reasons for applying and what they hope to achieve if appointed.

The Search Committee considers all applications. The Committee determines the steps necessary to select the best available candidate for each vacancy. Such steps may include the screening of candidates' papers, shortlisting against agreed criteria and interviewing.

Shortlisted and selected candidates are then asked to provide two references and to sign the College's Declaration of Eligibility. When practical before, and otherwise upon, appointment candidates are asked to undergo a Criminal Records Bureau check to the level of Standard Clearance or to provide evidence that this level of clearance has recently been obtained.

The Search Committee makes recommendations to the Full Board on the candidates best suited to fill vacancies. Subject to the approval of the Board, these candidates are then appointed for the prescribed term of office.

3. Maintenance of the Process

Responsibility for reviewing and updating this process is delegated by the Board to the Search Committee.

4. Public Access

This process forms part of the College's standard operating processes and is available for inspection by members of the public on application to the College Reception or the Clerk to the Corporation.

OUTLINE JOB DESCRIPTION – COLLEGE GOVERNOR

Basic Requirements

- Determine the educational character and mission of the College
- Ensure there are effective means of monitoring the performance of College management in fulfilling the mission
- Ensure that there is effective monitoring that the College meets its legal and regulatory obligations
- Assure the solvency of the College and the safeguarding of its assets
- Approve annual estimates of income and expenditure, and monitor performance against these
- Approve and review the policies of the College
- Oversee the appointment, grading, suspension dismissal and the determination of the pay and conditions of the senior post-holders
- Set a framework for the pay and conditions of all other staff.

Other Requirements

- Governors are expected to take part in governor training events
- Most governors are expected to serve on one or more of the Committees of the Board
- Governors are encouraged to take an active interest in particular Divisions or aspects of the operation of the College

OUTLINE PERSON SPECIFICATION

General Requirements

- An active interest in further education
- Ability to work to the high standards required in public life
- The determination to make a difference for the better
- A belief in open access and equal opportunities

Experience of committee work is an advantage, but is not essential.

Specialist Requirements / Preferences

Here are listed any particular skills which the Board may lack, and the profile in terms of gender, ethnicity, age etc needed to improve the balance of the Board.