

Bilborough College

RECRUITMENT AND APPOINTMENT PROCEDURE FOR GOVERNORS

SECTION A – VACANCIES

1. Before a governor's term of office expires, or following the resignation of a governor, the following action will be undertaken:
 - a) For parent and staff members, the Clerk to the Corporation will organise nominations and elections in accordance with the attached schedule (Appendix 1) and report the outcomes to the Corporation;
 - b) For student members – the Clerk to the Corporation will inform the Corporation of the names of the two student presidents who have been elected by all students at Bilborough College;
 - c) For all other categories of governor, the Search Committee will
 - Refer to the latest skills audit of Corporation members
 - Consider the Corporation's selection criteria, identify the particular needs of the College whenever vacancies arise and prioritise the experience and skills required;
 - Prepare a person specification.

2. For all vacancies (except for parent, staff and student members) where an existing governor is seeking re-appointment, the Search Committee will apply the criteria for evaluating governors' contributions. For local authority and community members, the Search Committee will inform the nominating body of the vacancy, their evaluation of the governor's contribution and request a (re)-nomination. For business and co-opted members the Search Committee will decide whether to recommend re-appointment to the Corporation (see Section C) or whether to consider the governor's contribution alongside a wider recruitment process (see Section B).

SECTION B – RECRUITMENT

3. The Search Committee will maintain a database of appropriate persons interested in making a contribution to the work of the Corporation including those interested in Corporation membership.

4. The Search Committee will place an open advertisement in the media at least once per year for persons wishing their name to be added to the database.
5. For business and co-opted members, the Search Committee will identify business and community organisations to be approached in the search for new governors.
6. The Search Committee will undertake an annual skills audit of Corporation members and map the skills required (Appendices 5 and 6).
7. For local authority and community members the Search Committee will:
 - Consider which local authorities and local community bodies might be considered for nomination of members, taking into account the curriculum and business needs of the College;
 - Make an informal approach to local authorities and local community bodies to see whether they would wish to nominate governors and consult on the skills and experience the person specification;
 - Recommend to the Corporation the nomination of a named local authority and community body who would be formally approached to nominate a person for appointment;
 - Inform the local authority and community body of the Corporation's decision and formally invite a nomination from each organisation.
8. Persons responding to the advertisement or approach to organisations would be provided with the following information by the Clerk:
 - Corporation selection criteria – Appendix 2
 - Person specification – Appendix 3
 - Job description – Appendix 4
 - Bilborough College prospectus
 - Pro-forma for applicant's CV
9. On receipt of a CV, the Clerk would invite the applicant to a meeting of the Search Committee (or to a meeting with at least two members) to discuss their application against the requirements in the person specification and the Corporation's selection criteria, including confirmation of the applicant's eligibility to be a governor.

SECTION C – SEARCH COMMITTEE

10. For nominations received from local authorities and local community bodies, the Clerk informs the Search Committee of nominees, the Search Committee meets nominees to discuss whether they have the skills and experience specified in the person specification and their potential contribution to the work of the Corporation and determines whether to recommend appointment to the Corporation for a term of office of four years.
11. For business and co-opted members the Search Committee will:
 - Evaluate contributions of existing governors seeking re-appointment, see paragraph 12 below;
 - Meet new applicants and discuss their application against the requirements in the person specification, the Corporation's selection criteria and the contribution each applicant may make to the Corporation.
 - Where applicants are unable to attend a meeting of the Search Committee, receive reports from at least two members of the Search Committee who had met the applicant prior to the meeting;
 - Decide whether to add the applicant's name to the database;
 - Consider the person specification, the selection criteria and make recommendations with reasons to the Corporation for the appointment of business and co-opted members for terms of office of four years.
12. The Search Committee will evaluate the contributions of existing governors (except parent, staff and student members) seeking re-appointment. Such governors would be asked to complete firstly a self-assessment of their contributions against the following criteria:
 - Attendance records of both Corporation and committees
 - Commitment to the College over and above attendance at formal meetings (e.g. Training Event, College Production, Award Ceremonies etc)
 - Quality of contribution to discussions at meetings
 - The value of the member's expertise/interests to the work of the Corporation

The Search Committee may invite governors to a meeting to discuss the self-assessment with them.

The length of service for a governor is normally two, four-year terms, although members may be re-appointed for a third or subsequent term.

13. The Search Committee will give consideration to advice from the Learning and Skills Council regarding the re-appointment of governors for a third or subsequent term of office, taking into account any difficulties faced by the Corporation in the recruitment of governors.

SECTION D – CORPORATION

14. For parent and staff members, the Clerk informs the Corporation of the outcome of nominations and elections. Subject to the eligibility requirements of the Instrument of Government, the Corporation then determines their appointment for a term of office of four years.
15. For student members, the Clerk informs the Corporation of the nominations of the student presidents. Subject to the eligibility requirements of the Instrument of Government, the Corporation then determines their appointment for a term of office until the next election for student presidents.
16. The Clerk to the Corporation will prepare a report (preferably written) for the Corporation incorporating the recommendations of the Search Committee regarding appointments of business, co-opted, local authority and community members, the Corporation will consider the advice of the Search Committee and then determine the appointment of all such members.

SECTION E – LETTER OF APPOINTMENT

17. Following appointment by the Corporation, the Clerk will write to each governor informing them of their appointment, category of governor and term of office. The following information will be enclosed with the letter:
 - Instrument and Articles of Government
 - Standing Orders
 - Code of Conduct
 - Code of Ethics
 - Register of Interests, including form for declarations
 - Eligibility Form
 - Terms of Reference of Committees
 - Skills Audit

18. At their first governors' meeting, new members will be provided with a copy of a Governors' handbook.

John B Scruton
Clerk to the Corporation
January 2005