

Procedure for Appointment of Governors (all categories other than the Principal)

1. General

- 1.1 With the exception of Staff and Student Governors, Governors shall only be appointed by Corporation following a recommendation from Search & Governance Committee.
- 1.2 All appointments shall be made in accordance with Highbury College's Instrument & Articles of Government and other relevant legislation.
- 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 and the expiry of the term of office.
- 1.4 The procedure for filling vacancies shall be based on an open and transparent process and the application of all general principles of equality of opportunity including relevant discrimination legislation.

2 The Process for Appointment

- 2.1 Where a vacancy arises (other than for a Staff or Student Governor), Corporation will look at the skill mix of the Corporation, seeking to identify any gaps in experience or expertise and to ensure an appropriate balance of gender, age and ethnic origin.
- 2.2 Potential candidates will then be sought by various means as decided by Corporation. This may include:
 - Advertising locally, nationally or in specialist journals
 - Targeted mail-shots
 - 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
- 2.3 The process for selection will be as follows:
 - 2.3.1 Prospective candidates will be sent information about the College as well as the Role Description & Person Specification for Highbury Governors.

Applicants will be asked to submit a CV and to complete the Skills & Diversity Audit.

- 2.3.2 An informal meeting with the prospective candidate and Chair and / or Principal may be arranged if appropriate.
- 2.3.3 Where there is more than one candidate the Chair and the Clerk will draw up a shortlist based on the Role Description & Person Specification and the Skills & Diversity Audit.
- 2.3.4 Search & Governance Committee will consider the applicant's CV and Skills Audit and meet with the prospective candidate. The purpose of the meeting is 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 Corporation.
- 2.3.5 Search & Governance Committee will make a recommendation to Corporation concerning the applicant's membership of Corporation and, if appropriate, Committee(s).
- 2.3.6 Corporation will consider this recommendation and appoint the new Governor to Corporation and / or a Committee as appropriate.
- 2.3.7 Each governor will be asked to provide two referees (one character and one professional) prior to / upon appointment to Corporation.

3. Re-appointments

- 3.1 With the exception of the Student Governor and Principal, Governors shall be appointed for a four year period and shall not normally be eligible to serve more than two terms.
- 3.2 When the term of office of a member is nearing its expiry Search & Governance Committee will consider whether or not to re-appoint the member and make a recommendation to Corporation. The member will withdraw from this part of the meeting and will not take in the discussion or voting in relation to his / her membership. Re-appointment will not be automatic. The Clerk will ascertain in advance of the meeting whether or not the member is willing to be appointed for a further term. If the member is not willing, a vacancy arises and will be dealt with under Section 2 of this Procedure.

- 3.5 Re-appointment for a further term of office will be made after taking into account factors such as:
- The value of the member's skills, knowledge and experience to Corporation
 - The quality of the member's contribution to discussions at meetings
 - The member's commitment to the College and to the work of the Corporation (including membership of Committees and attendance)
 - Participation in Governor training and development events
 - Whether it would be appropriate to refresh the range of skills and experience available to the Corporation
 - The length of the member's previous service (see paragraph 3.1)

4. Appointment of Staff Governors

- 4.1 The Clerk will seek nominations from staff for a Staff Governor vacancy.
- 4.2 In the event of more than one nomination, the Clerk will make arrangements for an election. Nominees will be invited to prepare an election statement which will be circulated with voting papers.
- 4.3 The election will normally be conducted electronically or via ballot boxes at each of the College's premises. After the closing date, the Clerk will publish the results and the name of the candidate elected for appointment.
- 4.4 The Clerk will ask the Corporation to confirm the appointment. No formal approval by the Corporation is required unless the appointment of the elected candidate would exceed two terms of office of four years.

5. Appointment of Student Governors

- 5.1 The student elected as President of the Association will automatically be appointed as a Student Governor for the year of his / her office. Paragraph 4.4 applies equally here.

6. People Ineligible to be Governors

- 6.1 The following are ineligible to be appointed as Governors:
- Anyone under 18 years of age (except as Student Governor)
 - Anyone who is a member of staff of the College (other than as a Staff Governor or in his / her capacity as Principal)
 - Those who have certain convictions or have been adjudged bankrupt, in certain circumstances
 - The Clerk to the Corporation.

6.2 All new Governors will be required to complete a Declaration of Interests form and sign a Declaration of Eligibility on 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. All Governor appointments will be subject to an enhanced Disclosure & Barring Service (DBS) check.

7. Administration of the Procedure

7.1 The Clerk will be responsible for undertaking all administrative work in connection with appointments and for ensuring that all procedures are conducted in an open and fair manner.