

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 Corporation following a recommendation from Search 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 of an existing member.
- 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), Search Committee will look at the current skill mix of the Corporation, seeking to identify any gaps in experience or expertise and to ensure an appropriate balance of gender, age, ethnic origin and disability.
- 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
 - 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

(which includes Corporation's responsibilities and the time commitment expected from 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 of Search Committee and the Clerk will draw up a shortlist based on the Role Description & Person Specification and the Skills & Diversity Audit.
- 2.3.4 Search Committee will consider the applicant's CV and Skills & Diversity Audit and will meet with the prospective candidate. 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 Corporation.
- 2.3.5 Search Committee will make a recommendation to the next Corporation meeting concerning the applicant's Corporation and, if appropriate, Committee membership.
- 2.3.6 The Corporation will make the appointment after considering the advice and recommendation of the Search Committee, and will appoint the new Governor to a Committee.

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 except where they hold or are about to hold an "office" ie as Chair or Vice-Chair of the Corporation or 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 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 Corporation 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 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 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 Corporation.

3.5 Search Committee will consider whether or not to recommend to the Corporation 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 Corporation
- Whether it would be appropriate to refresh the range of skills and experience available to the 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 record)
- Participation in Governor training and development events
- The length of the member's previous service (see paragraph 3.1)

3.6 A member's term of office will expire automatically unless the Search Committee decides to recommend a further appointment and the Corporation accepts the recommendation. The Clerk will advise the member of the Committee's decision.

4. Appointment of Staff Governors

4.1 Where a vacancy for a Staff Governor arises, the Clerk will seek nominations from the appropriate constituency (full and part-time Business Support Staff in the case of the Support Staff vacancy, and full and part-time teaching staff in the case of the Academic Staff Governor).

4.2 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 or via ballot boxes being available at each of the College's premises with numbered voting papers.

4.3 Individuals interested in serving as a Governor will be invited to prepare an election statement which will be circulated with voting papers.

4.4 After the closing date, the Clerk will publish the results and the name of the candidate elected for appointment.

4.5 The Clerk will ask the Corporation to confirm the appointment. No recommendation from Search Committee or 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 or her office. Expressions of interest will be canvassed from the student body through the Student Services Department for the second Student Governor.

5.2 Paragraph 4.5 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 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 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 sign a Statement 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.

6.3 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.