

## **Procedure for the Appointment of Members of the Corporation**

### **1. Introduction**

This document outlines the procedure for the appointment of members of Wilberforce College Corporation. Membership of the Corporation is defined by the College's Instrument of Government. The Corporation has agreed the following determination of membership, which is reviewed by the Corporation annually:

Membership Category	Number	Term of office	Appointment process
Independent Governor	12	2 years / 4 years	Recommended by the Search Committee to the Corporation
Support Staff Governor	1	2 years / 4 years	Elected by members of Support Staff
Teaching Staff Governor	1	2 years / 4 years	Elected by members of Teaching Staff
Student Governor	2	With office 1 year	Elected by Students
Parent Governor	2	2 years	Self nomination to the Search Committee, subsequent interview as required and recommendation to the Corporation
Principal	1	With office	Appointment with post
Co-opted External Governors	Variable	2 years / 4 years	Recommended by the Search Committee to the Corporation

### **2. Role description of a member of the Corporation**

The Corporation is committed to promoting equality and diversity and seeks to constitute the membership of the Corporation as closely as possible to the balance of the community it serves. The Corporation will seek members who appear to the Corporation to have the necessary skills to ensure the Corporation carries out its functions under article 3 (1) of the Articles of Government.

The Corporation requires all members to be committed to the Nolan Principles of Public life, adhere to the Governors Code of Conduct and to act in the best interests of the College,

declaring an interest whenever necessary and be prepared to devote time to support the work of the College by regularly attending meetings of the Corporation and appropriate committees of the Corporation (see appendix 1 – Role Description of a member of the Corporation.)

### **3. Appointment process for Independent Governors**

When a vacancy for an Independent Governor arises the Clerk to the Corporation will notify the Chair of the Corporation and the Chair of the Search Committee. A meeting of the Search Committee will then be convened to consider the most recent skills audit of existing members of the Corporation to determine the range of skills, expertise and experience required of a prospective Governor. The Corporation's Skills Audit is updated bi-annually by the Clerk.

The Search Committee will identify suitable candidates via the following:

- Advertisements in the local press /College website NB: Any advertisement will include the College's Safeguarding statement
- Advertisements with SGOSS – One Shop Stop for Governors service
- Advertisements with the Non Executive Directors network • Targeted mail-shot letters from the Principal
- Personal recommendations from members of the Corporation and/or Search Committee
  - A direct approach from the Principal/Chair of the Corporation to local authorities or organisations/voluntary bodies linked to the College
- Contacts within the local community Candidates expressing an interest in a vacancy will be sent an appropriate information pack and will be required to complete the Corporation's Governor Application form and Register of Interests / Declaration form.

The Search Committee will meet to consider any applications received and interview candidates accordingly using a set of interview questions.

If the Committee is satisfied that the candidate is suitable for appointment and is not disqualified from being appointed under the terms of the Instrument of Government (Clause 8) the Committee will recommend the appointment and term of office to the next meeting of the Corporation. NB on agreeing the term of office, the need to avoid a significant number of Governors completing their period of office at the same time must be considered.

If the Committee is not satisfied that the candidate is suitable for appointment the search for a replacement Governor will continue.

### **4. Re-appointment of Independent Governors**

Upon the expiry of the term of office of a Governor other than the Principal, a Parent, Staff or Student Governor, the Search Committee will meet to consider whether to recommend to the Corporation reappointment of an Independent Governor. In recommending a Governor's reappointment for a further term of office the Search Committee must consider:

- a) Whether the existing Governor wishes to be considered for a further term of office

b) The total length of office served

NB: the Nolan Committee in its Second Report recommended that as a general rule members should not serve more than two consecutive terms of four years in office (ie for a maximum period of eight consecutive years). Nolan however, also emphasised that what is more important than laying down prescriptive maxima is to ensure that all appointments are made openly and on the basis of merit. A balance needs to be struck between retaining good/effective existing members and ensuring a managed turnover to introduce new and innovative ideas. The Corporation has agreed not to limit the number of terms of office of members.

c) the attendance record of the existing Governor and his/her performance at meetings and contribution to the work of the Corporation

d) the composition of the remaining members of the Corporation in respect of skills, experience, interests, gender and ethnic background.

After consideration of the above factors the Search Committee will agree (or not) to recommend a Governors re-appointment to the Corporation.

## **5. Appointment process for Staff and Student Governors**

Staff Governors (Instrument of Government Clauses 2(1)(a) (3) – (5) and Student Governors (Instrument of Government Clauses 2 (1) (d), (2) are elected by their respective groups, with Student Governors nominated and elected from the Student Council. The President of the Student Council is automatically put forward for appointment as the Corporation's first Student Governor. The second Student Governor is chosen by members of the Student Council.

Whenever a vacancy in these categories occurs, the Clerk will support and facilitate the holding of appropriate elections. The results of the elections will be reported to the Corporation for confirmation.

## **6. Appointment process for Parent Governors**

Parent Governors (Instrument of Government Clause 2(1)(e) are selected via a self nomination process to the Search Committee, subsequent interview and recommendation to the Corporation. At the end of the term of office of a Parent Governor the Clerk will communicate with all parents of students attending the College seeking nominations for the position of Parent Governor. The use of self nomination, rather than an election process has been introduced to make the appointment process for Parent Governors less daunting and to encourage more parents to come forward to take on the role.

Parents expressing an interest in the vacancy will be sent an appropriate information pack and will be required to complete the Corporation's Governor Application form and Register of Interests / Declaration form.

The Search Committee will meet to consider any applications received and interview candidates accordingly.

If the Committee is satisfied that the candidate is suitable for appointment and is not disqualified from being appointed under the terms of the Instrument of Government (Clause 8) the Committee will recommend the appointment and term of office to the next meeting of the Corporation.

## **7. Eligibility**

No person who has been adjudged bankrupt or is subject to a bankruptcy order or undertaking or has been convicted of an offence, as defined under Instrument of Government clause 8, will be eligible for membership. All members of the Corporation will, on appointment, and at least annually, confirm their eligibility for appointment.

## **8. Search Committee Terms of Reference / procedure / advice to the Corporation**

The Search Committee's terms of reference, procedures and any advice given to the Corporation will be published on the College's website and made available for public inspection by any member of the public during normal office hours in accordance with the Articles of Government Clause 3

## **Appendix 1**

### **SEARCH COMMITTEE ROLE DESCRIPTION OF A MEMBER OF THE CORPORATION**

1. To comply with the provisions of the following documents as they apply to the Members of the Corporation:

- a) The Instrument and Articles of Government
- b) The Financial Memorandum
- c) The Corporation's Code of Conduct
- d) The Corporation's Standing Orders
- e) Nolan seven principles of public life
- f) College financial regulations and financial procedures

2. To act in the best interests of the Corporation and the College.

3. To support the decisions of the Corporation and the committees of the Corporation once they have been reached on the basis of collective responsibility even though you may have spoken against a proposal during the debate at the meeting.

4. To give due priority to attending meetings of the Corporation and appropriate committees of the Corporation.

5. To attend College events (such as Open Days/evenings, student award ceremonies, theatre productions) so as to gain an understanding and appreciation of the work of the College, and to meet students and staff.

6. To participate in training which enhances contribution to the work of the Corporation.

7. To understand that individual members of the Corporation have no specific powers. This means, for example, that statements may only be made on behalf of the Corporation by those authorised to do so.

8. To work with other members of the Corporation as a team within the ethos and mission of the College.

NB. specific requirements, i.e. financial, personnel, legal, experience/expertise may be required. The skills and background of members of the Corporation is monitored closely by the Search Committee to ensure an even balance of governors skills and experience