GRIMSBY INSTITUTE GROUP

Policy on Selection of Governors

Change Control

Version:	V4
New or Replacement:	Replacement
Approved by:	Governance Committee
Date approved:	8 July 2014
Name of author:	Clerk to the Corporation
Name of responsible committee:	N/A
Name of Corporation committee:	Governance Committee
Date issued:	11 July 2014
Review date:	May 2017
Document Reference:	GIG-Corp-Govs-SoG

Revision History

Version	Type	Date	History
V1	New		Draft
V2	Replacement	September 2011	
V3	Replacement	October 2012	2.2.4, 2.2.5, 4.1
V3.1	Replacement	2 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures
V4	Replacement	7 April 2014	Incorporating changes made in the Instrument and Articles of Grimsby Institute of Further and Higher Education, name change of a committee, delegated powers given to Governance Committee and removal of Action Plan and Monitoring Equality Analysis.

Contents

1. Introduction 4
2. External Governors 4
2.1 Expiry of the Term of Office of an Existing Governor 4
2.2 Filling of Vacancies 5
3. Staff Governors 6
4. Student Governors 6
5. The Principal 6
6. Appointments 6
7. Policy Review 7

1. Introduction

1.1 The Governance Committee has the responsibility for advising the Board on all aspects of the Board's membership, including the appointment and reappointment of governors. The Committee will review on a regular basis those terms of office that are due to expire and will seek to ensure that periods of time when the Board is below full membership are minimised.

1.2 It is the responsibility of the Clerk to the Corporation to alert the Governance Committee when a governor's term of office is nearing expiry and the Committee will use this policy when arranging a reappointment or the recruitment of a replacement. This will include keeping the Board's skill mix and diversity under review with a view to seeking appropriate improvements if possible.

1.3 Our Mission Statement is to deliver accessible high quality education and training to all our communities in line with the vision, to be inspiring innovative and outstanding and requires us as an organisation to be committed to the issues of diversity, equality, inclusion and human rights.

2. External Governors

2.1 Expiry of the Term of Office of an Existing Governor

2.1.1 The Clerk to the Corporation shall report to the Governance Committee the name of any governor whose term of office is nearing its expiry. This must be done in sufficient time for the Committee to report to the Board at its last meeting before the term of office expires. When the governor under consideration is a member of the Governance Committee, that governor shall withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Board.

2.1.2 The Governance Committee will consider whether or not that the governor be appointed to serve for a further term of office. The Committee shall base their decision on the following factors:

(a) Whether the skills, experience and diversity of the governor are still required
(b) Whether it would be appropriate to take the opportunity to refresh the range of skills, experience and diversity available to the Board
(c) The governor's contribution and commitment to the Board's work
(d) The length of the governor's previous service on the Board

2.1.3 A governor's term of office will expire automatically unless the Governance Committee decides to recommend a further appointment and the Board accept the recommendation. In recognition of the recommendations of the Committee on Standards in Public Life, a governor shall not serve for more than two consecutive periods of four terms of office i.e. 8 years. However, the Committee may waive this general rule if there are exceptional reasons for a governor being appointed for one

further term of office. The Clerk shall advise the governor of the Committee's decision.

2.1.4 A recommendation from the Committee that a governor be reappointed for a further term of office will be subject to the governor being willing to serve. The Clerk will ascertain in advance of the Governance Committee meeting whether or not the governor in question is willing to be appointed for a further term. If the governor is not so willing, a vacancy arises and will be dealt with under paragraphs 2.7 to 2.9 of this policy.

2.1.5 Where the Governance Committee decides to appoint an existing governor for a further term of office, the Committee shall make the appointment in accordance with the Instrument of Government of the College.

2.1.6 Where the Governance Committee decides not to appoint an existing governor for a further term of office, a vacancy shall exist and shall be dealt with under paragraphs 2.7 to 2.9 of this policy.

2.2 Filling of Vacancies

2.2.1 When a vacancy arises for an external governor, the Governance Committee will review the current skill mix, diversity of governors and the anticipated requirements of the Board.

2.2.2 A suitable advertisement may be placed in publications likely to reach a broad cross-section of the population and persons likely to be able to meet the person specification. Existing Board members will also be asked to bring the vacancy to the attention of any persons that they think might be suitable for appointment.

2.2.3 Applications and information regarding the collection of equality data shall be submitted in writing to the Clerk to the Corporation. This is to ensure that we demonstrate our commitment to equality, diversity, inclusion and human rights and the importance of collecting appropriate data.

2.2.4 References will be requested as and when the Governance Committee deem it to be appropriate.

2.2.5 Where necessary, the Chair of the Governance Committee, the Principal and the Clerk will shortlist suitable candidates.

2.2.6 The Chair of the Corporation, one of the Vice Chairs of the Corporation and the Principal will interview the shortlisted candidates and advise the Governance Committee of the candidate to be appointed.

2.2.7 The Governance Committee at their next meeting, will appoint the candidate. The Clerk to the Corporation will advise the candidate in writing of their appointment.

3. Staff Governors

3.1 When the term of office of a Staff Governor is nearing expiry or a vacancy arises for any other reason, the Clerk to the Corporation will oversee the arrangements for the appointment of a new Governor following selection by the staff of the College.

3.2 When there is a vacancy for a Staff Governor, the selection process by the staff shall be as follows:

(a) Staff will be invited to nominate staff for selection on a form prescribed by the Clerk
(b) If there is only one nominee, that person's name will be put forward to the Governance Committee who shall appoint the nominee provided that s(he) is eligible for Board membership
(c) Where there is more than one nominee, a ballot will be held in which all employees of the College shall be entitled to vote
(d) The Clerk shall determine the arrangements for the ballot and oversee the issue and receipt of ballot papers
(e) The name of the member of staff selected shall be put forward to the Governance Committee who shall appoint the nominee provided that s(he) is eligible for Board membership

4. Student Governors

4.1 Student governors will be by ballot, managed by the Assistant Principal 14-19 and Higher Education; and the Director of Learner Services.

4.2 The name of the students selected shall be put forward to the Governance Committee who shall appoint the nominees provided that they are eligible for Board membership.

5. The Principal

5.1 In accordance with the Instrument of Government of the College, the Principal shall be a Governor of the College unless s(he) chooses otherwise.

5.2 Separate arrangements apply to the selection and appointment of the Principal.

6. Appointments

6.1 It is a condition of appointment for all Governors that they must:

(a) Declare their interests in the form prescribed by the Board;
(b) Declare their eligibility for Board membership;
(c) Agree to be bound by the Code of Conduct approved by the Board;
(d) Undergo a Disclosure and Barring Service check,

6.2 With the exception of the Principal, to whom separate arrangements apply, the Board shall only appoint external governors having first considered the advice of the Governance Committee in accordance with the Instrument and Articles of Government of the College

7. Policy Review

This Policy will be reviewed by the Governance Committee on a three yearly basis.