POLICIES & PROCEDURES

CAMBRIDGE REGIONAL COLLEGE
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Title: Procedure for Recruitment of Governors

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1. Introduction

1.1 This document covers the Procedure for the appointment of governors to Cambridge Regional College.

2. Scope

2.1 This Procedure should be followed by all College staff and governors.

3. Procedure

3.1 The need to recruit new Corporation governors and/or co-opted committee members is reviewed from time to time, usually in preparation for the following academic year. The composition of the Corporation is reviewed occasionally and this can give rise to the need to recruit and appoint additional members.

3.2 A vacancy on the Corporation can also occur at short notice, for example if an existing member resigns or if a term of office comes to an end.

3.3 The Governance and People Committee uses a skills base criteria matrix with reference to the existing skills and terms of office remaining to identify the type, number and timing of required new appointments necessary to maintain a balanced body.

3.4 The College aims to develop and engaged a diverse Governor population which reflects and meets the needs of students and the community the College serves. This is reflected in its recruitment and appointment processes, which includes actively promoting opportunities for candidates with diverse backgrounds.

3.5 At least one member of any interview panel for new Governors, as well as the Clerk to the Corporation, are required to undertake safer recruitment training.

4 Procedure for appointment of external Governors

4.1 Potential external Governors and co-opted Committee members are identified by: recommendations put forward to the Corporation by existing Governors or co-opted Committee members; discussions with relevant external business, charitable and local organisations; and where deemed appropriate, advertisement on the College website and other websites/publications as necessary.

4.2 Identified potential new Governors and co-opted Committee members will be invited to send in a CV or other relevant information about themselves.

4.3 Written information will be provided to applicants, including information about the selection and appointment procedure and the Corporation, and the need to avoid conflicts, or potential conflicts, of interest in making appointments to the Corporation.

4.4 Short listed applicants will be invited to an interview with members of the Governance and People. In making a selection the Committee will take into account the balance of experience, expertise and interests needed by the Corporation.

4.5 Ex- staff members will not usually be considered for appointment as external governors within five years of ceasing employment at the College, unless agreed otherwise by the Governance and People Committee.

4.6 The recommendations of the Governance and People Committee will be put to the next Corporation meeting, for its decision.

5 Procedure for appointment of Student Governors

5.1 The College's Instrument and Articles specify that the Governing Body should include places for at least two and no more than three Student Governors. The Standing Orders provide for two Student Governors unless agreed otherwise.

5.2 A student member shall serve for one year, with the option of a further year on recommendation of Corporation. The Student Governor shall cease to hold office at the end of the student's final academic year, at which point his/her position will become vacant. A Student Governor may also be asked to continue in post until a new Student Governor is appointed.

5.3 A Student Governor vacancy can also occur at short notice, for example if an existing Student Governor leaves the College or resigns from the Governing Body.

5.4 Both Student Governors positions are open to any student who is in part or full time education at the College. One of the Student Governor positions is reserved for a student primarily based at the Cambridge campus, and the other is reserved for a student primarily based at the Huntingdon campus. In the event that there are no applications for Student Governors from each campus, Corporation reserves the right to appoint two Student Governors from one campus.

5.5 When the position becomes vacant, the position will be advertised across the College via

- posters in the Science Park Campus
- social media
- the Virtual Learning Environment
- Learner conference and other student fora as appropriate

5.6 Potential new Student Governors are invited to complete an Application Form and/or other relevant information about themselves. They will also speak to the Clerk about their understanding and suitability for the role.

5.7 Written information will be provided to all applicants, including information about the interview process, the role of a Student Governor and the structure of the Corporation.

5.8 If the number of applicants is more than one for each position, then an interview will take place

5.9 All eligible applicants will be interviewed by a panel including the Clerk and at least one member of Corporation in the autumn term. The interviewers will use a scoring system based on agreed criteria for the role. The applicant with the highest score will be appointed Student Governor subject to agreement of full Corporation.

6 Procedure for appointment of Staff Governors

6.1 The College's Instrument and Articles specify that the Governing Body should include places for at least two and no more than three Staff Governors. The Standing Orders provide for two Staff Governors unless agreed otherwise.

6.2 A staff member shall serve for a term of office of four years, with the option of a further term of office on recommendation of Corporation.

6.3 Staff Governor positions are open to any staff member who has a permanent contract of employment with the College exceeding ninety hours per year. One of the Staff Governor positions is reserved for a teaching staff member, and the other is reserved for a non-teaching staff member. In exceptional circumstances, Corporation may at its discretion appoint a third staff governor for a term of office agreed by Corporation.

6.4 When the position becomes vacant, the position is advertised across the College via all staff emails and College briefings.

6.5 Potential new Staff Governors are invited to complete an Application Form which will include relevant information about themselves and their suitability for the role

6.6 Written information is provided to all applicants, including information about the role of a Staff Governor, the structure of the Corporation and managing conflicts of interest.

6.7 At least two members of the Governance and People Committee will interview all eligible applicants for staff governor positions. The interviewers will use a scoring system based on agreed criteria for the role. The applicant with the highest score will be appointed Staff Governor subject to agreement of full Corporation.

7 Eligibility to serve – all Governors

7.1 All Governors are required to sign an 'eligibility to serve' declaration on an annual basis in order to be a member of Corporation.

7.2 The Clerk will undertake appropriate checks on new prospective governors as follows to ensure they are eligible to serve and are not likely to pose risks to the reputation of the College, including:

- Checks on Companies House and Charity Commission records to verify that directorships/trusteeships have been correctly declared
- DBS checks
- Checks on the Register of Disqualified Directors, the Register of Disqualified Trustees and the Individual Insolvency Register to confirm that the prospective governor is not on any such register
- References from employers or from those have known the governor in a professional capacity, where appropriate
- Social media sources

7.3 A member of the Human Resources Team will undertake an on-line search on prospective governors in accordance with the College's safer recruitment policy. If any

Information considered relevant is found, this will be passed to the Chair of the Governance and People Committee.

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