

RECRUITMENT, SELECTION AND TRAINING OF GOVERNORS

Policy Statement

The Board of Peter Symonds College recognises that to function well it needs a diverse mix of talented people who understand the key role they play as governors, whose commitment and contribution to the organisation is developed and whose performance collectively and individually is the subject of self-assessment. It aims to keep a balance between refreshing its membership, maintaining experience and knowledge and having the right people on board to fulfil the organisation's strategy and goals at a particular time. It will keep its recruitment, membership and succession under regular review for these purposes.

This policy document sets out how this intention will be put into practice and will itself be kept under review.

General

- The Clerk to the Corporation will maintain a membership statement which shows current membership, terms of office, a summary of individual skills, background, offices held and any other relevant information. The Search & Governance Committee ('the Committee') will use this document at each meeting to review the membership position, vacancies and any future dates at which there may be changes to key offices such as Chair, Vice Chair and committee Chairs.
- A statement about the role of a governor will be kept up to date and will be provided to those interested in becoming a governor.
- Information about becoming a governor will be placed on the College website.
- In line with its Terms of Reference, the Committee will undertake a regular skills audit to test the range of skills and experience on the Board of Governors; regularly review the criteria used within the skills audit to ensure that it matches the current strategic aims of the college and its changing needs and use the result to inform its considerations set out at points 1.2 and 1.8.
- From time to time the Board may appoint a co-opted member to a committee. Their appointment is covered by separate 'Procedures for the appointment of co-opted members to the standing committees'.

1. Governors

Expiry of the Term of Office of an Existing Governor

- 1.1** The Clerk to the Governors will report to the 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 meeting before the term of office expires. When the governor under consideration is a member of the Committee, he or she will withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Board.
- 1.2** The Committee will consider whether or not to make a recommendation to the Board that the governor be appointed to serve for a further term of office. The Committee will base its decision on the following factors:
- Whether the skills and experience of the governor are still required

- Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Board
- The governor's contribution and commitment to the Board's work
- The length of the governor's previous service on the Board
- The attendance record of the governor at Board and committee meetings

In addition, when the reappointment is for a fourth term of office under 'exceptional circumstances' the Committee will consider factors set out at point 3.5 of the Standing Orders and in accordance with 9 (3) of the Instrument & Articles of Government, no governor may normally serve more than nine years, which do not necessarily have to be over a continuous period. Transitional arrangements are in place as set out in clause 4 of the Instrument & Articles of Government May 2019 and in the Annex to the Standing Orders.

- 1.3** A governor's term of office will expire automatically unless the Committee decides to recommend a further appointment and the Board accept the recommendation. The Clerk will advise the Governor of the Committee's decision.
- 1.4** A recommendation from the Committee that a governor be reappointed for a further term will be subject to the governor being willing to serve. The Clerk will ascertain in advance of the Board 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 1.8 to 1.11 of this policy.
- 1.5** Where the Board decides to appoint an existing governor for a further term of office, the Board will make the appointment in accordance with the Instrument of Government of the College and its Standing Orders.
- 1.6** Where the Board decides not to appoint an existing governor for a further term of office, a vacancy will exist and will be dealt with under 1.8 to 1.11 of this policy.
- 1.7** Existing members will, where possible, give the Clerk 12 months' notice if it is their intention to resign before the expiry of their term of office.

Recruitment

- 1.8** When a vacancy arises for whatever reason, the Committee will approve a specification for the person ideally suited to fill the vacancy. This will be based on the current skill mix required and specified by the Board together with the desired experience, background and personal characteristics. The Board wishes to ensure diversity in its composition and the Committee will encourage applications from traditionally underrepresented groups.
- 1.9** The method or methods most appropriate for recruiting for the vacancy will be agreed by the Committee. Such methods will include, inter alia, , advertising, approaches to professional, trade or community organisations, the use of volunteer bureaus, personal contacts and governor recruitment agencies. Where an advertisement is to be used this will be approved by the Chair of the Board and the Committee. The advertisement will be placed in media likely to reach a cross-section of the community served by the College and persons likely to meet the person specification and will be published on the College website.
- 1.10** Where the vacancy is advertised, applications, to include a CV, will be submitted in writing to the Clerk and then circulated to all members of the Committee as part of the shortlisting process. Following feedback from members, the Chair of the Board and the Chair of the Committee will work with the Clerk to shortlist suitable candidates. The Committee will interview the shortlisted

candidates and make recommendations to the Board. Applicants will be required to complete an Eligibility Form and asked to complete the College Equal Opportunities Form.

- 1.11** A person under consideration, other than in response to an advertisement when the process will be as set out under 1.10 above, will be asked to provide a CV and forms as above and will meet with the Chair of the Board, the Principal, a member of the Committee and the Clerk to discuss the role prior to their name being put forward to the Committee for recommendation to the Board.

2. Parent Governors

- 2.1** When the term of office of a parent governor is nearing expiry or a vacancy arises for any other reason the Clerk will oversee the arrangements for the appointment of a new parent governor. In accordance with the Instrument of Government there will be one parent governor who is a parent of a student under the age of nineteen years attending the College at the time of the appointment who submits an application to the Search Committee. The Committee will then consider each application in accordance with 1.8, 1.9 and 1.11 above and then make an appropriate recommendation to the Board subject to the successful applicant satisfying the conditions set out in 7.1 below.

3. Foundation Governors

- 3.1** When the term of office of a foundation governor is nearing expiry or a vacancy arises for any other reason the Clerk will oversee the arrangements for the appointment of a new foundation governor. In accordance with the Instrument of Government there will be three foundation governors: one member will be nominated by the Winchester Diocesan Board of Education and two will be nominated by the trustees of Christes Hospital School Foundation Winchester.
- 3.2** When there is a vacancy the Committee will consider 1.8 above and advise the nominating body of the specification for the person who is ideally suited to fit the vacancy.
- 3.3** Once a nomination is received, the Committee will consider the nomination in accordance with 1.11 above and then make an appropriate recommendation to the Board subject to the successful applicant satisfying the conditions set out in 7.1 below.

4. Staff Governors

- 4.1** When the term of office of a staff governor is nearing expiry or a vacancy arises for any other reason the Clerk will oversee the arrangements for the appointment of a new governor following selection by the relevant group of staff. In accordance with the Instrument of Government there will be one teaching staff governor nominated and elected by the teaching staff only and one support staff governor nominated and elected by the support staff only.
- 4.2** When there is a vacancy for a staff governor, the selection process by staff will be as follows:

- All relevant staff will be invited by the Principal to nominate themselves
- If there is only one nominee, that person's name will be put forward to the Board who will appoint the nominee provided that he/she is eligible for Board membership
- Where there is more than one nominee, an electronic ballot will be held in which all relevant members of staff will be entitled to vote.
- The Clerk will determine the arrangements for the ballot and oversee the process
- The name of the member of staff selected will be put forward to the Board of Governors who will appoint the nominee provided that he/she is eligible for Board membership.

5. Student Governors

5.1 When the term of office of a student governor is nearing expiry or a vacancy arises for any other reason, the Clerk will oversee the arrangements for the appointment of the student governors. In accordance with the Instrument of Government there will be two student governors; the term for each will be one year commencing from the date the Board ratifies the appointment and they are to be appointed as follows:

- Under its constitution, the President and Vice President of the Student Union will have the automatic right to be elected as a Student Governor. The Student Union will manage the nomination and election process. If the Student Governors so appointed step down for whatever reason during their term as a governor, then the Student Union will nominate and elect from its executive committee an individual to be Student governor for the remainder of the original term.



5.2 Student governors are not subject to DBS checks and do not receive safeguarding training as outlined below.

5.3 The Board will ratify the appointment of the Student governors duly elected in accordance with 3.1 provided that they are eligible for Board membership.

6. Principal

In accordance with the Instrument of Government, the Principal will be a Governor of the College unless he/she chooses otherwise.

7. Appointments

7.1 It is a condition of appointment for all governors that they must:

- Declare their interests in the form prescribed by the Board
- Declare their eligibility for Board membership
- Agree to be bound by the Code of Conduct approved by the Board
- Agree to the College obtaining an enhanced level DBS Disclosure

7.2 With the exception of the Principal, to whom separate arrangements apply, the Board will not appoint any person as a member (other than as a staff or student member) without first consulting and considering the advice of the Committee.

8. Induction

8.1 All new governors will be provided with induction to the role and to the College via the Clerk, involving other College staff as appropriate

8.2 There will be a discussion about which committees a member will join and activities that they will become involved in to best use their skills and experience and for their development

8.3 A new member will be given the name of another governor who will be available as a mentor to give peer support for their first year. Student governors will be mentored by the Clerk.

8.4 With the exception of staff governors (who have already received training) and student governors, new governors are required to undertake compulsory training on safeguarding which is currently delivered by online training packages: Keeping Children Safe in Education Part 1; Safeguarding Children.

8.5 New governors are provided with information on governor induction courses by the Clerk and are strongly encouraged to attend.

9. Training

- 9.1** Governors are required to redo online safeguarding training every three years. Additionally, an annual update is provided to governors by the Deputy Principal (Welfare & Progression) in the first Board meeting of each year, with it then being emailed to those who were unable to attend.
- 9.2** Governors are expected to attend an annual half day Training Day organised by the College. The Search Committee, working with SMT, draws up the programme for the Day, informed by sources such as governors' Skills Audit returns, the self-assessment process and by developments in the College and wider sector.
- 9.3** The Clerk advises governors of external training opportunities offered by organisations such as the Sixth Form College Association and Association of Colleges as they arise. Attendance is voluntary, but Chairs of committees, the Chair and Vice Chair are particularly encouraged to attend courses pertinent to their roles.
- 9.4** Governors may themselves identify courses which may be useful to their role, particularly if they are a Link Governor or they have another position of responsibility in the Board. This may also apply to those who are interested in potential future progression in the Board. They should contact the Clerk if they wish to attend and, where possible and subject to resources, the College will support attendance.
- 9.5** Governors are encouraged to inform the Clerk of all training undertaken, so that a central record can be maintained.

Does this policy impact on equal opportunities within the college? No
If so, give details and, if appropriate, indicate how these will be ameliorated.

Reviewed by: Clerk to the Governors

Ratified by the Board: March 2019

Amended: January 2023

Date to be reviewed: January 2025