

## **ANNEX K OF STANDING ORDERS – GOVERNOR SEARCH & RECRUITMENT PROCEDURE**

### **Introduction**

The Board is the appointing body and must approve all appointments and reappointments of Governors. External Governors and staff governors are appointed for a three year term of office. Student governors are appointed for the duration of their course of study at the College.

### **Recruitment of External Governors**

To assist with the recruitment process, an annual skills audit of existing Governors is conducted every two years. The results of this assist the Search Committee in deciding the skills and experience desirable to be met in filling any vacancy.

Vacancies are advertised through various mechanisms and an application form and Governor Role description and person specification provided to interested parties. The method or methods most appropriate for the vacancy will be informed by the existing equality and diversity profile of the Board and agreed by the Search Committee.

If applicants are deemed to have met the person specification (as assessed by a search panel of three Governors of the Board) they will be asked to attend for interview. Governor applicants are interviewed by the Search panel and if they are to be recommended for appointment, the Clerk will seek references for the applicant.

The Search panel's recommendations are submitted to the Board and the applicant will be notified of the outcome. If successful in their application, Governors will be provided with an appointment letter for signature and induction arrangements will proceed.

## **Recruitment of Staff and Student Governors**

The Clerk will notify the staff and student bodies when a vacancy on the Board arises. Anyone interested in the role should contact the Clerk to establish if they meet the eligibility set out in the Governor Role description and will be asked to apply using the Governor application form.

Applications will be assessed by a specially convened selection panel comprising three Governors (excluding the CEO and staff or student Governors). The Clerk will provide advice to the Panel.

All applications that meet the Governor criteria and person specification will be taken forward into an election. All staff are entitled to vote for their chosen candidate for staff governor. All students are entitled to vote for their chosen candidate for student governor. The election process is simply to decide between candidates.

In the event of a tie at the election stage, the appointment will revert to the selection panel who will select the candidate whose application is deemed to best meet the person specification.

It is important to note that as with external Governors, staff and student Governors are not 'representatives' in any way and cannot carry a mandate to speak on behalf of others. They are full and equal Governors of the Board and are recruited for the skills they provide in addition to the insight they bring of College life to the Board.