

## **POLICY ON THE SELECTION & REAPPOINTMENT OF GOVERNORS**

(Excluding the Group Principal)

### **1. VACANCIES**

1.1 Vacancies may arise from:

- the death of a governor
- the resignation of a governor
- the removal of a governor from office by the Board
- the expiry of the term of office of an existing governor

1.2 In all cases except the expiry of the term of office of an existing governor, the process for filling vacancies shall be that set out in paragraph 3 of this policy.

### **2. EXPIRY OF THE TERM OF OFFICE OF AN EXISTING GOVERNOR**

2.1 At the commencement of the last year of a governor's term of office, the Head of Governance will make contact with the governor to see if they are willing for their name to be considered by the Search Committee to serve another term of office.

2.2 Governors seeking re-appointment will be required to complete a '*Governors Re-Appointment Self-Assessment Questionnaire*' (Appendix 1).

2.3 The Search Committee will review completed questionnaires and will make any re-appointment recommendations to the Corporation.

2.4 In circumstances where the governor is willing to be re-appointed, the Search Committee will consider whether to make a recommendation to the Board that the governor be appointed to serve for a further term of office. The Committee shall base their decision on the following factors:

- whether the skills of the governor are still required;
- whether the departure of the governor would afford the opportunity to improve the skill mix of the Board;
- the governor's contribution and commitment to the Board's work; and
- the gender/equality makeup of the Board.

2.5 When the governor under consideration is a member of the Search 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.

2.6 Where the Board accepts a recommendation from the Committee to appoint an existing governor for a further term of office, the Board shall make the appointment in accordance with the Instrument of Government of the College.

2.7 Where the Search Committee decides that the governor should not be appointed for a further term, a vacancy shall exist and shall be dealt with under paragraph 3 of this policy. Such a decision will be reported to the next meeting of the Board.

- 2.8 A governor who the Search Committee decides should not be appointed for a further term of office shall have no right of appeal against such a decision nor the right to be heard by the Committee or the Board on this issue.

### **3. FILLING OF VACANCIES**

- 3.1 When a vacancy arises, for whatever reason, the Search Committee will give consideration to the skills mix required of the vacancy/vacancies to ensure that the Board has appropriate skills and expertise amongst its membership to enable the Board to discharge its responsibilities.
- 3.2 Consideration will also be given to the gender and equality of the current membership with the aim of working towards a Board membership that best reflects the community that the College serves.
- 3.3 Vacancies may be advertised either through the placing of an advert in local/national newspapers and periodicals or by advertising the vacancy on the College's website. 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. Applications shall be submitted in writing to the Head of Governance to the Governors.
- 3.4 The Head of Governance will be responsible for assessing applicants against the person specification and required skills mix.
- 3.5 Interviewing shall be undertaken by a panel determined by the Search Committee. Minimum membership of the panel shall be the Group Principal / CEO, one other governor, and the Head of Governance.
- 3.6 The Board shall only appoint a governor on the recommendation of the Search Committee and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

### **4 STAFF GOVERNOR**

- 4.1 Nominations shall be sought from staff whenever a vacancy arises. If more nominations are received than vacancies exist, the Head of Governance will make the arrangements for an election to take place.
- 4.2 The Corporation shall only appoint a staff governor on the recommendation of the Search Committee and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

### **5 STUDENT GOVERNOR**

- 5.1 The Head of Governance will make the necessary arrangements for the student body to elect the student governors
- 5.2 The Corporation shall only appoint a student governor in accordance with the Instrument of Government of the College.

Policy reviewed by Search Committee 19 September 2018

Approved by the Corporation 9 October 2018

# SOUTH THAMES COLLEGES GROUP CORPORATION

## Governors Re-appointment Self-Assessment Questionnaire

This self-assessment questionnaire is designed for use by Governors who are being considered for re-appointment to the Governing Body. The questionnaire should be returned to the Head of Governance to the Corporation who will submit it to the Search Committee. The completed questionnaire will form the basis of the Search Committee's evaluation of the performance of the member before making a recommendation on re-appointment to the full Corporation. The Search Committee may make a decision on the basis of the completed questionnaire, or may in addition call a member for interview in case of the need for more information or clarification on any point. Only the Head of Governance, members of the Search Committee and auditors may see the completed questionnaires. Please continue on a separate sheet if necessary.

**Name of member being considered for re-appointment:** .....

**Date of Evaluation by Search Committee :** .....

| <b>SECTION 1: TO BE COMPLETED BY THE MEMBER BEING CONSIDERED FOR RE-APPOINTMENT</b> | <b>Yes</b> | <b>To Some Extent</b> | <b>No</b> |
|---|------------|-----------------------|-----------|
|---|------------|-----------------------|-----------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>A</b> <b>Are you able to contribute as much as you would like to meetings?</b><br><i>Comments</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <b>B</b> <b>Do you normally attend training events?</b><br><i>Comments: Please list any training events attended, either in-house or external training events</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>C</b> <b>Do you become involved in College activities (other than training events) e.g. Governor Link visits/Award ceremonies?</b><br><i>Comments: please list any college activities (other than training events) which you attended</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>D</b> <b>Do you undertake any additional roles apart from your membership of the Governing Body e.g. Charing committees, membership of working groups etc. If yes, please state which</b><br><i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>E</b> <b>Do you consider that your skills and experience remain relevant to the needs of the Governing Body (This is particularly relevant for Governors with more than 8 years' service)</b><br><i>Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

**Signature of member seeking re-appointment:**.....

**Date:**.....

**SECTION 2: FOR COMPLETION BY THE HEAD OF GOVERNANCE/  
SEARCH COMMITTEE**

- a The member has achieved good attendance, and normally at least 80% over an academic year, at meetings (this section to be completed by the Head of Governance based on published attendance figures)**

*Year of Review*

*Average attendance (%)*

- b The category of membership for which the Governor is being considered remains appropriate**

*Current Category*

*Proposed Category*

Comments

- c (Where applicable) A nomination has been received/ renewed from a suitable nominating body**

*Nominating body*

Comments

Date received

- d Recommendation :**

Re-appoint for a period of \_\_\_\_\_years from \_\_\_\_\_(date)

Do not re-appoint

Call for interview

Other (please specify)