



# **Governor Recruitment Policy**

# **POLICY FOR THE APPOINTMENT AND ELECTION OF MEMBERS TO THE COLLEGE'S GOVERNING BODY**

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## **Introduction**

Carmel College is committed to equality of opportunity. The Board of Governors will seek to ensure that all governor members are appointed on merit, in accordance with an open selection procedure undertaken by the Governing Body's Search Committee. The Board of Governors should have regard to the provisions relating to the membership of the Board in the College's Instrument of Government, the need to combat discrimination and to promote equality, and the need to make available a range of necessary and appropriate skills and experience to ensure that the Governing Body carries out its functions under the College's Articles of Government.

### **1. Membership of the Governing Body**

The Trustees and Governing Body of Carmel College have determined that the number of Governors will be 17. The membership consists of:

- 10 Foundation Governors
- 1 Parent Governor
- 1 Staff Governor
- 1 Student Governor
- 3 Co-Opted Governors
- The Principal is ex officio a member for as long as she/he holds the position of Principal of Carmel College.

In a Catholic sixth form college, all governors of whatever category have the responsibility to uphold and develop the distinctive Catholic ethos of the college.

### **2. Appointments to the Governing Body**

The appointment of foundation governors is at the absolute discretion of the Episcopal Vicar, Archdiocese of Liverpool. Foundation governors have the particular responsibility of representing the Archbishop in his role as teacher and leader of the diocese. They must be practising Catholics and fully committed to the Archbishop's vision for education across the diocese. Further information about the criteria to become a Foundation Governor can be requested from the Clerk to Governors or accessed via <http://www.liverpoolcatholic.org.uk/schools/Foundation-Governors>

For all other category of governors the Board of Governors is the appointing authority.

### **3. Eligibility**

All applicants to the Board of Governors will be requested to complete and sign a declaration of eligibility when an application is submitted to the College.

The Board may decline to appoint any person nominated and elected as a parent, staff or student governor, if that person is ineligible to be a member of the Board as provided for in Clause 5 of the Instrument of Government.

### **4. Safeguarding**

A Disclosure and Barring Service (DBS) enhanced check for all governors and associate members must be undertaken by the College, which is a condition of their appointment and any subsequent re-appointment. Associated data is maintained by the College's HR Department within the Single Central Register, which is a statutory requirement.

## **5. Interview Arrangements**

Upon receipt of a completed application form to become a Governor, the Chair of Governors, Principal and Clerk to Governors will conduct an interview with the candidate and a recommendation will be made to the Search Committee and subsequently the Board of Governors.

For candidates who are invited to interview and who subsequently advise the Clerk of a disability, reasonable adjustments will be made to accommodate the individual during the interview process.

## **6. Appointment of Governors**

At the first available meeting the Board must be informed of a governor vacancy. The Chair of Governors and Principal (as members of the Search Committee) and the Clerk to Governors will interview prospective governors. The candidate may be invited to observe a full Governing Body meeting. The Search Committee will advise the Board of the outcome and make a recommendation.

Governors are eligible for re-appointment at the end of a term of office. Governors should signify to the clerk their willingness to serve for another term. Renewal is not automatic and takes place after proper consideration of the governor's attendance, contribution to the work of the College and assessment against the skills audit.

The Governing Body has agreed that re-appointments will be considered by the Search Committee and referred to the Board of Governors for appointment as with a first term of office.

The Membership of the Governing Body is a standing agenda item at termly Search Committee meetings. The Clerk to Governors will give notice to the member of the expiry of a term of office six months prior to the expiry date.

A vacancy arising due to an existing governor completing his/her term of office and not wishing to see re-appointment shall be filled as if the individual member had resigned.

## **7. Appointment of Associate Members**

Should the Board exercise its powers and decide that an external Associate Member should be appointed to support or enhance the skills and experience of the existing members of the Board of Governors, an open and transparent process will be followed in accordance with all appointments to the Board. The identified individual will be interviewed by the Search Committee and a recommendation made to the Board.

## **8. Appointment of a Parent Governor**

To stand for election and to seek office as a parent governor, the individual must be a parent or guardian of a student currently attending a full time course at Carmel College at the time of their appointment. The parent may remain a member of the Board until the end of their term of office even if their son(s) or daughter(s) leave college during their term of office.

Parents of all students at College will be notified of the forthcoming election. An announcement will be published on the governance section of the College's website and the parent portal. Parents/guardians will be invited to express an interest in

standing for office and will be given the opportunity to find out more about the role before signifying their willingness to stand for election. Communication will be via email and an on-line election will be held.

Prospective parent governor(s) will be asked to complete a self-nomination form signifying that they are a bone fide candidate. An on-line election will be held if more than one parent/guardian candidate stands for election. A parent member will be elected by the parent body by ballot. Due to the nature of their office, parent Governors are not eligible for re-appointment as a parent governor unless the individual has a son or daughter at the College. An application for a second a subsequent term of office as a 'member' may be submitted in the normal way should the parent wish to be considered in another category of governor.

### **9. Appointment of Student Governor**

The Board of Governors at Carmel College has one student governor. The Board has agreed that the term of office for a student governor shall be for the duration of his/her upper sixth year. Within the Instrument of Government there is a provision for membership under this category to terminate automatically in the event that the individual ceases to be a student at the College.

Students will be notified of a vacancy on the governing body via the Student Council; the procedure as detailed within the Student Council Constitution. An election is held in College and all students are eligible to vote. Due to the nature of their office, Student Governors are not eligible for re-appointment.

### **10. Procedure for the Elections and Appointment of a Parent, Staff and Student Governor**

- Elections conducted on behalf of the Board of Governors must be seen to be fair, honest and open.
- Elections will be conducted on-line.
- In any election the Clerk will be the returning officer. The successful candidate in any election will be expected to attend Board and Committee meetings and to contribute fully to the work of the Governing Body.
- Elections will be conducted by the Clerk and an assistant to the Clerk.
- The elections for the appointment of a parent, staff or student member shall be open to the relevant category of membership subject to the following conditions:
  - **Parent Member:** The election will be open to all parents / guardians who have a son or daughter in full time education at Carmel College.
  - **Staff Member:** The election will be open to all teaching and support staff and are employed by the College in either a full time or part time capacity.
  - **Student Member:** To be eligible to stand for election to the Governing Body, students must be in full time education at the College and have an attendance record of at least 90% in subject classes.

The Board has a duty to ensure that all candidates have a clear understanding of their role and the degree of commitment required before an appointment is made. It is often possible for all prospective governors (in all categories) to attend a Board Meeting as an observer before declaring their candidacy.

A student or staff member will cease to be a member of the Governing Body if he/she ceases to be a student or employee at the College.

If only one candidate is nominated for a vacancy as a student, staff or parent governor by the closing date for receipt of nominations, that candidate will be elected unopposed. If there are two or more candidates a ballot (an on-line election) will be arranged by the Clerk. The Clerk will draw up a timetable for the relevant elections which will be available to the candidates.

With the exception of parent candidates who can self-nominate using an approved form, staff and student candidates must be proposed and seconded in writing using an approved College nomination form. Where appropriate all candidates should signify their acceptance of the nomination and confirm that they are willing to be a governor. A declaration of eligibility form should also be completed at this stage.

Candidates may canvass for elections by placing their mandate, in the case of students and staff on the intranet via the Clerk and on authorised display boards. Prospective parent governors will be invited to write a mandate which will accompany the ballot form for election.

The software used for on-line elections only allows one vote per person. Results will be collated and analysed using the software and the outcome reported to the Clerk. In the event of a tie in the number of votes cast, a further election will be held. The Clerk will inform the Search Committee of the results and the votes cast.

Subject to a DBS check the candidate receiving the highest number of votes will be elected and appointed to the Board. The results of staff and student elections will be announced via email and Connect (College intranet). The successful parent governor will be contacted by the Clerk and the result announced on the College's website and parents' portal.

## **APPENDIX 1**

### **Role Description**

**Title:** Member of the College's Governing Body

**Responsible to:** The Chair of Governors and Governor Colleagues

### **Context**

Carmel College is a large and highly successful sixth form college that has been in existence for over 30 years. The College has a strong reputation for academic excellence, comprehensive pastoral care and an extensive enrichment programme.

Governor appointments are personal appointments made to the individual concerned. These appointments are solely voluntary. The appointments are challenging and rewarding positions, providing the opportunity to work with an extremely successful College with an excellent reputation.

Becoming a governor at Carmel College offers an exciting opportunity to be fully involved with the strategic management and decision-making of one of the top Sixth Form Colleges in England.

### **Governor Member Specification**

1. A commitment to the College's aims and objectives, mission and strategic objectives.
2. All governors have a duty to uphold the distinctive ethos of Carmel College.
3. Relevant skills and competencies identified by the Board to support good governance.
4. Providing leadership and direction for the College and its senior management.
5. Able to fulfil the time commitments of membership.
6. Prepared to undertake training and professional development to fulfil the role.
7. Prepared to accept and abide by the Code of Conduct and policies of the Board
8. A commitment to inclusivity.

In accordance with the Instrument of Government members will be appointed as foundation governors or as staff, student, co-opted or parent members.

With certain exceptions, the maximum term of office for a Governing Body Member is 4 years. Members may be considered for re-appointment on expiry of their term of office.

It should be emphasised that Board Members are appointed to act solely in the interests of the College. They do not have a representative role and must not speak from or vote according to mandates given to them by other bodies or persons.

## **Members' Role**

### **Article 5**

The Board is responsible for:

- setting the strategic direction of the College;
- the determination of the College's educational character and mission and oversight of its activities and publishing its arrangements for obtaining the views of staff and students in this respect.
- approving the Quality Strategy of the College;
- the effective and efficient use of resources, the solvency of the institution and the Board and for safeguarding their assets;
- approving the annual estimates of income and expenditure;
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts;
- setting a framework for the pay and conditions of service of all other staff;
- monitoring progress towards achievement of the College's agreed targets;
- assisting in the formulation and monitoring of the College's strategic objectives which will provide the essential framework for the internal management of the College;
- supporting a commitment to self assessment and continuous improvement of College governance;
- attending appropriate governor induction and training days as required.

### **Members will also be expected to:**

- Serve on at least one standing committee of the Board as required;
- Have a high level of attendance at Board and committee meetings;
- Be prepared to read and consider papers circulated in advance of meetings;
- Be involved if called upon to act in any disciplinary and complaints procedures;

## Members' Responsibilities

- To act in the best interests of the College with collective corporate decision making set in the context of the College's mission and strategic aims;
- To show the highest loyalty to the College and observe the standards of public duty as set out in the College's Code of Conduct;
- To comply with the Instrument and Articles of Government, the College's Standing Orders, the Funding Agreement entered into with the Education and Skills Funding Agency, the College's Code of Conduct and the College's Financial Regulations and procedures laid down by the Governing Body.
- Not to take or hold any interest in any College property or receive any remuneration for their services (save as a member of staff) subject to Charity Law;
- To disclose openly to the Board any personal, financial or perceived conflicts of interest arising from a matter before the Board and/or its committees or from any other aspect of Board business, having first completed an annual declaration of interests.
- To respect the confidentiality of those items of business which the Board decides from time to time should remain confidential.
- To support decisions of the Board and its committees once they have been reached on the basis of collective corporate responsibility even if they have spoken against them in meetings such that all governors subscribe to collective responsibility following due diligence and consideration of all of the options
- To give priority to attending meetings of the Board and appropriate standing committees of the Board;
- To understand that statements may only be made on behalf of the Governing Body by those authorised to do so.

## Time Commitment

**The Governing Body** usually holds four meetings in any one academic year. The Board may convene a special meeting in the event that there is urgent business which cannot wait until the next scheduled meeting. Board Meetings begin at 6.00pm on a Tuesday evening.

**The Audit Committee** holds 4 meetings in any one academic year commencing at 9.00am on a Tuesday morning.

**The Quality and Standards Committee** holds 4 meetings in any one academic year commencing at 5.30pm on a Tuesday evening.

**The Finance and Resources Committee** holds 4 meetings in any one academic year to accommodate the management accounts and budgeting cycles. Meetings are normally held on a Thursday morning commencing at 8.00am.

**The Remuneration Committee** holds 4 meetings per year. Meeting normally commence at 4.00pm on a Tuesday (same day as the full Governing Body meeting)

**The Search Committee** holds approximately 4 meetings per year. Meetings normally commence at 4.30pm on a Tuesday (same day as the full Governing Body meeting)

An **Appeals Committee** would be convened as and when required to deal with disciplinary matters.

Other committees will be convened as the need arises to conduct the College's business and will be given terms of reference which are approved by the Board of Governors.

## APPENDIX 2

### Appointment of Members to the Governing Body: Person Specification for membership of the College's Governing Body

The aim of this document is to identify the qualities, skills and expertise required for membership of the Carmel College Board.

#### Person Specification

Members of the Governing Body must be committed to the Mission and strategic objectives of the College and be willing to promote the interests of the College and its students in the wider community. All governors have a duty to uphold the distinctive ethos of Carmel College.

Criteria	Essential	Desirable	Assessed
<p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>An interest in 16-19 education in a sixth form college.</li> <li>A commitment to the principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> <li>A willingness to give time freely to Board activities</li> <li>Commitment to strengthening College links with its partner schools, local business and the local community.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p>	<p>Interview</p> <p>Application</p> <p>Interview</p> <p>Interview</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Specialist, transferrable skills and knowledge relevant to the needs of the Board</li> <li>Connections within the area served by the College through business, work or place of residence</li> <li>Ability to analyse complex problems</li> </ul>	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application</p> <p>Interview</p> <p>Interview</p>

<p><b>Time</b></p> <ul style="list-style-type: none"> <li>• A willingness to take part in College activities and events</li> <li>• A willingness to participate in training and development activities for Board members</li> <li>• Available to attend an average of up to four Board meetings per year, including one strategic planning session, and other committee meetings as appropriate</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">Interview</p> <p style="text-align: center;">Interview</p> <p style="text-align: center;">Interview</p>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Be committed to equality and diversity</li> <li>• Foundation Governors must be a practicing Catholic</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>		<p style="text-align: center;">Interview</p> <p style="text-align: center;">Reference from Parish Priest</p>

## APPENDIX 3

### Person Specification for the Chair of the Board

The Chair of the Governing Body must be committed to the aims and objectives of the College, the College's Mission and Strategic Objectives and be willing to promote the interests of the College and its students in the wider community.

#### The Chair of the Governing Body must be a Foundation Governor.

Criteria		Essential	Desirable	Mandate
<b>Qualities</b>	An interest in 16-19 education at a sixth form college.	✓		
	A commitment to the principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	✓		
	A willingness to be able to give an appropriate amount of time to College governance with the support of the Clerk. To be available for meetings with the Clerk and Principal on a regular basis.	✓		
	Commitment to strengthening College links with its business and local community partners.			✓
<b>Skills</b>	Specialist skills and knowledge relevant to the needs of the Board including the ability to take a financial overview.			✓
	Connections with the area served by the College through business, work or place of residence would be advantageous.			✓
	Ability to analyse complex problems.		✓	
	Good interpersonal skills and the ability to listen to others and involve all members in the debate.	✓		
	Clear understanding of the 'corporate' role of the Board and the need to ensure that all decisions reflect this aspect of governance.			✓
	Leadership skills.	✓		

<b>Experience</b>	Experience at senior level of the management and operation of a commercial or public service organisation or educational background would be advantageous.		✓	
	A member of the College Board for a minimum of two years would be advantageous.		✓	
	Experience as a committee Chair and or Vice Chair.		✓	
<b>Time</b>	A willingness to take part in College activities and events.	✓		
	A willingness to participate in training and development activities specifically for the Chair of the Board.	✓		
	Available to attend an average of four Board meetings per year, including one strategic planning day, and other committees as appropriate.	✓		
	Regular meetings with the Principal, Clerk and other Senior Post holders.	✓		
	Regular contact with the Clerk to the Governors.	✓		
	Support the Principal and Clerk as appropriate.	✓		
<b>Equal Opp.</b>	Be committed as an employer to equal opportunities.	✓		
	Be committed as an employer to equality and diversity.	✓		

## **APPENDIX 4**

### **Role and Responsibilities of the Chair**

1. To ensure the management of governance with the professional and advisory support of the Clerk such that appropriate issues are brought to the Board, that the business at Board meetings is conducted efficiently and effectively, that the issues before the Board are debated fully, that all governors have the opportunity to contribute and discussions and that collective corporate decisions are properly summarised and recorded.
2. To exercise a second or casting vote where there is an equality of votes on any issue at a Board meeting.
3. To exercise any specific authority delegated by the Board together with a general delegated authority to act, after consultation with the Principal and the Clerk, on any issue arising which is both urgent and important which would normally be dealt with by the Board but which cannot wait for the next meeting. Such actions will be reported to the Board for information at the next available meeting.
4. To develop and maintain an effective working relationship with both the Principal and the Clerk based on a full understanding of their roles and the corporate responsibility and role of the governing body in the governance of the College.
5. To provide clear and decisive leadership for the Board of Governors.
6. Where relevant and appropriate to offer both general and specific support to the Principal when there are specific strategic, major or contentious issues to be dealt with.
7. To appraise the Principal and to ensure that there are appropriate opportunities for continued professional development (CPD) for the Principal.
8. To instigate disciplinary action against the holders of senior posts should the need arise.
9. To oversee and arrange the appraisal of the work of the Clerk to the Governors.
10. To represent the College and the Board on appropriate occasions and to handle relations with the media on behalf of the Board with the Principal.

## APPENDIX 5

### Person Specification for the Vice Chairs of the Board

The Vice Chairs of the Governing Body must be committed to the aims and objectives of the College, the College's Mission and Strategic Objectives and be willing to promote the interests of the College and its students in the wider community.

**The Vice Chair of the Governing Body must be a Foundation Governor.**

	Criteria	Essential	Desirable	Mandate
<b>Qualities</b>	An interest in 16-19 education at a sixth form college.	✓		
	A commitment to the principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	✓		
	A willingness to be able to give an appropriate amount of time to College governance with the support of the Clerk. To be available for meetings with the Chair, Clerk and Principal as necessary.	✓		
	Commitment to strengthening College links with its business and local community partners.			✓
<b>Skills</b>	Specialist skills and knowledge relevant to the needs of the Board including the ability to take a financial overview.			✓
	Connections with the area served by the College through business, work or place of residence would be advantageous.			✓
	Ability to analyse complex problems.		✓	
	Good interpersonal skills and the ability to listen to others and involve all members in the debate.	✓		

	Clear understanding of the 'corporate' role of the Board and the need to ensure that all decisions reflect this aspect of governance.			✓
	Leadership skills.	✓		
<b>Experience</b>	Experience at senior level of the management and operation of a commercial or public service organisation or educational background would be advantageous.		✓	
	A member of the College Board for a minimum of two years would be advantageous.		✓	
	Experience as a committee Chair and or Vice Chair.		✓	
<b>Time</b>	A willingness to take part in College activities and events.	✓		
	A willingness to participate in training and development activities specifically for the Vice Chair of the Board and to hone skills as for the role of Chair.	✓		
	Available to attend an average of four Board meetings per year, including one half day strategic planning session, and other committees as appropriate.	✓		
	Deputise for the Chair of Governors.	✓		
	Appropriate contact with the Clerk to the Governors.	✓		
	Support the Principal and Clerk as appropriate as Vice Chair and on behalf of the Chair.	✓		
<b>Equal Opp.</b>	Be committed as an employer to equal opportunities.	✓		
	Be committed as an employer to equality and diversity.	✓		

## **APPENDIX 6**

### **Role and Responsibilities of the Vice Chair**

1. To ensure the management of governance with the professional and advisory support of the Clerk such that appropriate issues are brought to the Board in the absence of the Chair, that the business at Board meetings is conducted efficiently and effectively, that the issues before the Board are debated fully, that all governors have the opportunity to contribute and discussions and that collective corporate decisions are properly summarised and recorded.
2. To exercise a second or casting vote where there is an equality of votes on any issue at a Board meeting where the Vice Chair is acting as Chair for the meeting.
3. To exercise any specific authority delegated by the Board in the absence of the Chair or as Vice Chair together with a general delegated authority to act, after consultation with the Principal and the Clerk, on any issue arising which is both urgent and important which would normally be dealt with by the Board but which cannot wait for the next meeting. Such actions will be reported to the Board for information at the next available meeting.
4. In the absence of the Chair to maintain the effective working relationship which has been established with both the Principal and the Clerk based on a full understanding of their roles and the corporate responsibility and role of the governing body in the governance of the College.
5. To provide clear and decisive leadership for the Board of Governors as required.
6. In the absence of the Chair or when acting for the Chair and when appropriate to offer both general and specific support to the Principal when there are specific strategic, major or contentious issues to be dealt with.
7. With the Chair to appraise the Principal and to ensure that there are appropriate opportunities for continued professional development (CPD) for the Principal.
8. To instigate disciplinary action against the holders of senior posts should the need arise.
9. To oversee and arrange the appraisal of the work of the Clerk to the Governors with the Chair of Governors.
10. To represent the College and the Board on appropriate occasions and to handle

relations with the media on behalf of the Board with the Principal as and when appropriate.