

Appointment and Re-Appointment of Governing Body Members

Owner: Clerk & Governance Advisor	Related Strategies:
Relevant to:	

Office Use only:

Corporate Intranet Family:	Approval Board/Committee/Group: Executive Owner:	Approval/Re-approval Date:	Implementation Date:	Next Review Date:

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New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by (Executive Owner)	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)
1	10.2.2021	Governing Body	Clerk	SRG Committee	Chair of SRG	Yes

Rationale for new or substantive policy review	That previous approaches drew on a number of source documents and custom and practice. The Governing Body agreed that a single policy was needed to ensure fairness, transparency and a good candidate experience.
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Please make explicit if change/review relates to procedures, guidelines and associated documents only

Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By (Executive Owner)

Communication

To be agreed by Executive Leadership Team

Announcement on hub <input type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input checked="" type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

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1. POLICY STATEMENT

The Sheffield College is a general further education college. The college’s mission is to transform your life through learning. We achieve this by putting students at the heart of everything we do and helping each student to get the qualifications and skills they need to go further in employment, careers, apprenticeships, further training and university level courses.

The Governing Body (GB) is the college’s ultimate decision-making body and is responsible for:

- setting the strategic direction and educational character of the college,
- ensuring that the college is meeting the needs of its stakeholders and
- ensuring the college stands by its values of integrity, inspiration, inclusivity, innovation and involvement.

The composition of the GB is

- *Ex-officio member*: the Chief Executive and Principal
- *Nominee members*: 3 members of staff of The Sheffield College, nominated and elected by and from their number, according to the Staff Governor Election procedure, and 2 students nominated and elected by and from members of The Sheffield College Students’ Union, according to the Student Governor Election procedure.
- *Appointed members*: 13 members who appear to the GB to have the necessary skills to ensure the GB carries out its functions under Article 3 of the Articles of Government.

To support the success of the college, the GB must ensure that the members that it appoints are suitably qualified with the attributes and skills needed to fulfil the responsibilities placed on governors.

This policy sets the framework and processes for finding and appointing suitable people as appointed members. It also covers the role and appointment of co-opted committee members, which the GB may recruit to provide additional independence or specialist expertise to the GB’s committees.

2. DEFINITIONS

“Corporation” means The Sheffield College Governing Body. Some associated documents, laws and external regulations refer to the Corporation because The Sheffield College is a Further Education Corporation incorporated by statute.

“Governing Body” or “GB” means the Governing Body of The Sheffield College.

“Instrument and Articles of Government” or “I&AG” means the governing document of The Sheffield College

“Standing Orders” means the rules made by the GB that regulate how governors carry out their functions to implement the I&AG.

3. PRINCIPLES

Governors are required to demonstrate the highest standards of professionalism, integrity and behaviour, as outlined in the Code of Conduct and Code of Ethics, which includes:

- demonstrating a strong personal commitment to the values and aims of The Sheffield College;

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- acting fairly and impartially in the interests of The Sheffield College and its stakeholders, using independent judgement and maintaining confidentiality;
- observing the Code of Conduct and the seven principles of public life (the Nolan Principles);
- committing to make themselves available for meetings of the GB and relevant committees, governor training, college events and other reasonable time requirements of the role;
- demonstrating the ability to be decisive, to bring challenge to discussions and to the Executive Leadership as well as acting as a critical and supportive friend;
- recognising the distinction between governance and management and acting accordingly.

The process for appointing governors shall be rigorous, open to public scrutiny, fair and accountable with the core attributes of governors and the Nolan Principles.

Recruitment will prioritise the areas of expertise and experience that are fundamental to the college's success and good standing and these should be clearly present within the skill-set of the GB, through the retention and appointment of individual governors with the relevant experience and knowledge. In addition, the GB may seek skills and expertise to support a particular strategic ambition.

Recruitment, retention and development of governors is a constant issue and should not normally be delayed or paused by wider developments within the college or its operating environment, albeit having regard to advice from the Executive Leadership Team about timing and the college's capacity to support recruitment.

Governors play a distinctive role in the college; they appoint the Chief Executive and Principal to run the college. In making new appointments, the GB does not seek to mirror the skill-set or roles of the Executive Leadership Team. The GB makes a clear distinction between the roles of executives and governors to enable its members to provide support and challenge with a clear and open perspective.

The governor recruitment and selection process is intended to support equality and diversity and aims to ensure that the profile of the GB reflects, as far as is reasonably practicable, the composition of the local community and the college's student community. The GB is committed to eliminating unlawful discrimination, promoting good relations between different groups and supporting the advancement of under-represented groups. The GB welcomes applications to become a governor from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background.

4. SCOPE AND LIMITATIONS

The GB shall appoint all governors and co-opted committee members, except where the Secretary of State may appoint governors, under statutory powers. For Nominee Members, the GB will normally appoint the elected staff and students without any further selection process, unless they are ineligible to be a governor,

5. RESPONSIBILITIES

Governing Body (GB)

As regards this policy, the GB is responsible for

- appointing and re-appointing governors, on the advice of the search panel appointed by the Search, Remuneration and Governance Committee (SRG);

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- appointing and re-appointing co-opted members to GB committees;
- maintaining the composition and number of governors in accordance with clauses 2, 5 and 8 of the I&AG and the determined number specified in the Standing Orders.

Search, Remuneration and Governance Committee (SRG)

In relation to this Policy, SRG is responsible for:

- advising the GB on the appointment of members of the GB;
- considering, shortlisting and interviewing nominations and expressions of interest in respect of vacancies on the GB, and making appointment recommendations to the GB;
- determining, and keeping under review, the process whereby candidates express an interest or are nominated, including, if appropriate, advertising, use of the media, use of specialist recruitment services, consultation with local community/employer representatives and other stakeholder groups;
- considering and making recommendations to the GB on the re-appointment of members of the GB at the end of their period of appointment, taking account their contribution to the work of the GB and their skills and experience and the need to refresh the composition of the Board from time to time;
- consider and from time to time make recommendations to the GB on the composition and balance of the GB and its Committees;
- maintain a "holding list" of suitable people interested in contributing to the work of the GB, including those interested in GB membership;
- ensure the Clerk publishes governor vacancies and the process for expressing an interest in becoming a governor.

The Search Panel

The search panel is responsible for search, recruitment and selection of candidates to recommend for appointment as members of the GB. Membership of the search panel is open to all SRG members and normally consists of five members supported by the Clerk.

The Governance Advisor and Clerk (Clerk)

The Clerk is responsible for:

- advising the Chair of Governors, GB and SRG on compliance with the requirements of the I&AG, statutory requirements and the GB Standing Orders;
- promoting and supporting effective governance and governance-related practices, including governor recruitment and development, governor updating, and the procurement of professional advice, such as professional search services;
- publishing these procedures, advertising vacancies and managing the processes for recruiting new governors (whether by appointment or election), ensuring that all new governors are suitably inducted in their role, and that all Governors receive appropriate and planned training and development;
- implementing the staff governor election process, as required to fill vacancies, and ensuring that the agreed processes are followed for nominating and electing student governors;
- ensuring that appropriate checks are carried out to ensure that those appointed as governors are "fit and proper people" as required by funding and regulatory bodies and charity law.

The Chair of GB

- The Chair is responsible for appraising the contribution and development of existing governors and advising SRG on re-appointment of existing governors, prior to it making recommendations to the GB.

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- In collaboration with the Clerk and the Chief Executive and Principal, the Chair has oversight of the succession plan for the GB and annually advises SRG on upcoming retirements.

6. IMPLEMENTATION ARRANGEMENTS

This policy consolidates relevant GB made regulations, procedures and practices to create a single unified policy drawing on:

- Terms of Reference of GB committees - referenced; in the event of a conflict the terms of reference take precedence;
- I&AG - referenced; in the event of a conflict the I&AG take precedence over other GB policies and procedures;
- GB Standing Orders - referenced, this Policy is intended to add detail to the Standing Orders;
- GB Member Role Description - previous recruitment document incorporated into this Policy;
- Governors' Code of Conduct - key points are summarised in this policy. The full Code of Conduct is a separate policy and in the event of a conflict, the Code of Conduct takes precedence;
- Expression of Interest Form - recruitment procedure document incorporated into this Policy
- Staff Governor Election Policy - attached as an appendix to this Policy
- Student Governor Selection Policy - currently under revision, intended to be attached as an appendix.

The Clerk shall ensure that the recruitment policy is implemented from the date of approval.

7. MONITORING AND REVIEW

The SRG Committee shall normally conduct a short post-implementation review of each recruitment exercise to learn lessons for future exercises and amend the procedures section of this document in the light of the review, as it sees fit. SRG shall review the Governor Recruitment Policy at least every three years and make recommendations to the GB for substantial policy changes.

8. SUPPORTING/RELATED DOCUMENTS

I&AG

Standing Orders

SRG Terms of Reference

Governor Profile and Skills Audit

Governor Code of Conduct and Governor Code of Ethics

Conflicts of Interest Policy

Governor Expenses Policy

Governor Induction and Training Plan

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PROCEDURES

Succession planning

Annually, early in any college year in which governorships (or co-options) are due to complete their term, the Clerk, the Chair of Governors, the Chair of the SRG, and the Chief Executive and Principal will meet to review future needs and make recommendations to SRG. SRG will make recommendations to the GB on re-appointment of members (taking advice from the Chair of Governors on the results of periodic appraisal).

Search Panel

The Clerk will report on succession planning to SRG, which will

- approve the membership of a search panel to conduct recruitment to fill vacancies. Membership is open to all members, and shall normally include the Chair of SRG (Panel Chair), the Chief Executive and Principal, a staff governor member and the Clerk.
- approve and keep under review the standard governor role description and person specification, which are appended to this policy and covers the range of attributes and competencies that the GB requires. The draft role description and person specification are in Appendix 1.

The Clerk will ensure the members of the search panel have appropriate training and use agreed selection criteria that relate to the governor role description and person specification.

Defining recruitment needs

When approving the search panel, SRG will advise on priorities for search in relation to:

- the needs of the GB, in relation to the college's strategy and longer term plans;
- the GB skills profile, identifying any skills gaps or priorities in relation to the effective operation of the GB and/or specific risks, opportunities and challenges facing the college;
- the stakeholder profile of the GB and engagement with any stakeholder groups that are under-represented on the GB;
- the diversity profile of the GB;
- if the vacancy is likely to require specialist search support and if so instruct the Clerk to conduct a procurement exercise to obtain quotes for the service.

In recruiting to vacancies, the search panel will use the governor role description and person specification to seek people who **must** demonstrate the core attributes of governorship at The Sheffield College:

- **Committed:** with a strong commitment to The Sheffield College, its role in improving education and training within the City Region and ambitious to achieve best possible outcomes for learners. Someone who appreciates technical learning and is willing to spend time with learners. This also involves commitment to devoting the required time and energy to the role, being prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance and be an ambassador for the college in their networks.

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- **Confident:** of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.
- **Strategic thinker:** possessing an enquiring mind and an analytical approach someone who appreciates the bigger picture and understands the value of meaningful questioning.
- **Challenging:** being able to challenge without giving offence, understanding the value of critical friendship, which enables both challenge and support, not taking information or data at face value and always driving for improvement.
- **Team Player:** prepared to listen to and collaborate with others, understanding the importance of building strong working relationships in the board and with executive leaders, staff, parents and carers, students, the local community and employers.
- **Willing and able to learn:** self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness, with a strong sense of the importance of effective governance processes.
- **Creative:** able to challenge conventional wisdom and be open-minded about new approaches to problem solving; recognising the value of innovation and creative thinking to organisational development and success.

In addition to the core competencies, SRG may also advise the search panel to have regard to one or more of the following:

i) specialist skills and experience

As above, SRG will maintain the governor skills audit and may identify particular skills or qualifications to strengthen the GB skills profile.

ii) local knowledge and connections

The GB includes some stakeholders (staff and students) but it is not intended to be a stakeholder board. To ensure the GB's work is supported and influenced by appropriate people from a range of relevant sectors, SRG may ask the search panel to seek candidates from a specific sector such as:

- local public sector organisations
- Schools and other educational establishments
- Higher Education
- Sheffield City Region business community
- Local community organisations and faith groups
- Relevant professional and trade organisations.

iii) specific board roles

When the GB needs to appoint someone with very specific professional skills, standing, or experience to a particular role (for example a committee chair or Chair of Governors), it may decide to operate a specific recruitment exercise, possibly assisted by a recruitment consultant, albeit in the setting that some roles under the I&AG are elected roles.

Advertising governor vacancies

In line with the Policy principles, the GB will always conduct open recruitment to fill vacancies and, as a minimum, will advertise governor vacancies on the college website. The vacancy advert will summarise the college's current priorities in such a way as not to exclude others from responding who believe they can contribute to the GB. Potential candidates will be encouraged to speak informally to the Chair of Governors, the Chief Executive and Principal, and the Clerk prior to submitting an application.

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The search panel will attempt to attract a wide field of candidates using a variety of methods, which may include some or all of the following:

- advertising - both general and for individual vacancies;
- executive search;
- consultation with interested bodies;
- maintaining and using databases of interested and appropriate people;
- inviting nominations from business and community bodies.

The college will establish and periodically update a list of stakeholder organisations (examples: Voluntary Action Sheffield; Sheffield Equality Hub Network; Sheffield Chamber of Commerce and Industry; Sheffield Digital; Sheffield Teaching Hospitals Trust) through which the college would actively seek to promote vacancies and from which it would welcome applications to become a governor.

Selecting a shortlist and recommending candidates

The search panel will:

- consider all applications anonymously against the criteria in the agreed governor role description and person specification;
- shortlist suitable candidates on the evidence presented in the application;
- conduct interviews with shortlisted candidates using similar questions to ensure a fair and objective approach;
- based on the evidence in the application and the interview, select candidates who are invited to join the GB subject to references, formal vetting and approval by the GB. Where the Clerk has obtained references prior to interview, the search panel will only refer to these following the selection process, to confirm suitability.

When filling a senior board role that is open to existing governors, the search panel will always accept expressions of interest from existing governors and pay close attention to:

- the core attributes of governorship;
- the requirements of the specific board role;
- issues of equality, diversity and inclusion; and
- guarding carefully against the danger of the GB reproducing itself in its own image.

The Clerk will keep a record of the shortlisting and selection interviews and give feedback to candidates on the rationale for selection or otherwise.

Prior connections with current governors or senior staff

Governors' personal networks are a source for finding potential new governors. The application form asks candidates to note any prior connections with the GB or senior staff of the college so that the Clerk can avoid conflicts on the search panel. The Clerk will contact any governor who is known to have substantial direct knowledge of the candidate to request comments on the candidate's suitability for appointment. As with references, to guard against bias, the views of other governors will only be shared with the search panel when and if that candidate is selected for appointment against the agreed criteria that apply equally to all candidates.

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Appointing the preferred candidate(s)

The choice of preferred candidate(s) will be made based on best meeting the needs of the GB so that it has the capacity to carry out all its duties and responsibilities effectively and efficiently.

The GB will only appoint members who have been interviewed by a search panel appointed SRG.

Suitability checks

The Clerk will take up two references and the Clerk and the Chair of the search panel will check these prior to recommending appointment to the GB. Those from whom a reference is requested will be expected to have known the candidate for at least two years. The Clerk will also:

- request an enhanced DBS check for the appointee;
- check the Companies House Register of Disqualifications;
- check the Individual Insolvency Register;
- Check the Charity Commission Register of Removed Trustees.

Staff and student governors

The appointment processes for staff and student governors follow the approved procedures (see appendix 3 below). Staff governors are appointed for a term of office in accordance with the GB Standing Orders. Student governors are elected and appointed annually.

Co-options to GB Committees

Article 7 of the Instrument and Articles of Government allows any committee established by the GB (other than a Special Committee) to include persons who are not members of the GB.

The GB must approve the appointment of co-opted members. The GB may appoint co-opted members to committees to add breadth, expertise and independence. The appointment will be for a fixed period of no longer than two years, while the skills need is addressed through governor recruitment and development.

Appointment of co-opted committee members is exceptional and must be proposed to the GB with a rationale and fully supported by the chair of the relevant committee. There will be no more than one co-opted member serving on any committee at any one time.

As a college volunteer, co-opted members are subject to the same conditions of appointment as governors and should participate fully in the work of the committee. As such, co-opted members are part of the quorum with right to speak and vote on items unless there is a conflict of interest.

A co-opted committee member may apply to become a governor in response to a vacancy advert. The search panel will consider their application together with others received in response to the vacancy.

Only in exceptional circumstances, defined at the time, would the GB invite a co-opted committee member to participate in meetings of the GB. If present at GB meetings, a co-opted committee member is not be entitled to vote on any matter and is not be counted in the quorum.

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Co-opted committee members are required to conform to the Governors' Code of Conduct, and, as a college volunteer, will be subject to the normal disclosure and barring checks. They will be able to claim out of pocket expenses as if they are a governor. Other than in exceptional circumstances, they will have the same rights of access to the college and its systems as do governors.

Confirming the appointment

The GB will:

- consider the recommendations from the search panel and make appointments;
- confirm the period of membership, not exceeding 4 years, except for the Chief Executive and Principal. The first term of appointment will usually be for up to two years in the first instance, after which, the GB may extend for two years by mutual agreement. Thereafter the GB may reappoint a member for a further term of four years up to a normal maximum of eight years in total.

Following GB approval, the Clerk will:

- notify the successful candidate of their appointment in writing and ask them to confirm their acceptance of the position and the Code of Conduct.
- ensure that new governors and co-opted committee members undertake appropriate governor induction.

Re-appointments

Re-appointments will not be automatic. Under the Individual Governor Review Policy, the Chair of Governors considers the performance of governors who are eligible for re-appointment to assess their effectiveness and contribution to the GB, for example, committee membership, skills and experience relevant to the needs of the Corporation, attendance record, training and special tasks undertaken. SRG will make recommendations on re-appointments to the GB.

In considering a re-appointment of a GB member or co-opted member, SRG will take account of the need to retain good members as well as introducing 'new blood'.

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APPENDIX 1: GOVERNOR ROLE DESCRIPTION AND PERSON SPECIFICATION

Duties

As a governor, your insights, experience and ideas widen the college's strategic perspective and help to shape the college's future development. The members of the Governing Body (GB) share collective responsibility for:

1. determining the educational character and mission of the college and overseeing its activities
2. approving the overall quality strategy
3. ensuring effective and efficient use of resources, the college's solvency and safeguarding its assets
4. approving the annual budget
5. appointing and determining the conditions of service of the Senior Post Holders
6. setting the framework for the pay and conditions of service of all other staff
7. approving the policy for tuition and other fees that students pay to the college.

Governors are also expected to learn more about the college and their role by undertaking training, visiting the college to engage with staff and students and sometimes taking on additional committee and link roles.

Time commitment

The GB is the college's ultimate decision-making body and as a governor, you are expected to prepare and participate in most of each of the following in a typical year

- 4 full meetings of the GB - 10 hours plus reading and preparation time
- 8 meetings of GB committees - 16 hours plus reading and preparation time
- 2 GB strategy events - 10 hours (usually one full day and one half day)
- 6 hours of induction activities, spread over the first six months from appointment;
- 5 hours of mandatory training as required by the college
- Occasional GB task groups or task and finish groups that draw on individual governors' particular skills, interests, and experience
- Keeping up to date with the sector by subscribing to Association of colleges' weekly newsletters and briefings.

Between meetings, you will also be requested to respond in a reasonably timely way to requests for comment from the Clerk and Governance Advisor, the Chair of Governors and Chairs of GB Committees, and members of the Executive Leadership Team.

Remuneration

Being a governor is a voluntary role so there is no remuneration other than reasonable out of pocket expenses.

Legal liability of governors

As above, governors are legally responsible for safeguarding the college's assets and its solvency. The law relating to the personal liabilities of governors is complex and its interpretation is ultimately a matter for the courts, therefore the following points are for general guidance. A governor should:

1. Be satisfied that any course of action is in accordance with the college's Instrument and Articles of Government and other relevant regulatory documents.
2. Not commit the college to action it cannot carry out.

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3. Ensure that the college does not continue to operate if it is insolvent.
4. Register their disagreement if they are concerned that any action would be contrary to any of the above.
5. Act honestly, diligently and in good faith, taking professional advice in appropriate circumstances.
6. Avoid putting themselves in a position of conflict between their personal interests and those of the college.

Note: The college has legal liability insurance cover in respect of its governors and officers.

Code of Conduct for governors

Governors are required to follow the college's Code of Conduct and should

1. Support the aims and objectives of the college, and promote its interest and those of its students in the wider community.
2. Work in the best interests of the college.
3. Acknowledge that differences of opinion may arise in discussion of issues, but, when a majority decision of the GB prevails, all members should support the outcome.
4. Base their views on an honest assessment of the available facts, unbiased by representative views.
5. Acknowledge that they have no legal authority outside the meetings of the GB and its committees.
6. Understand they cannot make statements or express opinions on behalf of the governors unless by prior agreement.
7. Not use the position of governor to benefit themselves or other individuals or agencies.
8. Declare immediately any personal conflict of interest in relation to matters that they consider as governors.
9. Respect the confidentiality of marked items of business.
10. Participate in training and development programmes to increase their effectiveness as a governor and their knowledge of the college.
11. Give priority, as far as practicable, to attendance at meetings of the GB and its committees.
12. Be aware of the need to promote public accountability for the actions and performance of the GB.
13. Adopt the 'Seven Principles of Public Life' as recommended by the Nolan Committee:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership.

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Governor Person Specification

Successful candidates are expected to demonstrate in their application and at interview that they have the core attributes of governorship at The Sheffield College and in addition can add value to the board through specific skills, occupational knowledge and/or stakeholder links.

Personal circumstances

Must be willing and able to accept the duties of a charity trustees and must **not**:

1. be an undischarged bankrupt or subject to a current arrangement with creditors
2. have been convicted of any offence within the last 5 years and had a sentence of imprisonment passed (whether suspended or not) for a period of not less than 3 months without the option of a fine*.
3. have been disqualified from acting as a charity trustee under the Charities Act 2011.

*the role is subject to an enhanced Disclosure and Barring Service check.

Must be willing and able to commit the time required to your duties as a college governor (see Time Commitment)

Core attributes of governorship (essential)

Committed: with a strong commitment to The Sheffield College, its role in improving education and training within the City Region and ambitious to achieve best possible outcomes for learners. Someone who appreciates technical education and is willing to spend time with learners. This also involves commitment to devoting the required time and energy to the role, being prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance and be an ambassador for the college in their networks.

Confident: of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.

Strategic thinker: possessing an enquiring mind and an analytical approach someone who appreciates the bigger picture and understands the value of meaningful questioning.

Challenging: being able to challenge without giving offence, understanding the value of critical friendship, which enables both challenge and support, not taking information or data at face value and always driving for improvement.

Team Player: prepared to listen to and collaborate with others, understanding the importance of building strong working relationships in the board and with executive leaders, staff, parents and carers, students, the local community and employers.

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Willing and able to learn: self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness, with a strong sense of the importance of effective governance processes.

Creative: able to challenge conventional wisdom and be open-minded about new approaches to problem solving; recognising the value of innovation and creative thinking to organisational development and success.

Knowledge and experience

- Familiarity with the City of Sheffield, the City Region and one or more of the following:
 - local public sector organisations
 - Schools and other educational establishments
 - Higher Education
 - Sheffield City Region business community
 - Local community organisations and faith groups
 - Relevant professional and trade organisations.
- Experience of a management role with a broad appreciation of issues that affect senior leadership and management roles.
- Experience of being a trustee or board member or equivalent experience (desirable)
- Expertise/experience that matches any specifics indicated in the call for expressions of interest to which you are responding.

Skills and Abilities

Literacy and numeracy:

Able to understand performance reports and statistical data.

Communication:

- An ability to express ideas clearly and to listen and learn from others.
- An ability to communicate about the college within your own networks.

IT skills:

The college communicates with governors via email and electronic communications and therefore you should be confident in using IT to read electronic documents and use email.

Other

Be committed to the college's policies and objectives relating Equality and Diversity;

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APPENDIX 2 GOVERNOR APPLICATION FORM

Membership of the Governing Body of The Sheffield College

Governor Application Form

NOTE: the search panel and the Governing Body will use the information you provide to judge your suitability as a governor, with a particular emphasis on the contribution you will be able to make to the work of the Governing Body. The search panel will treat the information supplied in confidence.

The grounds for processing the personal data are to satisfy the Corporation's legal obligations under the *Further and Higher Education Act 1992*; *Children Act 2004* and *Charities Act 2011* to ensure its governors are fit and proper people to act as trustees for an exempt charity that provides education and training for children and vulnerable adults amongst others. Further information about how your personal data will be stored and used is in the Privacy Notice for governors and directors of The Sheffield College and its subsidiary companies. You should contact the Clerk of the Corporation who will be glad to respond to your queries.

1. **Title:**

2. **Family Name:**

Forename(s):

3. **Home Address:**

4. **Home telephone, fax number (if any), mobile phone number and email address:**

5. **Business Address:**

6. **Business telephone, fax number (if any) and email address:**

INFORMATION SHARED WITH THE SEARCH PANEL

7. **Details of current employment (if you are employed) and of any relevant paid or unpaid roles that you hold, in each case with starting dates:** [We are interested in aspects such as name, size and role of organisation, including its turnover and staff establishment and the nature of your role(s)]

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8. **Previous position(s):** (If not currently employed, please provide details of recent previous occupations or roles that are relevant to being a Governor)

9. **Professional Qualifications** (if any):

10. **Membership of Professional/Trade Associations:**

11. **Details of any Director or Trustee appointments:** (Please state organisation and dates)

12. **Membership of Voluntary/Community Organisations:** (please state organisation and dates)

13. **Details of the skills, background and experience which you feel will be of benefit to the Governing Body / the college** particularly your suitability in relation to the governor core attributes committed, confident, strategic thinker, team player, creative, willing and able to learn and also to challenge, as appropriate

14. **Please summarise briefly your main reasons for wanting to become a Governor of The Sheffield College, taking account of the call for expressions of interest:** (additional information can be provided on a continuing page)

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INFORMATION USED BY THE CLERK AND PANEL AFTER SELECTION TO CONFIRM SUITABILITY

15. Please provide the names and contact details of two people who may be contacted to provide a reference in support of your application.
16. Please provide the names of any governors or senior staff of the college with whom you have an existing relationship - personal, professional or family. (Please note, the Clerk will use this information to avoid conflicts on the search panel. The Clerk will contact any governor who has substantial direct knowledge of a candidate professionally to request their comments on that person's suitability for appointment. This information will only be used to confirm suitability **after** a candidate has been selected for appointment).

Declarations: (To ensure compliance with the Instrument and Articles of Government please complete the following)

- 1 I am not currently employed by The Sheffield College
- 2 I have not been adjudged bankrupt or made an arrangement with my creditors;
- 3 I have not been convicted of any offence within the last 5 years and had a sentence of imprisonment passed (whether or not suspended) for a period of not less than 3 months without option of a fine.

Signature:

Date:

Please return the completed form by email as an PDF, DOC or DOCX to alison.shillito@sheffcol.ac.uk by 15 March 2021.

If you are not able to return the form by email call Alison Shillito, Clerk to the Governing Body on 0114 260 2696.

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APPENDIX 3: STAFF GOVERNOR ELECTION PROCEDURE

(Originally approved April 2019, revised February 2020 approved by SRG Committee)

1. This procedure is devised and operated by the Clerk to the Governors to give effect to instrument 2 of the Corporation Instrument and Articles – i.e. that the composition of Governing Body (GB) shall include staff governors. The GB has decided there are to be three staff members and has adopted Instrument 5(a) whereby all may be members of academic or non-academic staff, nominated and elected by all staff.
2. To ensure that the GB benefits from the full range of FE skills, to qualify to stand for election, nominees for staff governor will need to demonstrate they have one of two separate skill sets:
 - a. FE teaching and learning category, at least one and possibly two staff governors should have the expertise and experience suitable to serve on the Teaching, Learning, Quality and Student Experience (TLQSE) Committee and
 - b. FE professional and business support category, one or two governors should have suitable skills and experience to serve on the Finance, Estates and General Purposes (FEGP) Committee

3. Election Process

The process is as follows with details, including timeline, in subsequent sections.

- a. Notice of an election,
- b. Call for nominations,
- c. A ballot (if required),
- d. Appointment of the elected candidates.

4. Notice of an election

Normally around three months before the end of a staff governor's term of office, or when a vacancy arises, the Clerk will give notice that an election will be held to nominate and elect one or more staff governors.

5. Eligibility to nominate and vote in an election

Any member of staff employed directly by the Sheffield college may nominate a candidate and vote in a staff governor election for candidates in either category. Staff employed by the college's subsidiary companies are not eligible to nominate, vote or stand for election. Staff who are members of the Executive Leadership Team forego their right to participate.

6. Eligibility to stand for election

- a. To be eligible to stand for election as a staff governor, a member of staff must:
 - i. be employed directly by the college for the whole period of the call for nominations through to the end of the ballot period.

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- ii. be able to demonstrate they have the necessary skills and expertise to contribute to the GB in one of two categories either FE teaching and learning category or FE professional and business support category.
- b. Evidence of suitability to stand in FE teaching and learning category would be experience of working in teaching, learning, assessment or academic or pastoral support of students at The Sheffield College. Eligible staff roles would include: lecturer, tutor mentor, training and assessment facilitator; student support roles that provide advice and guidance to students such as roles in SEND support and inclusion; managers and staff providing formal coaching and training for other staff in teaching, learning and assessment; managers and staff whose role involves assessing and advising on teaching and learning quality.
- c. the criteria for being nominated in the FE professional or business support role category would be experience of working in a management, finance, estates, employer engagement, IT or other business support role at The Sheffield College
- d. All nominees must be willing to accept the duties of a college governor as set out below.

7. Call for Nominations

- a. The Clerk will issue a Call for Nominations, distribute nomination forms, on request, and make the form and guidance available electronically through the staff hub.
- b. For a nomination to be accepted as valid it must:
 - i. Be submitted to the Clerk by the due date on the Nomination Form and countersigned by one other member of college staff seconding the nomination,
 - ii. Include a signed and dated declaration by the person being nominated, confirming that they understand the role of Staff Governor (see “Understanding the staff governor as a member of a further education college governing body” available on the AoC website here), their commitment, if elected, to perform the duties of a governor (see governor role here) and adhere to the Code of Conduct (see Code of Conduct here).
 - iii. Include an election address from the nominee of no more than 300 words.
- c. If only three valid nominations are received, including at least one suitable nomination in each category, then no ballot will be held and the Clerk will recommend approval of the nominations to either the GB or via Chair’s Action (see section 9 below). If no nominations are received, the Clerk shall make a further call for nominations.
- d. The Clerk, as the Returning Officer, shall decide any queries on eligibility.

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8. Ballot process

- a. The Clerk shall organise a paper ballot or online ballot.
- b. The Clerk may decide to commission an external provider to operate the ballot.
- c. The ballot will be operated based on a single transferable vote.

9. GB approval of the appointment of a staff governor

Under Standing Order 17.5, GB has delegated authority to the Chair of Governors to approve the appointment of elected staff and student governors. Where approved by Chair's action, the appointment will be reported to the next scheduled meeting of the GB.

10. Timescales

a. Timescale for nominations

Clerk to notify Constituency of vacancy and upcoming election including writing to members of Constituency who are known to be absent from work for the whole of the nominations period	5 working days before Call issued
Minimum period of call for nominations	12 working days (i.e. over a 3 week period to promote engagement)

b. Timescale for ballot

Clerk to notify staff that there will be a ballot and upcoming process	10 working days before voting period commences
Minimum Voting Period	At least 7 working days
Count to be completed by the Clerk or by the online election provider and reported to the Clerk, as returning officer	Normally on the working day following the close of the ballot.
Outcome to be announced as soon as possible after the count	normally within 2 working days of the count with candidates being informed prior to any all staff announcement

11. Election communications by the returning officer

Communication about the nomination and election process will normally be via college email and posted on the staff hub. Where staff are known to be on long-term leave from work, the Clerk will make reasonable efforts to notify them of the election and nomination processes by other means to promote participation.

12. Elections communications by candidates

- a. As above, each candidate provides a short election address that is published with the voting material.
- b. In all election communications, candidates should abide by the Nolan Principles of Public Life, in particular ensuring that they act at all times with integrity, openness and honesty. A candidate may provide information about their suitability for the role and encourage colleagues to participate in the election. Governors are required to be selfless and this means they are not appointed to represent the views of any interest group; campaign on a manifesto or promise to vote for particular decisions.

13. Responsibilities of the Clerk as returning officer

The Clerk shall maintain and implement these election procedures and any regulations for elections made by the GB. The Clerk's decision on the meaning and application of the rules shall be final.

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APPENDIX 4: STUDENT GOVERNOR ELECTION/SELECTION PROCEDURE

1. Instrument 2 of the Corporation Instrument and Articles states that the composition of Governing Body (GB) shall include two members nominated and elected by students. To give effect to this Instrument, the Clerk operates this procedure in consultation with the Student Participation Manager.
2. The GB has decided there are to be two student members and The Sheffield College Students' Union shall be responsible for electing one student member, normally the President of the Student Union. The Student Participation Team shall organise a call for expressions of interest and an election for the second student member.
3. **Expression of Interest**
The Student Participation Team will invite students who have submitted an expression of interest to an individual meeting to give them information about the role and responsibilities and discuss their potential to contribute. The process is an opportunity for those interested in joining the GB to find out more about the role and decide if they wish to be nominated.
4. **Election Process**
The Students' Union shall conduct elections for the Students' Union President annually and in line with its constitution and procedures.
The Student Participation Team will conduct an election for the second student member from those students who decide to proceed to nomination following the Expression of Interest process. All students shall be able to nominate and vote in the election of the second student member irrespective of whether or not they choose to be a member of the Students' Union.
5. **GB approval of the appointment of a student governor**
Under Standing Order 17.5, GB has delegated authority to the Chair of Governors to approve the appointment of elected staff and student governors. Where approved by Chair's action, the Clerk will report the appointment to the next scheduled meeting of the GB.

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