

Policy and Procedures for the appointment, re-appointment and replacement of members of Corporation

Abbreviations used in the text:

I of G Instrument of Government of Further Education Corporations – Sixth Form Colleges
A of G Articles of Government of Further Education Corporations – Sixth Form Colleges

References are to the Instrument and Articles of Government which came into force on 1 January 2008.

1. The determined membership of Corporation (I of G 2.- 5. & 9., 10.), and its committees, is subject to the Instrument of Government. The number of members in each category is to be determined by Corporation. The determination will be reviewed annually by Corporation's Search Committee which will make recommendations on changes to the determination to Corporation. (Current determination: see Annex A to this document).
2. Corporation wishes to maintain a range of skills within its membership. In particular, experience and expertise is valued in the following areas: education, financial management, IT management, legal matters, personnel management, health and safety, accounting and audit procedures, equality and diversity, resource management, quality assurance, risk management, safeguarding children and vulnerable adults and general management. (Corporation Skills Audit: see Annex B to this document).
3. Corporation will seek to maintain a membership which is balanced as far as gender is concerned, and it will particularly welcome members from ethnic minorities or disadvantaged groups in the local community.
4. Corporation requires its members to be committed to the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership, to act in the best interests of the College, declare an interest whenever necessary (I of G 11.), and be prepared to devote some time to supporting the work of the College by attending formal meetings and through other informal contacts with members of the College.
5. No person who has been adjudged bankrupt or is subject to a bankruptcy restriction order or undertaking or has been convicted of an offence, as defined under Instrument of Government 8, will be eligible for membership (I of G 8.).
6. As the College is an educational establishment which provides full-time education to students aged under 18, the position of Corporation member is a regulated position listed as a specified position of authority under the Vulnerable Groups Act 2006. Specified positions include both full Corporation members and co-opted Committee members. Any individual applying to become a Corporation member will therefore be checked against the Independent Safeguarding Authority (ISA) Children's Barred List before any appointment is made. Corporation members appointed or re-appointed on or after 1 November 2010 will also be required to register with the ISA. Corporation members appointed before 1 November 2010 will be required to register with the ISA in line with the ISA's 5 year registration implementation scheme. Corporation's policy is that Criminal Records Bureau (CRB) Enhanced Disclosure checks will also be undertaken for all Corporation members, other than the Principal, Staff and Student members, on first appointment and at re-appointment. An exception will be made where the newly appointed member

already has a recent CRB Disclosure at the time of appointment, where “recent” has the meaning ascribed to it in current guidance.

7. The terms of membership, and the period of membership, of a Corporation member are determined by the Corporation constitution, as indicated in 1. above and by the Corporation itself in the meeting at which an appointment is approved (I of G 9. and see Annex A to this document). The governor will be notified in writing of these matters.
8. Upon the resignation of a Corporation Member other than the Principal, a Parent, Staff or Student member of Corporation, the Corporation Search Committee will meet to consider a replacement, as described below (AoG 5.).
9. Upon the expiry of the term of office of a member other than the Principal, a Parent, Staff or Student member of Corporation member the Search Committee will meet to consider whether to recommend that the member be invited to continue for another term, or whether they should be replaced (I of G 9., AoG 5.). The Committee will be mindful of the value both of experienced members and of people new to the College: continuity and innovation should be held in balance (see re-appointment criteria at Annex E of this document).
10. Staff members (I of G 2.(1) (a), (3) – (5) student members (I of G 2.(1) (e), (2) and parent members (I of G 2.(1) (f)) are all elected by their respective constituency, with student members nominated and elected from the Student Association Executive which is itself elected by the full-time student body. Whenever a vacancy in these categories occurs, the Clerk will support and facilitate the holding of appropriate elections.
11. If a vacancy for a Corporation member other than the Principal, a Parent, Staff or Student member of Corporation arises, the Search Committee will meet to consider a replacement, in the light of the criteria outlined in 2. and 3. above and with reference to 12 below.
12. The Search Committee will endeavour to develop and maintain a database of persons interested in becoming Corporation Members. The Committee will encourage nominations, including self-nomination, by advertising on the College’s website, by advertising in the local press, when appropriate, by approaching appropriate local organisations and by approaching contacts known to College or Corporation Members.
13. When a vacancy occurs or is anticipated the Committee will draw up a list of suitable candidates through a process of interview and/or confidential references as appropriate. The Search Committee will make use of the Corporation Skills Audit (see Annex B to this document), the Corporation Member Role Description (see Annex C to this document) and a Person Specification (Annex D to this document), in considering candidates for vacancies. Once the Committee has decided who best meets the Corporation’s requirements, as described earlier in this section, the person concerned will be approached, to find out if they are willing to be appointed.
14. Any new member of Corporation, other than the Principal (I of G 2. (1)(c)) will be appointed by full Corporation (I of G 5.), in the case of Corporation members other than the Principal, a Parent, Staff or Student member of Corporation, on the advice of the Search Committee (A of G 5.(1)(2)). In the event that Corporation rejects the recommendation of its Search Committee, the latter body will be requested to

review its work, and find a second recommendation which better suits the requirements of Corporation.

15. The Terms of Reference, the Policy and Procedures for the appointment re-appointment and replacement of members of Corporation, and the advice of the Search Committee to Corporation will be available for inspection by any member of the public during normal office hours and will be placed on the College website (A of G 5. (3) 4).

**Approved by Corporation
5 July 2010**

Corporation Constitution

Category	No.	Details of election/nomination/ appointment	Term of office
Corporation members*	13	Members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under Article 3 of the Articles of Government.	Serve for 4 years.
Parent members	2	Elected by parents	Serve for 4 years, or until the end of the academic year in which their offspring leaves College, if that is earlier.
Staff members	2	One each elected by the teaching staff and by the support staff	Term of office finishes when they cease to be a member of staff, or after 4 years if that is less.
Student members	2	Elected from the Student Executive	Term of office finishes when they leave College, or after 4 years if that is less.
The College Principal	1	Ex officio member of Corporation	Term of office finishes when the Principal's employment at the College ends. The Principal may choose not to be a Corporation member.
Total all categories:	20		

Committees

Committee	Number of members	Quorum
Finance & General Purposes	5	3
Personnel	5	3
Audit	5	3
Curriculum and Quality	5	3
Remuneration	5	3
Search	5	3
Student	7	3

Approved by Corporation, 20 February 2008

**The categories of Business, Community, Co-opted, and Local Authority members of Corporation were abolished by the Instrument of Government in force from 1 January 2008. Members appointed in these categories before 1 January 2008 will retain these designations until their term of office ends but no future appointments will be made in these categories.*

Audit of Skills - Corporation Members

The Corporation regularly reviews the skills of Corporation Members. This facilitates the fulfilment of Corporation obligations under the Instrument and Articles of Governance, it makes it easier for members to find roles in the College which benefit it most, and helps to convince other interested parties that the College is properly supported.

I should be very grateful if you could give a brief description of your experience, qualifications or expertise under each of the following headings:-

SKILL/KNOWLEDGE AREA	SELF-ASSESSMENT RATING No knowledge = 0, Weak = 1, below Average = 2, Average = 3, Strong = 4 (i.e. possessing a working knowledge), Very Strong = 5 (i.e. possessing professional qualifications or recent professional experience)	
	Rating	Comments
Accountancy		
Audit		
Education: - please specify whether schools, FE and/or HE		
Equality and diversity		
Experience of government at local, regional or national level		
Financial Management		
Health & Safety		
IT Management		
Legal Matters		
Personnel Management		
Resource and Property Management		
Risk Management		
Safeguarding children and vulnerable adults		
Quality Assurance		
Other Management		

Last approved by Corporation 12 May 2010

Name: _____ Signed: _____

Date: _____

PERSON SPECIFICATION FOR CORPORATION MEMBERS

- An ability to understand Corporation members' responsibility for strategic oversight of the College and the possession of strategic skills (preferably deriving from experience in a medium to large organisation);
- An ability to understand the challenges facing the college;
- The ability to work co-operatively within a team;
- A commitment to equality, diversity and inclusion;
- Substantial and continuing links with local communities, partnerships and/ or business;
- Availability for evening meetings;
- Experience of / interest in post-compulsory education and a commitment to lifelong learning;
- Good written and oral communication skills;
- Ability to work within a formal committee structure;
- Expertise in one or more of the areas of activity of the College (teaching or non-teaching). Useful areas of expertise include :
 - Accountancy
 - Audit
 - Arts;
 - Building and Estates Management;
 - Careers / Employment;
 - Community Links;
 - Corporate Governance;
 - Education;
 - Employee Relations;
 - Equality, diversity and inclusion;
 - Finance /Accountancy/Audit;
 - Health & Safety;
 - Human Resources / Staff Development & Training;
 - Humanities;
 - Information Technology;
 - Law;
 - Management, Business;
 - Marketing/ Communications/ Media/ Advertising/ Promotion;
 - Maths / Science/ Engineering;
 - 14 -19 Education;
 - Performing Arts;
 - Public sector awareness;
 - Resource and property management
 - Risk management;
 - Quality Assurance;
 - Safeguarding children and vulnerable adults
 - Social/ Community Work/ Health;
 - Strategic Planning/ Performance Measurement.

Unless exempt under Corporation's Policy and Procedures for the appointment and replacement of members of Corporation, all new Corporation members are appointed subject to satisfactory clearance from the Criminal Records Bureau, including List 99 checks.

Approved by Corporation, 10 July 2007

CORPORATION MEMBER ROLE DESCRIPTION

Purpose of role

- The Corporation provides checks and balances on the College management
- Members are accountable for their stewardship of public funds to deliver a high quality service, and for the performance of their legal and regulatory duties.
- Specific responsibilities are set out in the Further Education Act 1992, the Learning and Skills Act 2000, the Statutory Instrument and Articles, the Funding Council's Financial Memorandum and Audit Code of Practice.
- Members are expected to comply with the provisions of the following documents as they apply to the role of Corporation member: the Corporation Code of Conduct including the seven principles of public life drawn up by the Nolan Committee, the College's financial regulations and procedures.
- The role of a Corporation member is voluntary and unpaid, although training and related travel will be paid for.
- Once appointed Corporation members must not represent a nominating body or other's view and must act in the best interests of the Corporation.

Responsible for

- Determination of educational character and ethos
- Articulation of vision, values and strategic direction
- Oversight and monitoring of college activities
- Effective and efficient use of resources
- Financial probity
- Safeguarding assets
- Approving annual estimates of income and expenditure and 3-year financial plan
- Approving 3-year strategic and development plan and annual updates
- Appointment, grading, suspension, dismissal, appraisal and determination of pay and conditions of Principal, senior post holders and Clerk
- Setting framework for pay and conditions of service of all other staff
- Setting framework for tuition and other fees
- Agreeing retention and achievement targets, monitoring academic achievement and raising standards

Key Accountabilities

- To students and other customers for quality of experience and outcome
- To the Government, funding Council and public for the use of public funds
- To the local community for a local resource
- To college staff as their legal employer

Principal Relationships

- Chair
- Other Corporation members
- Relevant Corporation Committees
- Principal
- Clerk to the Corporation
- Principal and Vice-Principals

Partnership between Governance and Management

- Policy, oversight, financial probity and monitoring are the business of the Corporation.
- Management and administration is the business of the Principal and management team.

Skills and experience sought

- An understanding of Corporation members responsibility for strategic oversight of the College and the possession of strategic skills (preferably deriving from experience in a medium to large organisation);
- An ability to understand the challenges facing the college;
- The ability to work co-operatively within a team;
- A commitment to equality, diversity and inclusion;
- Substantial and continuing links with local communities, partnerships and/ or business;
- Availability for evening meetings;
- Experience of / interest in post-compulsory education and a commitment to lifelong learning;
- Good written and oral communication skills;
- Ability to work within a formal committee structure;
- Expertise in one or more of the areas of activity of the College (teaching or non-teaching). Useful areas of expertise include :
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 - Audit;
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 - Careers / Employment;
 - Community Links;
 - Corporate Governance;
 - Education;
 - Employee Relations;
 - Equality, diversity and inclusion;
 - Finance /Accountancy/Audit;
 - Health & Safety;
 - Human Resources / Staff Development & Training;
 - Humanities;
 - Information Technology;
 - Law;
 - Management, Business;
 - Marketing/ Communications/ Media/ Advertising/ Promotion;
 - Maths / Science/ Engineering;
 - 14 -19 Education;
 - Performing Arts;
 - Public sector awareness;
 - Resource and property management;
 - Risk management;
 - Quality Assurance;
 - Safeguarding children and vulnerable adults
 - Social/ Community Work/ Health;
 - Strategic Planning/ Performance Measurement.

Commitment

Individual members are expected to be able to:

- Attend Corporation meetings
- To sit on at least one committee, most of which meet once per term

- To read papers before meetings and maintain sector awareness
- To ask questions and challenge the facts before them as part of a robust debate
- To work in a supportive relationship between Corporation and management
- To show an interest in the college by attending college events, such as concerts, plays, and events which celebrate student achievement
- To make an annual declaration of interests to be held by the Clerk in a Register of Interests which is made available to members of the public and update of eligibility
- To participate in training which enhances their contribution to the Corporation.
- Engage in self-assessment.

Training and Induction

- Copy of Welcome pack including copy of statutory Instrument and Articles and other key documents
- An induction session with the Principal, Finance Manager, and the Clerk to the Corporation
- Governor Training Materials and training CD on Good Governance
- Regular Briefings by management on college and sector issues
- Regular information and updates from the Clerk on governance and sector issues
- Opportunity to attend regional and national training courses and conferences

**Approved by Corporation
10 July 2007**

RE-APPOINTMENT CRITERIA FOR CORPORATION MEMBERS

The following criteria will be used by the Search Committee when considering the re-appointment of members to Corporation:

- 1 Good attendance at meetings (normally at least 75%)
- 2 Contribution at meetings
- 3 Involvement in other college activities
- 4 Participation in training e.g. attendance at Corporation training and briefing sessions, at national or local conferences or workshops
- 5 Having been a member of Corporation committees or working groups
- 6 Possession of skills and experience which remain relevant to Corporation's needs

**Approved by Corporation
3 July 2006**