

Corporation Appointment and Re-appointment Procedures

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1. Introduction

- 1.1 The purpose of this document is to set out Halesowen College Corporation's approach to the appointment and re-appointment of Corporation members (also known as governors) and co-opted members of its committees.
- 1.2 The Instrument & Articles of Government, the governing document of the Corporation, states how its members should be appointed, which varies according to governor type. This document clarifies how these appointments are carried out in practice and ensures requirements set out in the Instruments & Articles of Government will be complied with.
- 1.3 This document takes account of the statutory requirements set out in:
- [FE and sixth-form college corporations: governance guide - GOV.UK](#)
 - [Keeping children safe in education - GOV.UK](#)

2. Corporation composition

- 2.1 The composition and the determination of the Corporation is defined in its Instrument & Articles of Government.
- 2.2 The Corporation comprises:
- Independent governors (no maximum number)
 - Principal/CEO (one)
 - Staff governor (one)
 - Student governors (two)
- 2.3 The Corporation is the appointing authority for independent governors and the Principal/CEO (see Section 3).
- 2.4 Staff and student governors are appointed by their peers, via a process of expressions of interest and election (see Sections 5 and 6).

2.5 The Corporation may appoint a candidate as a co-opted committee member, which means they do not have the responsibilities of a college governor but are invited to meetings of their allocated committee and are able to engage, contribute and challenge in the same way a governor can.

2.6 The processes detailed in Sections 3-6 can be summarised as follows:

| Governor type | Appointment process | Term of office | Appointing authority |
|---------------------------|---|------------------------------------|----------------------|
| Independent governor | Panel interview and recommendation to Corporation | 1 year (3 years) (4 years) | Corporation |
| Principal/CEO | Ex-officio, linked to employment | | Corporation |
| Staff governor | Expressions of interest and election | 2 years | Staff |
| Student governor | Expressions of interest and election | 1 year | Students |
| Co-opted committee member | Determined on a case-by-case basis | Determined on a case-by-case basis | Corporation |

3. Independent governors

3.1 The Corporation is the appointing authority for independent governors; however, it will not make appointments without first consulting the advice of the Personnel Committee. The remit of the Personnel Committee includes the 'Search' function, which is to consider nominations/ applications and make recommendations to the Corporation on the appointment and re-appointment of members of the Corporation and co-opted members of committees.

3.2 The Director of Governance will monitor when terms of office will end. When an existing governor's term of office is due to end, the Director of Governance will speak with the governor regarding their intentions. If they would like to continue for a further term, the Personnel Committee will be asked to consider the recommendation for their re-appointment at its next meeting.

3.3 The Director of Governance will notify the Chair of the Corporation, Vice Chairs and Personnel Committee in the first instance in the event of a resignation, followed by the wider Corporation. The Director of Governance will lead the recruitment activity, with direction from the Personnel Committee, and will use a range of methods to raise awareness of any vacancies. This includes social media, press releases, internal communications, community newsletters, direct approach, networks/contacts, volunteer 'job boards' and skill-specific associations. The engagement of an external recruitment agency will be considered when all other recruitment methods have not been successful, particularly for specific roles such as Chair of the Corporation or Audit Committee.

3.4 The recruitment approach outlined in 3.3 will also be followed in the event of an identified skills/experience gap on the Corporation.

- 3.5 Expressions of interest are reviewed by the Director of Governance, who will invite prospective candidates to an informal 1-1 meeting to discuss the role and the reasons for their interest. The Director of Governance will then assess the suitability and eligibility of the prospective candidates. Suitable candidates will be asked to submit an application, in accordance with safer recruitment requirements for governors, and a signed declaration of eligibility.
- 3.6 Upon receipt of an application, the Director of Governance will organise an interview panel, including a shortlisting session. The panel will comprise at least three governors, drawn from the Personnel Committee where possible, and should include the Chair and/or one of the Vice Chairs of the Corporation. The Principal/CEO or another senior postholder will be invited to take part in the interview process; however, they will not be an official member of the panel. The Director of Governance will also be in attendance and will advise the panel throughout the process.
- 3.7 In accordance with safer recruitment requirements, at least one individual who has received appropriate training will be involved in every stage of the recruitment and selection process.
- 3.8 Where the meeting schedule allows, the Personnel Committee will discuss its appointment (and re-appointment) recommendations before formal presentation to the Corporation. The Corporation should only make appointment decisions during a formal minuted meeting. Written resolutions will only be used in exceptional circumstances.
- 3.9 Independent governor appointments are subject to receipt of satisfactory eligibility and suitability checks – DBS, s128, references, insolvency, director disqualification and trustee disqualification – and, for safeguarding reasons, appointees will be treated as a visitor until this has been received. Governors will be asked to sign up to the DBS update service (at no cost to them), which enables the college to undertake further DBS checks throughout their time as a governor.
- 3.10 Appointments are typically made for a term of 1 year in the first instance, with the potential for further terms of three and four years respectively. Unless in exceptional circumstances, it is good governance practice that governors do not serve more than eight years in total. As a rule, this relates to consecutive years; however, time previously served as a governor at the college will be taken into account during the appointment process.
- 3.11 A structured induction programme is in place for all newly appointed governors – this is outlined in the Corporation Induction & Training Policy.
- 3.12 The Personnel Committee will decide the selection process and propose a term of office for a prospective co-opted appointment on a case-by-case basis.

4. Principal/CEO

- 4.1 The Principal/CEO's appointment as an automatic/ex-officio governor is effective from their employment start date. There is no term of office end date, as their governor appointment continues for as long as they are in post.

5. Staff governor

- 5.1 The Director of Governance will notify the Chair of the Corporation, Vice Chairs, Principal/CEO and Personnel Committee in the first instance once a resignation is received or a term of office is due to end.
- 5.2 The Director of Governance will lead the recruitment process and work with college colleagues to inform staff members about the vacancy. The process comprises an invitation of expressions of interest and then election (if more than one expression of interest has been received). All staff members, both academic and non-academic, are eligible to put themselves forward for election and vote in the election. Ideally, a period of two weeks should be allowed for submission of expressions of interest and no less than one week's notice of the voting deadline provided. The Director of Governance will ensure the election process is accessible and inclusive.
- 5.3 As part of the process, the Director of Governance will provide information about the role, responsibilities and expectations, and make themselves available to respond to any questions. Staff governors must meet the same eligibility and suitability requirements for independent college governors and will be asked to confirm they meet the criteria upon appointment.
- 5.4 The appointment date is considered to be the date of the vote count (where an election has been held) or the closing date for expressions of interest (where only one expression has been received). The outcome of the appointment process will be shared with the Corporation and the college staff team at the earliest opportunity. Wherever possible, the appointment process will be made in time for there to be a handover period between the outgoing and incoming governors.
- 5.5 The term of office for a staff governor is two years. Unless in exceptional circumstances, it is good practice that governors do not serve more than eight years in total; therefore, a staff governor should not serve more than four terms (subject to re-election after each term ends).
- 5.6 A structured induction programme is in place for all newly appointed governors – this is outlined in the Corporation Induction & Training Policy and will be adapted as appropriate for staff governors.

6. Student governors

- 6.1 As the term of office for the two student governors is 12 months, the appointment process takes place annually during the summer term in preparation for the next academic year.

6.2 The Director of Governance will lead the process, working alongside colleagues in Student Services to inform all students about the vacancy and encourage applications. The process will comprise an invitation of expressions of interest, followed by an election when more than one expression of interest has been received. All students registered at the college are eligible to put themselves forward for election and vote in the election. A period of 2 weeks for submission of expressions of interest and no less than 1 week's notice of the voting deadline should be provided.

6.3 As part of the process, the Director of Governance will work with Student Services colleagues to ensure students are provided with information about the role, responsibilities and expectations, and make themselves available to respond to any questions. If under 18 years of age, student governors are not required to meet the same eligibility and suitability criteria and are therefore not asked to complete the declarations signed by other governors.

6.4 The appointment date is considered to be the date of the vote count (where an election has been held) or the closing date for expressions of interest (where only one expression has been received). The Director of Governance will ensure the election process is accessible and inclusive.

6.5 The outcome of the appointment process will be shared with the Corporation and the student body at the earliest opportunity.

6.6 A structured induction programme is in place for all newly appointed governors – this is outlined in the Corporation Induction & Training Policy. The programme will be adapted as appropriate for student governors and a mentor appointed, as per the policy for all governors.

7. Monitoring and review

7.1 This document will be reviewed every three years by the Director of Governance, or sooner if required, and will be presented for approval by the Personnel Committee.

8. Links to other policy documents

8.1 This document links to the following policy documents:

- Corporation Members' Code of Conduct
- Corporation Induction & Training Policy
- Instrument & Articles of Government and Standing Orders
- Safeguarding Policy