



Myerscough
College

INSPIRING EXCELLENCE

Governor Recruitment Policy

September 2025

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1. Introduction

Myerscough College is committed to equality of opportunity. The Corporation will seek to ensure that all governor members are appointed on merit, in accordance with an open selection procedure. The Corporation should have regard to the provisions relating to the membership of the Board in the College's Instrument & Articles 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 efficiently and effectively.

Following the publication of the AoC Code of Good Governance for English Colleges, the Corporation is mindful of the guidance relating to the establishment of rigorous and systematic processes for recruitment and succession planning. It is committed to forward planning and ensuring by effective succession planning that it is always in a position where there is an effective and functioning Board of Governors to ensure continuity of the College leadership of the highest quality.

In establishing these processes, the Corporation aims to keep a balance between refreshing its membership and maintaining experience, knowledge and skills to have the right people on the Board to fulfil the College's strategy and goals.

2. Membership of the Governing Body

The Board of Myerscough College have determined that the number of Governors will be 17. The membership consists of:

- 12 Independent Governors
- 2 Staff Governors, one Support Staff and one Academic Staff
- 2 Student Governors, one FE and one HE
- The Principal is ex officio a member for as long as they hold the position of Principal of Myerscough College.

The Board of Governors reserves the right to increase the number of independent governors or appoint co-opted governors.

3. Eligibility

All applicants to the Board of Governors will be requested to complete and sign a declaration of eligibility prior to appointment.

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

4. Safeguarding

A Disclosure and Barring Service (DBS) enhanced check for all governors and co-opted governors 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. Appointments to the Governing Body

For the appointment of all Governors the Corporation is the appointing authority.

The Director of Governance will maintain a register of members that provides details of current membership, including categories of membership and terms of office.

This will be used by the Director of Governance to ensure that forthcoming vacancies due as a result of the term of office of a Governor being due to expire are reported to the Audit & Governance Committee and Corporation on a timely basis.

The Director of Governance will maintain records for each Governor to include a CV/application form providing details of individual skills, backgrounds, offices held and any other relevant information.

All governors will be asked to complete a skills audit on a regular basis, usually every two years. The Director of Governance will use this information to undertake an analysis of current skills on the Board.

A copy of the most recent skills audit will be provided to the Audit & Governance Committee when considering the recruitment or appointment of new members.

The Audit & Governance Committee will consider the skills, experience, background and personal characteristics (gender and ethnicity) which are desirable to be met in filling any vacancy, (including office holders e.g. chair/vice chair).

The Committee will consider identifying future potential leaders from within the Board in addition to considering the recruitment of new governors to fill a future office holder vacancy.

All Governors will be asked to provide sufficient notice of resignation to allow for vacancies resulting from resignation to be reported to the Audit & Governance Committee in a timely manner.

6. Vacancies

To encourage applications/interest in the role of governor a number of recruitment strategies may be adopted from:

- local advertising
- targeted advertising via professional bodies/local companies and organisations
- direct approach to individuals and businesses
- approaches to community groups
- advertising via Social Media
- information being available on the College website
- awareness raising at college events
- personal recommendation
- use of stakeholder networks e.g. staff and students

Any individual expressing an interest in the role of Governor will be requested to complete an application form and provide relevant information about their experience and skills.

Applications received will be reviewed by the Director of Governance, the Chair of Governors, the Vice Chair and the Principal and Chief Executive to identify individuals to be considered as potential members of the Board.

The Corporation has agreed that in most cases a Governor should serve a maximum of two four-year terms of office. This ensures that independence is maintained and assists the aim of having a balance of new and experienced Governors. However, the Instrument and Articles also specifies that any Governor who has served as Chair or Vice Chair of the Corporation will be entitled to serve for a further third term of office. This is in order to maintain independence and a balance between new and experienced Governors.

The positions of Vice-Chair of the Board and Chairs of Committees may be considered as routes for development for the position of Chair in the future. (This does not prevent any member of the Board from being nominated and elected to the position of Chair.)

A review of committees including appointment to positions of Chairs, will be undertaken annually and will take account of gender, experience and skills mix of governors on each committee.

7. Interview Arrangements

Following receipt of completed application(s) to become a Governor, the Chair of Governors, the Vice Chair, Principal and Clerk to Governors will arrange an interview with the selected candidate(s) and a recommendation will be made to the

Corporation. Interviews will involve a number of existing Governors but must include at least the Chair and/or Vice Chair of the Corporation

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

8. Re-appointment of Governors

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

A vacancy arising due to an existing Governor completing their first term of office and not wishing to be re-appointed shall be filled as if the individual member had resigned.

9. Appointment of Co-opted Governors

Should the Board exercise its powers and decide that an applicant should be appointed to support or enhance the skills and experience of the existing members of the Corporation, an open and transparent process will be followed in accordance with all appointments to the Board.

10. Appointment of Staff Governors

The Board of Governors at Myerscough College has two staff governors, one drawn from the support staff and one drawn from the academic staff. They are appointed on the same terms and conditions as the independent Governors. 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 an employee of the College.

11. Appointment of Student Governors

The Board of Governors at Myerscough College has two Student Governors, elected from within the membership of the Student Council. The Board has agreed that the term of office for a Student Governor shall usually be for the length of their programme of study. 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 with a procedure for appointment as detailed within the Student Council Constitution. If an election is held in College, all members of the Student Council are eligible to vote.

12. Procedure for the Elections and Appointment of Staff and Student Governors

- Elections conducted on behalf of the Board of Governors must be seen to be fair, honest and open.
- Elections will be conducted on-line, where possible.
- In staff elections the Director of Governance will be the Returning Officer.
- For student elections the Executive Director of Quality 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.
- The elections for the appointment of staff or student members shall be open to the relevant category of membership subject to the following conditions:
- **Staff Member:** The election will be open to the relevant teaching or support staff and were employed by the College in either a full time or part time capacity.
- **Student Members:** To be eligible to stand for election to the Governing Body, students must be registered at the College, be a member of the Student Council and have a strong attendance record 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 talk with the Director of Governance before declaring their candidacy.

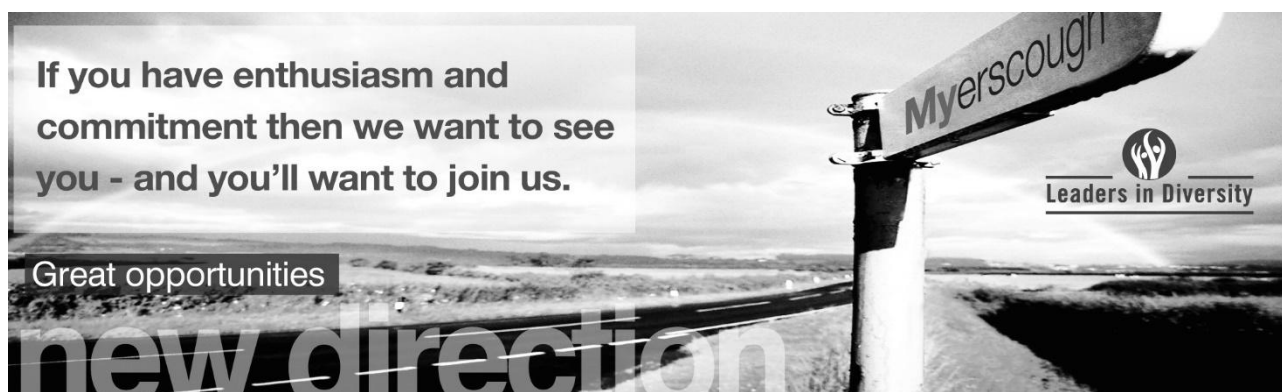
Staff and student candidates must be proposed and seconded in writing using an approved College nomination form. Where appropriate all candidates should signify their acceptance of the nomination and confirm that they are willing to be a governor. A declaration of eligibility form will also require completion.

Candidates may canvass for elections by placing their mandate, in the case of students and staff on the intranet via the Director of Governance and on authorised display boards.

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 Director of Governance. In the event of a tie in the number of votes cast, a further election will be held. The Director of Governance will inform the Corporation of the results and the votes cast.

APPENDIX 1

ROLE SPECIFICATION



JOB TITLE	AREA OF WORK
Governor	Corporation
SALARY	BENEFITS
Non-salaried position	N/A
LINE MANAGER(S)	LINE MANAGER FOR
Chair of Corporation	N/A
(A) GENERIC KEY TASKS AND RESPONSIBILITIES	
To act as an independent Governor to the Corporation.	
(A) DUTIES	
1. To attend meetings of the Corporation and other occasional events arranged by the College. 2. To be a member of at least one committee of the Corporation and to attend the necessary meetings. 3. To participate actively and constructively in meetings of the Corporation and the appropriate committees. 4. To take an active interest in education in general and in the College in particular. 5. To abide by the Code of Conduct for governors as approved by the Corporation and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Corporation. 6. To contribute to the strength of the Corporation by bringing an external perspective and experience to its oversight of the College but to stop short of giving professional advice and not become involved in the management of the College.	

7. To act as an ambassador for the College and to foster good relations between the College and its community.
 8. To always to act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies.
 9. To undertake continuing professional development in order to meet College objectives.
 10. Actively contribute to Corporation self-assessment processes.
 11. To ensure full compliance with agreed health, safety, safeguarding, quality and environmental, General Data Protection Regulations, standards and expectations.
 12. Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College's own Safeguarding Policy and practices.
 13. All post holders are expected to be of a professional and presentable appearance.
 14. You will role model and promote the College values.
- **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making.
 - **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
 - **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
 - **FREDIE** - We will advance **FREDIE**: Fairness, respect, equality, diversity, inclusion and engagement.

Location of work

You may be required to operate online or in person at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

Variation to this Role Description

This is a description of the role as it is at present and is current at the date of issue. The role description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the role to be performed. This process is conducted jointly with the Audit and Governance Committee and the Corporation.

APPENDIX 2

GOVERNOR SPECIFICATION

(A) Assessed via Application form
(P) Assessed via Presentation in interview

(I) Assessed via Interview
(T) Assessed via Test

ESSENTIAL CRITERIA:	DESIRABLE CRITERIA:
Personal Attributes	
Presentable and professional appearance (I)	
Ability to work as part of a team (I)	
Ability to work to quality standards (I)	
Good command of the English language (A/I)	
Basic level of IT literacy (I)	
Attainments	
Experience of working in a medium or large organisation (A/I)	Board experience (A/I)
Current professional experience in the following field to meet the skills gaps on the Corporation at this time (A/I)	Financial expertise (A/I)
	Knowledge of the wider education environment (A/I)
General Intelligence	
Enthusiastic and self-motivated (I)	
Business acumen (I)	
Special Aptitudes	
Desire to demonstrate good practice and high standards within sector (I)	
Availability to attend up to 12 meetings/functions per annum, possibly more (I)	

Good intellect - able to absorb complex information quickly about the College and about the further education sector (I)	
Interests	
Continued professional development within sector (A/I)	
Interest in education (A/I)	
Interest in the work of students (I)	
Disposition	
A supportive approach to the College and its staff (I)	
Excellent interpersonal skills (I)	
Good communication skills (I)	
Approachable (I)	
Able to work as a member of a team (I)	
Person centred approach (I)	
General	
An understanding of “safeguarding” and its importance within the College * (I)	
An understanding of health and safety requirements of a working environment (I)	
An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (I)	
Circumstances / Eligibility	
Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)	
Must be able to meet the requirements for eligibility for Governorship detailed in the declaration of the Members Eligibility for Corporation Membership form and sign the form (I)	

*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline

APPENDIX 3

TERMS AND CONDITIONS

JOB TITLE	AREA OF WORK
Governor	Governance
SALARY	HOURS OF WORK
Non-salaried position	Availability to attend up to 12 meetings/functions per annum, possibly more
ANNUAL LEAVE ENTITLEMENT	PENSION
Not applicable	Not applicable
PROBATIONARY PERIOD	DRESS CODE
A probationary period of nine months applies to new entrants to the College	All post holders are expected to be of a professional and presentable appearance Refer to Governor Code of Conduct
REFERENCES / MEDICAL CLEARANCE / DISCLOSURE	
The appointment is subject to the receipt of satisfactory references, and Disclosure and Barring Service check/ISA (if applicable). Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.	

APPENDIX 4

REHABILITATION OF OFFENDERS ACT 1974 CONVICTIONS AND 'SPENT' CONVICTIONS OF A CRIMINAL NATURE

The role for which you are applying involves substantial opportunity for access to children and is exempt from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any convictions, cautions, bind-overs, or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act.

These details should be enclosed in a separate, sealed envelope marked 'confidential' - for the attention of the Chair of the interview panel. The envelope should be returned with your application form.

The information you give will be treated in strict confidence and will only be taken into account in relation to an application where the exemption applies, and the applicant is shortlisted for interview.

The College is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service (DBS) / Independent Safeguarding Authority (ISA) for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment. Successful applicants will, therefore, be requested to give consent to a DBS / ISA check being carried out. Failure to consent to this could prevent the application being considered further. Information received from the DBS / ISA will be kept in strict confidence and will be destroyed in compliance with the College Disclosure a& Barring Policy and Guidelines for Recruitment.

All roles and are subject to Disclosure & Barring Service checks at enhanced level / barred list check.

The disclosure of a criminal record will not debar you from appointment, unless the College considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal and the police informed if the discrepancy comes to light.

Governors will be required to declare any subsequent cautions / convictions to the College at the appropriate time.