

GOVERNOR RECRUITMENT AND SELECTION POLICY

Barnet and Southgate College recognises that to function well it needs a diverse mix of talented people who understand the key role they play as governors, whose commitment and contribution to the organisation is developed and whose performance collectively and individually is the subject of self-assessment. It aims to keep a balance between refreshing its membership, maintaining experience and knowledge and having the right people on board to fulfil the organisation's strategy and goals at a particular time. It will keep its recruitment, membership and succession under regular review for these purposes.

This policy document sets out how this intention will be put into practice and will itself be kept under review.

Recruitment

- The Director of Governance will maintain a membership register which shows current membership, terms of office, a summary of individual skills, background, offices held and any other relevant information. The Board will use this document at periodic meetings to review the membership position, vacancies and any future dates at which there may be changes to key offices such as Chair, Vice-Chair and Committee Chairs.
- The Board will consider the skills, experience, background and personal characteristics (age range, gender, ethnicity) which are desirable to be met in filling any vacancy, including office holders and will give regular consideration to identifying future potential leaders from within the Corporation as well as the possibility of new recruitment to fill a future office holder vacancy.
- The Director of Governance, CEO and members of the committee as appropriate will pursue possibilities for new members based on this needs assessment. Personal contacts, advertising, approaches to professional, trade or community organisations, the use of volunteer bureaus and governor recruitment agencies will all be considered for use. The method or methods most appropriate for the vacancy will be agreed by the Search and Governance Committee.
- A statement about the role of a governor will be kept up to date and will be provided to those interested in becoming a governor.
- Information about becoming a governor will be placed on the College website when there are vacancies.
- A person under consideration to join the Corporation will be asked to provide complete an application form and provide a simple CV (if considered appropriate) and will meet with and be interviewed by the Chair, CEO, and other governors to discuss the role prior to their name being put forward to the Corporation.

Staff and Student Governor Recruitment

- The Search and Governance Committee will follow the processes set out in the Instrument and Articles of Government.

Induction

- All new governors will be provided with good induction to the role and to the college via the Director of Governance, involving other college staff as appropriate. Specific induction training will be provided to student governors, tailored to their needs.
- There will be a discussion about which committees a member will join and activities that they will become involved in to best use their skills and experience and for their development.
- A new member will be given the name of another governor who will be available as a mentor to give peer support for their first year. Student governors will be mentored by the Vice-Chair.
- Specific induction will be organised via the Director of Governance for new office holders.

Training and development

- All governors will be invited to attend induction sessions with new governors as a refresher, should they wish.
- An annual programme of activities for internal governor training will be prepared by the Director of Governance and agreed by the Corporation to include events at Corporation meetings and others.
- Governors are encouraged to link to areas of the college or to engage in activities such as working groups, monitoring of target meetings and attendance at college events to increase their knowledge of the college and its work.
- The AOC Annual Governance Conference will be publicised to all governors. It is likely that a maximum of 2 to 3 places may be supported by the College.
- Other training and development activities for governors provided by other organisations will be publicised by the Director of Governance (including AOC regional events and Webinars).
- Governors will be encouraged to register to receive Association of Colleges (AoC) Governance briefings.
- Where a future vacancy in an office has been identified, opportunities for shadowing by prospective future office holders, or the advance appointment by the Corporation to that position to allow for development and knowledge sharing before the person takes up office will be considered.
- The position of Vice-Chairs of Committees or of the Vice-Chair of the Corporation may be considered as possibilities for development.
- Governors may request an annual individual session with the Chair or Vice-Chair, supported by the Director of Governance to discuss their development and aspirations as a governor.

Succession planning supported by Self-Assessment

- The Corporation collectively will undertake self-assessment annually. As part of this assessment, any succession issues and activity to address them will be identified.
- Each governor annually will participate in an individual self-assessment of their performance against a framework and following this, an appraisal by the Chair or Vice-Chair which may be conducted by telephone/Zoom/Microsoft Teams etc. Individual self-assessment will include an opportunity to identify how the governor would like to develop their role and what support to do so would be useful. Individual self-assessments may be used to contribute to the annual Corporation self-assessment.