

Appointment and Reappointment of Corporation Members

1) Considerations in the selection of potential members

- 1.1) Balance of the current Corporation, to maintain as far as possible a good mix of members, considering the following:-

Equality and diversity.

Private/public/community sectors.

Business/commercial experience.

Large/small companies.

Skills, for example, finance, legal, personnel, education, audit.

Geography, for example, Redcar and Cleveland, Middlesbrough, the villages.

- 1.2) Specific bodies (particularly community organisations, companies, councils, other educational institutions) not represented with which it may be useful to have links.

- 1.3) Personal indicators, for example

Expression of commitment to the College.

Agreement with College ethos and mission statement.

Having another stake in the College (eg as potential, current or former parents).

Willingness to attend Corporation and committee meetings and training as appropriate.

Likely ability to work comfortably with other members.

Willingness to be involved and interested in the College, eg through events, link schemes and other support.

2) Appointment Procedure

- 2.1) Vacancies as soon as they arise to be notified to the Search and Governance Committee and Corporation (either in writing or, if imminent, at the next meeting).

- 2.2) The Search and Governance Committee to meet as soon as possible to review current skills/needs of the Corporation and draw up a list of criteria. This to be passed to the appropriate body where nominations are required or, a means of seeking recommendations/advertising identified where there is no nominating body.

- 2.3) That prospective parent members be nominated by two parents also with children at the College. That nominees be asked to provide a short c.v. and, if more than one nomination is received, these to be circulated to all parents and a vote taken.

- 2.4) That nominations for staff members be sought from all employees of the College and the same nomination and election procedures be followed as for parent members.

- 2.5) That the student members should normally be the President/Chairman and the Vice President/Vice Chairman of the Student Council.

- 2.6) Members of the Search and Governance Committee to talk in College with person(s) coming forward/expressing an interest, as appropriate, particularly reflecting on considerations in (1.3) and make recommendations to the Corporation.

- 2.7) If the Corporation should turn down the recommendation the Search and Governance Committee to revisit the process and seek further expressions of interest.

3) Procedure for Reappointment

- 3.1) Where members are coming to the end of an allotted term of office, the Clerk to the Corporation to take the following actions:-
 - 3.1.1) Six months prior to the due end, to remind the member concerned and invite a decision (preferably within two months) as to whether he or she is wishing to seek reappointment.
 - 3.1.2) At the same time to inform the Search and Governance Committee, Chairman and Principal that the end of a period of office is imminent.
 - 3.1.3) To inform the Search and Governance Committee, Chairman and Principal of the outcome of the decision.
- 3.2) The Search and Governance Committee to consider the reappointment taking into account the skills needs of the Corporation, members' attendance levels, commitment to the College and the recommendation of the Nolan Committee on reappointments for more than two periods of office, and make a recommendation to be offered at the next meeting of the Corporation.
- 3.3) In the event of a member not being reappointed, the Search and Governance Committee to operate as in (2) above.

4) Induction of New Members

- 4.1) The Clerk to ensure that new members are informed of and invited to future meetings and given an induction pack, and that all documentation is completed including register of interests and code of conduct.
- 4.2) The Principal to invite new members into College during sessions, and give essential background.
- 4.3) New members to be given training (formal or informal as appropriate) in:-
 - The status and duties of Corporation members
 - College policies, structures etc
 - The FE environment (LSC, partners, competitors, etc)
 - Financial Management and the Funding Methodology
 - Any other appropriate aspects, depending upon needs and experience, for example, health and safety, equal opportunities, personnel.
- 4.4) New members to be offered the opportunity to link with a particular area of the College.