



**Mission Statement:** *Inspiring learning, developing character, building futures*

## **Securing new Members of the Corporation**

This Briefing describes the process by which the Corporation secures new members of the governing body and how it processes the re-appointment of existing members at the end of their term of office.

The Briefing:

- Explains the key responsibilities of members of the Corporation
- Discusses the role of the Search and Governance Committee and the Corporation in the appointment process
- Makes reference to the legal requirements as set out in the Instrument and Articles of Government
- Defines the period of appointment of non-executive directors at the College
- Describes the procedures with regard to the appointment of Student and Parent Governors

## **What are the responsibilities of the Corporation?**

The Articles of Government identify the following key areas:

- The determination and periodic review of the educational character and mission of the institution and the oversight of its activities
- Publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities
- Approving the quality strategy of the institution
- Ensuring the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets
- Approving the annual estimate of income and expenditure
- The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the clerking service which is supported by FCAT
- Setting a framework for the pay and conditions of service of all other staff currently, the Corporation of The Blackpool Sixth Form College is established as 16 members, comprising 10 members, who are independent and external to the College, together with 2 student members, 2 staff members, a Parent member and the Principal. The Corporation or Board is able to make the appointment of an individual to serve as Corporation Member. The Corporation meets twice termly and has established a number of Committees to take forward its work. The Search and Governance Committee is a key committee in the nomination, appointment and re-appointment of the 12 external members.

## **The Search and Governance Committee**

The Corporation is not permitted to make an appointment (other than parent, staff or students) without first consulting and considering the advice of the Search and Governance Committee. This Committee gives advice on appointments and other matters relating to membership and appointments. The full Terms of Reference of the Search and Governance Committee are available in the College's Standing Orders. The Search and Governance Committee has to assess whether a particular individual has the necessary skills to ensure that the Corporation carries out its functions.

### **Who could be a Non-Executive Director?**

- Ideally, new appointees should have:
- The collective skills necessary to ensure the Corporation carries out its functions
- Some relevant non-executive director / senior management experience
- Well-developed interpersonal skills, particularly good listening skills
- A high degree of commitment to education and the work of the College
- An ability to apply critical thinking
- A desire to help and develop the work of the College
- Sufficient time to support the institution by regular attendance at the Corporation meeting and up to two committee meetings per term. This would amount to between six and twelve late afternoon meetings per annum depending on which Committee(s) a non-executive director is asked to join. In addition, there are two training sessions per year. One of the Corporation meetings is a Conference to which all non-executive directors are invited.

### **The process of nomination**

- As a vacancy on the Corporation arises, the Search and Governance Committee will consider and define the skills necessary at that time, in relation to the overall skill-set of the existing members of the Corporation. The Corporation maintains a detailed skills analysis of each of its members. Appointment will be subject to Disclosure and Barring Service clearance
- They will reflect upon the College's current stage of development and its priorities as set out in the Strategic Plan.
- The Search and Governance Committee will devise a Person Specification to fit the vacancy. This will define the skills which the Committee believes are necessary.
- The Search and Governance Committee aims to identify and maintain a wide range of potential candidates through personal nomination and consultation with local or regional organisations.
- The College is committed to promoting equality of opportunity and seeks to secure a wide spectrum of future non-executive directors particularly in relation to age, gender and ethnic origin.
- Advertisements for non-executive directors at the College and other organisations within Fylde Coast Academy Trust (FCAT) are posted on the FCAT website.
- Potential candidates will be assessed against the Person Specification, and judgements will be made about their strengths and weaknesses, as well as their overall suitability and eligibility against the criteria in the Instrument and Articles of Government.

- The Committee will consider a candidate's suitability regardless of age, gender, ethnic origin, sexual orientation, religion or disability. They will seek to reflect the Community which the College serves and to ensure an appropriate balance of non-executive Directors.
- Short-listed candidates will be invited to visit the College, meet with one or more members of the Search and Governance Committee and participate in an informal interview to obtain a better understanding of the role and the commitment necessary.
- They will be requested to supply a CV, complete a skills matrix and identify appropriate referees.
- Recommendations to the Corporation will be made on the basis of merit, against the skills identified in the Person Specification, and to secure an appropriate balance of abilities and attributes.

## **The Role of the Corporation**

- The Corporation, at its next meeting, will consider the recommendations from the Search and Governance Committee and come to a decision.
- Appointments to the Corporation are usually up to a maximum of 4 years.
- At the time of appointment, a suitable and experienced mentor will be identified and assigned to the appointee.
- Confirmation of appointment will be made following satisfactory DBS clearance.
- An Annual Register of Interests is prepared and maintained each year.
- New non-executive directors will be required to sign and uphold the Code of Conduct for Corporation members.
- An induction programme will be offered to help new non-executive directors become more confident of their role and responsibilities.

## **Confidentiality**

The information obtained and used by the Search and Governance Committee is strictly confidential. Candidates, who are unsuccessful in their application, may be asked if they would agree to their names and details being retained by the College until a further vacancy arises.

## **The re – appointment process**

At the end of their term of office, an existing non-executive director may be considered for re-appointment for a further term. Initially, the Search and Governance Committee will consider and assess:

- The non-executive director's attendance record
- The non-executive director's contribution to the work of the Corporation
- The skills profile needed by the Corporation at that time
- Issues arising from the non-executive director's annual Personal Review with the Chair.

The Search and Governance Committee will undertake a similar process of assessment for a new appointment prior to making a nomination for re-appointment. Poor or erratic attendance, changes in the skill set necessary and application by a candidate with a stronger and better matched skills'

profile would result in the non-reappointment of that non-executive director. At the present time, there is not a maximum number of terms of office a non-executive director may accept.

### **Parent Non-executive Director**

A potential new parent non-executive director is a parent of a student under the age of 19 years attending the College, who has been nominated and elected by other parents. Their appointment is made by the Corporation and they may continue to serve as a non-executive director after their son or daughter has left the College and until the end of their term of office. Unless they had another son or daughter attending the College at that time, they would not be eligible for re-appointment as a Parent member.

### **Student Non-Executive Director**

The two Student non-executive directors must be registered students at the College. Their term of office expires after they cease to become a student at the college.

### **Further enquiries**

If you are interested in learning more about being a non-executive director at The Blackpool Sixth Form College, please contact:

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