



The Tiffin Girls' School
GOVERNOR RECRUITMENT POLICY
REVISED JULY 2018

Introduction

1. In order to be effective a Governing Board should have:
 - the right people round the table
 - an understanding of their role and responsibilities
2. The purpose of this policy is to help the Governing Board achieve these two things.

Emphasis on Skills

3. The school is a complex organisation and we need a range of skills and experience to help us oversee and support its needs. Our requirements are based on a skills audit which is reviewed every year.
4. Each Governor has a role (or roles) with specific responsibilities as well as a collective responsibility for ensuring outstanding governance in the school in pursuit of its strategic aims.
5. From time to time a project, or some other requirement, may emerge where we need to secure temporary expertise to help us. In those circumstances we may seek to co-opt someone with appropriate knowledge and experience (defined on a case by case basis) onto the Governing Board for a limited period.

Underlying principles

6. The policy and processes that follow are intended to be fair and transparent and with clear accountability to colleagues, candidates and others.
7. At every stage of the selection process, the Members of the Academy Trust and Governing Board are committed to complying with the Equality Act 2010 and the Data Protection Act 2018.

Scope of the policy

8. The policy is primarily aimed at the recruitment and selection of Appointed Governors and Co-opted Governors in the event of a vacancy for a Governor becoming available. However it also

offers guidance on how the Governing Board might bring to the attention of prospective candidates during the election of Parent and Staff Governors our need for Governors with specific skills.

Recruitment Process

9. When a vacancy occurs on the Governing Board an advert will be placed on the school's website, www.governorsforschools.org.uk, www.inspiringgovernance.org and/or other volunteer bureaux and governor recruitment agencies, professional, trade or community organisations (or any such other relevant body that might be thought suitable), or by personal contact to an individual. Adverts will be distributed to parents, staff and alumnae. Where appropriate, steps can be taken to communicate in the most effective way with the target pool of potential applicants to draw their attention to the opportunity. Those steps will vary from opportunity to opportunity (and there might be occasions where additional publicity might not be deemed necessary) but, for the avoidance of doubt, steps will always be taken to alert staff and the parent body to any opportunity that arises.
10. The Governor role description, skills specification and induction summary will be published on the vacancies page of the school website together with the governor meeting dates for the academic year. Applicants will be invited to complete a short application form and submit a brief CV.

Selection process

11. A panel shall be convened to carry out the selection. The Panel shall have delegated responsibility for selecting the preferred candidate though they shall recommend their choice to either the Members or the Governors (see below) for ratification.
12. The panel may be a standing panel or one convened as and when needed for a specific recruitment.
13. One member of every governor recruitment interview panel will have had accredited Safer Recruitment training.
14. The panel may shortlist candidates in the event that there are more than three applicants.
15. The panel shall interview the candidates, assessing best fit against the skills, knowledge and experience outlined in the skills specification (see 'Best fit' below).
16. Panel members will take their own clear notes at interview – these can be used when giving feedback to candidates, but may also be viewed by candidates upon request under data protection legislation (subject to access rights).
17. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service check and will also be required to sign a declaration of eligibility to serve as a Governor, as set out in the Articles and as required by the Charity Commission.

Reclaiming Interview Expenses

18. Candidates may be reimbursed travelling expenses (with receipts) within Great Britain, to and from an airport or a train station.

Responsibilities

19. Though the process of recruitment and selection of Appointed Governors and Co-opted Governors is the same, responsibility for appointment differs.
20. Rules for the appointment of Governors and Co-opted Governors are set out in the Articles of Association of the Academy Trust.
21. Members of the Trust are responsible for appointing the Governors (other than elected parent or staff governors – see below). The Panel, the chair of which shall be a non-governor Member, shall comprise two Members, two Governors and the Headteacher. All Governors shall have the right to make representations to the Members, prior to ratification, should they consider it to be necessary.
22. Governors are responsible for appointing Co-opted Governors but Members must agree whoever is appointed. The Panel, the chair of which shall be a Governor, shall comprise two Governors, one non-governor Member and the Headteacher. The Member shall have delegated responsibility to act on behalf of the Trust but shall retain the right to refer the matter to the Members, as a body, prior to ratification of a chosen candidate, should he/she consider it appropriate to do so. The Members may make representations to the Chair of the Panel and/or the Chair of Governors.
23. There shall be a gap of at least one week (seven calendar days) between selecting a chosen candidate and ratification for any representations referred to above to be considered. The subsequent decision of either party, following consideration of representations, is binding.

Other responsibilities

24. On request, the Chair of the Panel will provide feedback to those candidates who are not successful.
25. The Clerk to the Governing Board is responsible for administering the recruitment and selection process.

'Best Fit'

26. Governor roles differ in the sense that some, such as finance, require specific skills whereas others, such as student learning, student welfare or premises, could be met by someone with a broad range of skills and experience, and who is given the appropriate training for the role. It is not always easy to find potential Governors and so the 'best fit' approach may need to be applied by the selection panel. It is important that the view on 'best fit' is recorded in a way that demonstrates to any third party why the selected person was considered appropriate.

Election of Parent and Staff Governors

27. The Governing Board has no control over who may be elected as a Parent or Staff Governor and, as such, is quite rightly not able to directly influence who might be appointed. However it can highlight in election documentation any current skills gaps on the Governing Board and that nominations from candidates who could fill those gaps would be particularly welcomed.
28. The Clerk to the Governing Board is responsible for managing the election process for Parent and Staff Governors.

The position of an Appointed Governor who wishes to stand for a further term

29. Governors sit on the Governing Board for a specific term. In the absence of any rule which provides for a stipulated maximum number of terms in which a person may sit on the Governing Board, any existing Governor may, at the expiry of their term of office, indicate their willingness to stay on for a further term of office. However any such request shall be subject to the same selection process as detailed in paragraphs 9-16 above.
30. This does not apply to Elected Governors. However a retiring Elected Governor is welcome to either stand again in an election if they are still eligible, or apply for an Appointed Governor position should the expiry of their term of office as an Elected Governor coincide with the recruitment for an Appointed Governor.
31. Co-opted Governors are appointed for a specific task and a specific time. The Governing Board may extend the task and the time period, subject to the agreement of the Members.