



## **Governor Nomination Process**

### **1 Background**

The Search Committee fulfils an advisory role to the Governing Body, its function being to present nominations of proposed College Governors as well as nominations for External Members. The process by which the Search Committee selects nominations is split as follows.

The numbers identified against each category represent the current Governing Body membership at its last determination.

### **2 Category of Membership**

**(a) College Governors - 13 posts.**

**(b) External Members - numbers determined by the Governing Body.**

The Search Committee will analyse the Skills & Experience Template (**Appendix 1**) and assess the skills required to fill the vacant / soon to be vacant post. This will then be advertised in the local press or via mail shot to organisations that are specific to the skills shortage.

Current College Governors and External Members in post will be welcome to re-apply and a letter from the Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation) will be drawn up to inform members of the time-scales involved.

The Search Committee may recommend to the Governing Body to re-appoint without the need to advertise and these reasons will be discussed, formally minuted and recommended for approval at an appropriate Search Committee prior to formal approval at the next Governing Body meeting.

The process is managed by the Assistant Principal - Registry, Estates & Governor Services who will draw together the advert, if appropriate, and assemble the Curriculum Vitae / Skills & Experience Template, presenting this to the next available Search Committee.

Nominations are then considered on the context of filling vacancies in specific areas of experience and expertise, identified in the Skills Audit Report and in line with the Instrument & Articles of Government.

On replying to the advert, the Chairman of the Search Committee, and / or delegated members of the Search Committee as determined by the Chairman of the Search Committee, may then meet candidates informally prior to a formal recommendation being made to the Search Committee.

A formal interview may also take place with the Search Committee if deemed appropriate by the Chairman of the Search Committee following discussions with the Principal / Chief Executive and Assistant Principal - Registry, Estates & Governor Services.

After successful completion of this process, the Search Committee will make a formal proposal of the named candidate to the Governing Body for their consideration, who will then approve or decline the recommendation.

The Search Committee and / or the Governing Body may decline to appoint a person as determined by the Instrument & Articles of Government.

**(c) Staff Governor (Academic) - 1 post.**

**(d) Staff Governor (Business Support) - 1 post.**

**(e) Student Governor - 2 posts.**

These three categories of membership above require nominations from the various bodies and these have been previously identified as:

<b>Category of Membership</b>	<b>Name of Nominating Authority</b>
Staff Governor <i>(1 post for Academic Staff)</i>	Academic members of staff who have a contract of employment with Middlesbrough College.
Staff Governor <i>(1 post for Business Support Staff)</i>	Business Support members of staff who have a contract of employment with Middlesbrough College.
Student Governor	Student Council.

Nominations are managed by the Assistant Principal - Registry, Estates & Governor Services who will

1. Undertake elections for the positions of Staff Governor (Academic) and Staff Governor (Business Support) on behalf of the Governing Body **(see section 5)**.
2. Invite nominations from the elected Student Council via the Assistant Principal - Student Services who manages the elections on behalf of the Governing Body.

The Search Committee and / or the Governing Body may decline to appoint a person who has been nominated as determined by the Instrument & Articles of Government.

**(f) Principal / Chief Executive**

This category falls outside the Governor Nomination Process as the process is within the Selection (*Senior Posts*) Procedure.

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There are other categories of membership that can be appointed onto the Governing Body but these are not utilised by the Governing Body of Middlesbrough College. When and if they are adopted, this process will be amended to take account of the category - the other categories include:

**(g) Parents of Students (under 19) – up to 2 members.**

**(h) Learning & Skills Council – up to 2 members.**

### **3 Duration & Termination of Membership**

College Governors, Staff Governor (Academic), Staff Governor (Business Support) and / or External Members are normally appointed for a maximum four year term of office unless otherwise approved by the Governing Body. There is no limit as to the number of terms a Governor can serve as long as the criteria of skills match the requirements of the Search Committee's recommendations.

Student Governors are appointed from the 1 June to the 31 May inclusive for a period of one year following a nomination and election process as described in the Students' Union Constitution.

The Governing Body can remove a Governor from office as determined by the Instrument & Articles of Government.

**If at any time the Corporation is satisfied that any member**

is unable or unfit to discharge the functions of a member

**or**

has been absent from meetings of the Corporation for a period longer than six consecutive months without the permission of the Corporation

**the Corporation may by notice in writing to that member remove the member from office and the office shall then become vacant.**

Where Students and / or staff leave their designated posts their membership of the Governing Body will automatically cease and the Governor Nomination Process will commence again.

#### **4 Search Committee Advice to the Governing Body**

In providing its advice to the Governing Body, the Search Committee will take account of the “*Seven Principles of Public Life*” as detailed in **Appendix 2** of this document.

#### **5 Regulations Governing the Election of Staff Members (Business Support & Academic) of the Governing Body**

##### **Election of Member**

The Governing Body shall include two Staff Governors elected and nominated by the staff of the institution. The Staff Governors shall hold office for a period of four years once elected unless otherwise approved by the Governing Body and they may re-apply for a further period.

The election of the Staff Governor shall normally be conducted within a period of three months from the date the vacancy arises.

##### **Eligibility of Nomination**

###### **□ Staff Governor from the Academic staff**

**only** Academic Members of staff who have a contract of employment with Middlesbrough College may stand for election.

###### **□ Staff Governor from the Business Support staff**

**only** Business Support or Management Spine Members of staff who have a contract of employment with Middlesbrough College may stand for election.

###### **□ Members of the Senior Management Team are not eligible to be Staff Governors.**

###### **□ The Assistant Principal - Human Resources and Assistant Principal - Registry, Estates & Governor Services will determine the eligibility of staff to vote in their designated category.**

## **Eligibility to Nominate & Vote**

### **□ Staff Governor from the Academic staff**

**only** Academic Members of staff who have a contract of employment with Middlesbrough College are eligible to stand for election, nominate another eligible person, and cast a vote in the subsequent election.

### **□ Staff Governor from the Business Support staff**

**only** Business Support or Management Spine Members of staff who have a contract of employment with Middlesbrough College are eligible to stand for election, nominate another eligible person, and cast a vote in the subsequent election.

## **Nomination**

The Assistant Principal - Registry, Estates & Governor Services shall by notice to staff request nominations from members of staff eligible to nominate and vote. Nominations for election shall require a proposer and seconder, both of whom must be eligible members of staff. No eligible member of staff may nominate or second more than one candidate for election.

One of the following shall vet the nomination forms in the presence of the Assistant Principal - Registry, Estates & Governor Services.

1. The Chairman of Governors.
2. Principal / Chief Executive.
3. Assistant Principal - Student Services.

The member of staff proposed for election shall sign the Nomination Form to indicate willingness to stand for election. Nomination forms shall be sent to the Assistant Principal - Registry, Estates & Governor Services who will then publish, by the closing date on the Voting Form, a schedule of candidates for election.

## **Staff Profile**

Nominated staff may prepare a brief summary (*not more than 100 words*) about themselves and may provide a passport size photograph for distribution by the Assistant Principal - Registry, Estates & Governor Services with the ballot papers.

## **Ballot**

The Assistant Principal - Registry, Estates & Governor Services shall arrange for a postal ballot, bearing the names of all candidates for election, to be sent to every eligible member of staff. Ballot papers shall be returned to the Assistant Principal - Registry, Estates & Governor Services by the due date.

The Assistant Principal - Registry, Estates & Governor Services shall ensure the safe keeping of the ballot papers until the date of the ballot, with any ballot papers received after 5.00 pm on the previous day to the ballot being invalid.

The Assistant Principal - Registry, Estates & Governor Services shall open the ballot papers in the presence of a Governor for the purpose of acting as scrutineer. The candidate with the highest number of votes cast shall be declared duly elected as Staff Governor.

The Assistant Principal - Registry, Estates & Governor Services shall publish the result of the election within three working days of the date of the ballot.

In the event of an equal number of votes, a further ballot for the tied candidates shall be held within seven days of the date of the first ballot. In the event of a tie on the second ballot, the tied candidates shall draw lots.

## **Acceptance onto the Governing Body**

The duly elected Staff Governor will be welcomed onto the Governing Body at the next available meeting when confirmation of the appointment will be made and the formal governance process / induction will begin.

***Appendix 1***  
***Appendix 2***

***Current skills template.***  
***The Seven Principles of Public Life.***



## **Appendix 1**

### **Skills & Experience Template (as of 5 October 2009)**

The Further Education Corporation of Middlesbrough College

**Template for Members' Skills & Experience**  
(Correct as of 5 October 2009)

**Name**

<b>Skills</b>	<b>Name of Governor</b>
High Public Profile	
Business Development / Board Skills / Chairmanship Skills / Strategic Management / Business Planning	
Facility Management / Property / Surveying / Architecture	
Commerce and/or Industry Management / Training / Upskilling	
Personnel	
Finance	
Legal	
Public Relations / Merchandising / Commercial Focus	

The Further Education Corporation of Middlesbrough College

Template for Members' Skills & Experience  
(Continued)

Skills	Name of Governor
Small Business	
Higher Education	
Equal Opportunities / Ethnic Minorities / Widening Participation / Inclusiveness	
Trade Union Liaison	
Secondary Education	
Public Sector	
Quality/Audit	
Information Technology	
Engineering Training	

**The Further Education Corporation of Middlesbrough College**

**Template for Members' Skills & Experience  
(Continued)**

Signed

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Date

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## **Appendix 2**

### **The Seven Principles of Public Life *(Nolan)***

## **The Seven Principles of Public Life** *(Nolan)*

Public concern about the financial probity of members of parliament and other holders of public office led to the setting up in 1994 of the Committee on Standards in Public Life (*chaired by Lord Nolan and later Lord Neill*).

The Committee drew up seven principles of public life as a yardstick against which public service may be measured:

- *Selflessness*      Holders of public office should take decisions solely in terms of the interest of the public. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.
- *Integrity*            Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- *Objectivity*            In carrying out public business, including making public appointments, awarding contracts, and recommending individuals for rewards and benefits, holders of public office should make choices on merit alone.
- *Accountability*        Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- *Openness*              Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.
- *Honesty*                Holders of public office have a duty to declare any private interest relating to their public office duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- *Leadership*             Holders of public office should promote and support these principles by leadership and example.