



Carshalton Boys Sports College

Policy	Governor Recruitment
Policy Number:	PS09
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Introduction

1. Carshalton Boys Sports College is committed to ensuring the most inclusive and best possible learning environment for the children and young people in its care whilst giving them the best opportunities to grow as individuals. The premise for doing so is based on its commitment to exemplary standards.
2. All Governors are volunteers. The School aims to recruit Governors who share and understand the School's commitment to the ethos and aims of the School, and who can bring a range of skills and life experiences to benefit to the School community.
3. All queries regarding the Governors' recruitment process should be directed to the Clerk of the Governing Body. Please see the Governance pages for contact details.
4. The safety and wellbeing of all children is at the forefront of all of Carshalton Boys Sports College's operations; this policy forms part of the safeguarding and child protection suite of policies.

Scope

5. This policy offers guidance to those who may wish to apply to become a Governor of the School. It also provides information to those who wish to understand the process by which Governors are appointed.

Aims of this Policy

6. This Policy applies to the recruitment and re-appointment of all members of the Full Governing Body of Carshalton Boys Sports College, as set out in Articles of Association, except for the ex-officio Principal, namely:
 - Up to 10 Community Governors
 - A minimum of 2 Parent Governors (however the school has opted to always have 7 in place)
 - Six staff Governors, of which 3 are Support staff and 3 are teaching staff
 - Up to two co-opted Governors

It also aims:

- To support the enrichment of the governance of Carshalton Boys Sports College;

- To plan for the future, ensuring that the Board of Governors continues to provide the mix of skills and experience needed to fulfil its duties effectively
- To ensure consistency in the appointment of governors;
- To ensure transparency in the recruitment process;
- To recruit governors who will be committed to the School and share its values;
- To ensure that safer recruitment and compliance with the relevant legislation around background checks is consistently adhered to.

Emphasis on Skills

7. 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 regularly.
8. 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.
9. 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.

Recruitment Process - Community and Co-Opted Governors

10. When a vacancy occurs on the Governing Body an advert will be placed on the school website, 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. Efforts will be taken to communicate, in the most effective way, with the target pool of potential applicants to draw their attention to the opportunity.
11. The Governor Role/(s) description, skills specification and advert will be published and any potential applicants will be sent to the Clerk to the Governing Body.
12. Any suitable candidates will be invited to attend a tour of the school and to meet the Principal. The Principal shall interview the candidates, assessing best fit against the skills, knowledge and experience outlined in the skills specification (see 'Best fit' below). Following a meeting with the Chair of Governors, candidates, in order to understand the school and role of a Governor, are asked to attend one term of all committee meetings. At the end of this period, at the next Full Governing Body, the candidate is presented to Governors for ratification.

Recruitment Process – Parent and Staff Governors

13. 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. The Clerk to the Governing Board is responsible for managing the election process for Parent and Staff Governors.

14. An advert is placed on the school website or sent to the relevant staff, asking interested parties to provide a brief statement (no more than 250 words) detailing skills and experience, interests and how they plan to contribute to the future work of the governing body. This information is distributed to all parents/staff for information in the event of a ballot.
15. If the right number of applicants are received or there are more vacancies than applications a ballot is not required. The applicant(s) is/are automatically elected. If there are more applications than there are vacancies, the Clerk to the Governing Body shall arrange for a secret ballot to be held.
16. Ballot papers, using secure and reliable voting systems, are issued to all parents/staff and once completed are returned in a sealed envelope into a ballot box kept in a secure location.
17. At the end of the ballot period, the Clerk to the Governing Body, in the presence of at least one other Governors and the parent / (s), counts the votes/staff with the most votes are duly elected.

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

18. Governors are elected for a four year term of office, however, any existing Governor may, at the expiry of their term of office, indicate their willingness to stay on for a further term of office. Any such request shall be subject to the agreement of the Full Governing Body and a vote will be held to confirm their decision.
19. This does not apply to Parent or Staff Governors, however they are welcome to apply for a Community Governor position should there be a vacancy.
20. 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.

Safeguarding

21. From 1 April 2016, all School Governing Bodies to apply for an enhanced criminal records certificate for any newly appointed Governor within 21 days of appointment.
22. The role of a School Governor is no longer considered to be in 'regulated activity' as a standalone position. The new regulations relate to the enhanced check without barred list checks. If a Governor's duties include the 'specific activities' and specific safeguarding responsibility for children as per the Department for Education's guidance on 'regulated activity' and 'Keeping Children Safe in Education' then they would be in 'regulated activity'.

Public Information

22. After any appointment, the school's website will be updated with certain information including the register of interests. Additionally Get information about schools (GIAS), the Government's central register for education institutions, must also be updated.

Induction

23. High quality training and induction is crucial in raising the effectiveness of Governors and giving volunteers a confident start. All new Governors are issued with a welcome pack from Sutton and Merton Governance. They, then meet with the Chair of Governors and the Governor responsible for Governors training and encouraged to sign up for a number of courses that will be tailored to the individual. However, all Governors are recommended to attend the local authority Governor Induction programme, which will help with understanding the role/s and function of the governing board.
24. All new Governors are then required to attend a full term of all committee dates so they can gain an understanding of how school Governance works, as well as deciding which committee they/the school feel will be most beneficial for all involved.
25. The Clerk to the Governing body will issue out the following to all new Governors:
 - A List of the members of the Governing Body
 - A list of the Governing Body's future committee dates
 - The most recent Ofsted Inspection
 - The National Governors Association Code of Conduct (which must be signed and returned)
 - A Register of Interests Form (which must be signed and completed)