

POLICY ON THE SELECTION & REAPPOINTMENT OF GOVERNORS

(Excluding the Group Principal)

1. PRINCIPLES

STCG recognises that:

- its effectiveness is dependent on having governors with sufficient knowledge, skills, and time to be able to contribute significantly to its decision-making and operation,
- good governance is promoted when boards reflect the communities affected by their decisions,
- diversity of representation (e.g. ethnicity, gender, age, disability) is to be welcomed and sought,
- the voice of stakeholders in its work should contribute to its considerations,
- actively planning for succession for all governance roles is essential,
- there should be no right of automatic re-appointment at the end of a governor's term of office, simply because the governor wishes to continue, while acknowledging that for many governors, personal effectiveness can take time to build and that a single term may not be sufficient to realise their full potential,
- a culture of transparency and openness to challenge strengthens its ability to pursue its mission.

2. GOVERNOR VACANCIES

2.1 Vacancies may arise from:

- the resignation of a governor
- the end of the term of office of an existing governor
- the removal of a governor from office by the Board
- the death of a governor

2.2 In all cases except the end of the term of office of an existing governor, the process for filling vacancies shall be that set out in paragraph 3 of this policy.

3. END OF THE TERM OF OFFICE OF AN EXISTING GOVERNOR

- 3.1 At the commencement of the last calendar year of a governor's term of office, the Head of Governance will make contact with the governor to see if they are willing for their name to be considered by the Search and Governance Committee to serve another term of office.
- 3.2 Governors seeking re-appointment will be required to complete a '*Governors Re-Appointment Self-Assessment' Questionnaire*' (Appendix I).
- 3.3 The Search and Governance Committee will review completed questionnaires and will make any re-appointment recommendations to the Corporation.
- 3.4 The Search and Governance Committee may at its discretion interview governors seeking re-appointment.
- 3.5 In circumstances where the governor is willing to be re-appointed, the Search and Governance Committee will consider whether to make a recommendation to the Corporation that the governor be appointed to serve for a further term of office. The Committee shall base their decision on the following factors:

- 3.5.1 whether the skills of the governor are still required and fill skills gaps previously identified by

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- the Corporation;
 - 3.5.2 whether the departure of the governor would afford the opportunity to improve the skill mix of the Corporation;
 - 3.5.3 the governor's contribution and commitment to the Corporation's work and evidence that their attendance at meetings and college events has been satisfactory and that they have taken advantage of training and development opportunities; and
 - 3.5.4 the gender/equality makeup of the Corporation and whether the re-appointment will result in greater diversity and balance on the Corporation
 - 3.5.5 where possible, the voice of stakeholders is enhanced by any appointment;
 - 3.5.6 the need for continuity is balanced against the need for fresh perspectives and ideas and the need to accord with governance best practice relating to maximum terms of office for governors;
 - 3.5.7 applicants appreciate and understand the commitment necessary for the role and the responsibilities and obligations that come with it
- 3.6 When the governor under consideration is a member of the Search and Governance Committee, that governor shall withdraw from the meeting and take no part in the decision or voting in relation to his/her future membership of the Corporation.
- 3.7 Where the Corporation accepts a recommendation from the Committee to appoint an existing governor for a further term of office, the Corporation shall make the appointment in accordance with the Instrument of Government of the College.
- 3.8 Where the Search and Governance Committee decides that the governor should not be appointed for a further term, a vacancy shall exist and shall be dealt with under paragraph 3 of this policy. Such a decision will be reported to the next meeting of the Corporation.
- 3.9 A governor who the Search and Governance Committee decides should not be appointed for a further term of office shall have no right of appeal against such a decision nor the right to be heard by the Committee or the Corporation on this issue.

4. FILLING OF VACANCIES

- 4.1 When a vacancy arises, for whatever reason, the Search and Governance Committee will give consideration to the skills mix required of the vacancy/vacancies to ensure that the Corporation has appropriate skills and expertise amongst its membership to enable the Corporation to discharge its responsibilities.
- 4.2 Consideration will also be given to the gender and diversity of the current membership with the aim of working towards a Corporation membership that best reflects the community that the College serves.

The Search and Governance Committee will seek applications by advertising the vacancy as widely as possible, with a particular emphasis given to any candidate groups that should be favoured for any given vacancy. Applications shall be submitted in writing to the Head of Governance to the Governors.

The Search and Governance Committee will prepare a set of criteria against which to evaluate the suitability of any candidate for the role. These criteria will be based on the factors above, weighted to reflect the needs of the Corporation at that time.

- 4.3 The Search and Governance Committee will review applications and short-list candidates for interview based on the evidence provided against the criteria set.
- 4.4 The Search and Governance Committee will arrange to interview the short-listed candidates,

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evaluating them against the criteria set, before making recommendations to the Corporation.

- 4.5 The Corporation shall only appoint a governor on the recommendation of the Search and Governance Committee and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

5. STAFF GOVERNORS

- 5.1 Nominations shall be sought from staff whenever a vacancy arises. If more nominations are received than vacancies exist, the Head of Governance will make the arrangements for an election to take place.
- 5.2 The Corporation shall only appoint a staff governor following their nomination/ election by the staff and shall do so in accordance with the Instrument of Government of the College. Appointments will be for a period of 4 years.

6. STUDENT GOVERNORS

- 6.1 The Head of Governance will make the necessary arrangements for the student body to elect the student governors.
- 6.2 The Corporation shall only appoint a student governor following their nomination/ election by students and shall do so in accordance with the Instrument of Government of the College.

**SOUTH THAMES COLLEGES GROUP CORPORATION
Governors Re-appointment Self-Assessment Questionnaire**

This self-assessment questionnaire is designed for use by Governors who are being considered for re-appointment to the Corporation. The questionnaire should be returned to the Head of Governance to the Corporation who will submit it to the Search and Governance Committee. The completed questionnaire will form the basis of the Search and Governance Committee's evaluation of the performance of the member before making a recommendation on re-appointment to the full Corporation. The Search and Governance Committee may make a decision on the basis of the completed questionnaire, or may in addition call a member for interview in case of the need for more information or clarification on any point. Only the Head of Governance, members of the Search and Governance Committee and auditors may see the completed questionnaires. Please continue on a separate sheet if necessary.

Name of member being considered for re-appointment:

Date of Evaluation by Search and Governance Committee :.....

Yes

To Some Extent

No

**SECTION 1: TO BE COMPLETED BY THE MEMBER
BEING CONSIDERED FOR RE-APPOINTMENT**

A Are you able to contribute as much as you would like to meetings? ☐

☐

☐

Comments:

B Do you normally attend training events? ☐

☐

☐

Comments: Please list any training events attended, either in-house or external training events.

C Do you become involved in College activities (other than training events) e.g. Governor Link visits/Award ceremonies? ☐

☐

☐

Comments: please list any college activities (other than training events) which you attended.

D Do you undertake any additional roles apart from your membership of the Corporation e.g. Chairing committees, membership of working groups etc. If yes, please state which ☐

☐

☐

Comments:

E Do you consider that your skills and experience remain relevant to the needs of the Corporation? *Comments:* ☐ ☐ ☐

Signature of member seeking re-appointment:.....

Date:.....

SECTION 2: FOR COMPLETION BY THE HEAD OF GOVERNANCE/ SEARCH COMMITTEE

a The member has achieved good attendance, and normally at least 80% over an academic year, at meetings (this section to be completed by the Head of Governance based on published attendance figures)

Year of Review:

Average attendance (%):

b The category of membership for which the Governor is being considered remains appropriate

Current Category:
Proposed Category:

Comments:

c (Where applicable) A nomination has been received/ renewed from a suitable nominating body

Nominating Body:
Comments:

Date received:

d Recommendation:

Re-appoint for a period of _____years from _____(date)

Do not re-appoint ☐
Call for interview ☐
Other (please specify) ☐