Colchester Institute Corporation

Board Appointment Process
Guide for Potential Governors

1. Introduction

The Colchester Institute Board is always keen to hear from members of the local community who are interested in being a Governor. We hope you find this brief guide to the appointment process useful.

The Governors of Further Education Colleges are non-executive volunteers with specialist skills and knowledge and who want to put something back into the community. Although unpaid they get a great deal of satisfaction from being able to contribute at a strategic and policy level to the education and skill training of students of all ages and feel rewarded by their achievements and successes.

The main business of the Governing Body is to determine the educational character of the College and ensure its overall wellbeing and financial solvency. Generally, it is responsible for the overall policies and strategy of the College including the quality of the service to its students and their welfare, the financial health of the college, the proper use of public funds, and for ensuring effective management.

2. Composition of the Colchester Institute Board

The Governing Body determines its composition within the parameters set out in the Instrument of Government. It currently comprises a total of 16 members, including the Principal, two staff members and up to two student members.

The staff members are elected by the staff of the College. There is one academic staff member and one support staff member elected by the academic staff and support staff respectively.

The student members are elected by the students of the College. There is one FE student member and one FE student member elected by the higher education and further education students respectively.

3. Eligibility to be a Governor

Governors must fulfil the eligibility criteria set out in the College's Instrument of Government. A Person is ineligible to be a Governor if:

i) they are under 18 years of age (with the exception of the student nominated Governors)

ii) they are a member of staff of the Institute (with the exception of the Principal and staff nominated Governors)

iii) they have been adjudged bankrupt, or are the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy restrictions undertaking. The disqualification from holding office ceases upon the bankruptcy, restrictions order or undertaking being discharged, annulled, or rescinded by the court as appropriate.

iv) they have made a composition or arrangement with their creditors, including voluntary arrangement. The disqualification from holding office ceases when the debt is paid in full, or on the expiration of three years from the date on which the deed of composition or arrangement are fulfilled.

v) they have:

(a) within the previous five years they have been convicted in the UK or elsewhere of any offence and received a sentence of imprisonment, whether suspended or not, of three months or more, without the option of a fine, **or**

(b) within the previous twenty years they have been convicted in the UK or elsewhere of any offence and received a sentence of imprisonment, whether suspended or not, of more than two and a half years, **or**

(c) they have at any time been convicted in the UK or elsewhere of any offence and received a sentence of imprisonment, whether suspended or not, of more than five years.

Convictions outside the UK in respect of conduct which, had it taken place in the UK would not have constituted an offence under the law then in force anywhere in the UK can be disregarded.

4. Selection Procedure

If you are interested in becoming a Governor of Colchester Institute, please send your CV and covering letter to the Head of Governance at the address below (section 6).

Applications are reviewed by the Governance, Remuneration and Search Committee, a panel of existing Board Members with responsibility for advising the Board on matters relating to membership and appointments, and questions will include:

Does the applicant:

- Currently work in a responsible position in the public/private/voluntary sections?
- Have any knowledge of the Colchester Institute and support for its work?
- Have any previous participation in Colchester Institute activities?
- Have any involvement and interest in educational developments, particularly post school?
- Have skills and experience that may complement those of existing Board Members, or potential gaps or that will replace and extend the skills and experience of a retiring Member?
- Have any involvement in the wider North Essex Community?
- Bring opportunities to develop the Board and Colchester Institute to a wider constituency?
- Have the potential and present wish to consider two 4-year terms on the Board?
- Help maintain a balance on the Board to reflect the people in the community that it serves.
- Have the commitment and the time to contribute regularly to Board and Committee meetings and other activities.

As vacancies arise additional criteria will be identified from time to time to ensure the membership reflects the strategic needs of the College and the community it serves.

Applicants whose skills and experience match those identified as essential or desirable in new Board members will be invited to the College to meet with a small panel, normally comprising the Principal, Corporation Chair and the Head of Governance. The Panel will select the person who most closely meets the specified criteria for recommendation to the Board for appointment. Where the number of candidates exceeds vacancies at that time the Panel may wish to hold your details pending an appropriate vacancy and will notify you that your nomination will go forward as and when possible.

5. Terms of Office

Appointments are normally for a four-year term of office and may be renewed. However, reappointment for a third or subsequent term(s) is the exception rather than the rule.

6. Further Information

All queries and correspondence should be addressed to:

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