



## **How to become a Governor of North Nottinghamshire College ~ Recruitment Guide ~**

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### **Introduction**

College Governors are people from the College's community who wish to make a positive contribution to the education of learners of all ages. Governors are volunteers and have an important part to play in raising standards by setting the strategic direction of the college, ensuring accountability to the public, and monitoring and evaluating the college's performance. The position of Governor is unpaid but many people volunteer to undertake this rewarding role.

The Corporation (or Governing Body as it is sometimes known) has powers given to it under the Further and Higher Education Act 1992. All Further Education Corporations are regulated by the Skills Funding Agency who scrutinise the governance practice of colleges including the selection and recruitment of governors.

Public service values are at the heart of the further education service. High standards of personal and corporate conduct based on openness and transparency, and the recognition that students and other users of the College's services come first, are a requirement of being a Corporation member. The Corporation must act in good faith and in the College's best interests to protect its reputation.

### **North Nottinghamshire College**

North Nottinghamshire College is a medium-sized general further education college serving the towns of Worksop and Retford and surrounding rural villages. It is the primary provider of further education in the local authority district of Bassetlaw, and has just under 7000 students. The College employs over 600 staff, and has an annual income of more than £15m. The college delivers courses from its main campus in Worksop, which includes the National Fluid Power Centre and Food Technology Centre, and also at the Post 16 Centres in Worksop and Retford. From 2008 the college will also be delivering courses that support environmental conservation and the rural economy, through the development of a Rural Learning Centre at Idle Valley near Retford.

If you would like to be part of a vibrant organisation that is committed to improving prospects for individuals and its community, then read on. You may also wish to access the College's website at [www.nnc.ac.uk](http://www.nnc.ac.uk) (information/Governance) to find out more about the college and what it means to be a governor there.

### **Composition of the Corporation**

The Board has 19 members, which includes 2 students, 2 staff and the Principal.

### **Appointment Process**

The Corporation is keen to ensure that its membership reflects the strategic needs of the College and the diversity of the community it serves by making sure there is an appropriate balance of skills and expertise on the Board. For this reason we have a well established appointment process for new governors, which is set out in this guide.

## Stage 1

We are always seeking potential governors who will be available to fill vacancies as and when they arise. In the past we have done this by advertising in the local media, in addition to encouraging nominations from appropriate business, community and professional organisations when necessary. There is a Governors Role Description and person specification for members of the Corporation.

## Stage 2

If you are interested in becoming a governor, we will ask you complete a skills audit questionnaire and send in a brief CV.

## Stage 3

This information would go forward to the Search Committee where they would match your skills and experience against the Governors' role description and specification, and to any identified gaps in the skills matrix.

## Stage 4

If there was a vacancy on the Corporation and the Search Committee felt that your skills were applicable, then you would be invited into College to meet the Principal, Chair of Governors and the Clerk on an informal basis and to look around the facilities. If there was no vacancy at that time, then your details would be held on file for future reference.

## Stage 5

Following your visit, provided you were still interested in becoming a Governor and your skills continued to be applicable to the Corporation, then your expression of interest would be formally considered by the Search Committee. Following that meeting, if there was an appropriate vacancy, a recommendation for appointment would go forward to the Corporation for approval. Where there is more than one match for a vacancy, your suitability would be considered alongside other candidates. The person who is considered to possess the most desirable skills balance will be proposed.

New appointments are for a probationary period of one year, which may then be extended to a four year term after review, if agreed by both the appointee and the Corporation. Governors will normally be allowed to serve up to two terms (8 years) but may be appointed to a third in exceptional circumstances.

## **Staff and Student Governors**

Staff and Student Governors must be current members of staff and the student body, and are elected by their constituent bodies. There are two staff and two student members on the Corporation.

## **Criteria**

All Governors have to fulfil basic eligibility criteria. Individuals who have been bankrupted or served prison sentences may not be eligible to become Governors. All Governors appointments are subject to a Criminal Records Bureau check and disclosure of any financial or personal interests.

If you wish to contact us for more information about becoming a governor, please write to the Clerk to the Corporation, North Nottinghamshire College, Carlton Road, Worksop, Notts S81 7HP. Tel 01909 504504. Email: [aoaks@nnc.ac.uk](mailto:aoaks@nnc.ac.uk) Website: [www.nnc.ac.uk](http://www.nnc.ac.uk)

## **Equal Opportunities**

North Nottinghamshire College is proud to be part of a multi-cultural community. We value diversity and aim to ensure that all employees, learners and visitors are treated as individuals, regardless of age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, sexuality, trade union activity, unrelated criminal convictions, socio-economic background, or other relevant distinction.

We are determined to ensure that we treat all individuals fairly, with dignity and respect; that the opportunities we provide are open to all; that we provide a safe, supportive and welcoming environment for employees, learners and visitors.