



GRIMSBY INSTITUTE GROUP

Policy on Governors Terms of Office

Change Control

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Revision History

Version	Type	Date	History
V1	New	23 October 2012	New
V1.1	Replacement	3 September 2013	Changes to incorporate the Framework for the Development of Strategies, Policies and Procedures
V2	Replacement	7 April 2014	Changes to incorporate the Instrument and Articles of the Grimsby Institute of Further and Higher Education, name change of a committee and delegated powers given to Governance Committee.

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1. Introduction and Purpose

- 1.1 To have in place a clear and agreed policy on how long an individual may serve as a Governor of the College along with principles for terms of office for the Chair and Vice Chair and succession planning.
- 1.2 Nolan's second report on Standards in Public Life (1996) recommended maximum terms that members should serve in order to maintain their objectivity and independence.
- 1.3 It is good governance practice to have a policy in place to define Governance terms of office. This document serves to fulfil this requirement.

2. Roles and Responsibilities

- 2.1 The Governance Committee will have lead responsibility for the oversight of this policy, advising Corporation as required under this policy.
- 2.2 The Chair of the Governance Committee will work closely with the Clerk to the Corporation to ensure that the procedures outlined in this policy are observed.

3. Details

3.1 Terms of Office - Governors

In accordance with Instrument of Government of the College Paragraph 8: (1) A member of the Corporation shall hold and vacate office in accordance with the terms of the appointment, but the length of one term of office shall not exceed four years. This is subject to the following provisions:

- 3.1.1 The Principal, in accordance with Instrument of Government of the College Paragraph 2(d) and if they chooses to be a Governor, will serve for the period of their appointment as Principal as an ex-officio Governor.
- 3.1.2 Student Governors will serve for a period of up to two years (confirmed on election in relation to the length of their course). A Student Governor's term of office will cease at the end of the academic year in which they cease to be a student or at such time in the year after they cease to be a student as the Corporation may determine, to a maximum of two years. The Student Governor will also cease to be a Governor if they are expelled from the College. A Student Governor may be employed by the Corporation in connection with their role as an officer of a student's union or association. The Student Governor may also serve during any period of authorised absence from the college.

- 3.1.3 Staff Governors shall serve for a period of four years or sooner should they cease to be a member of paid staff of the College. A Staff Governor may serve a second term of up to four years, subject to re-election by the staffing body.
- 3.1.4 Any non-elected Governor may stand for a second term as Governor, subject to approval by the Governance Committee, subject to the maximum term of office set out in this policy.
- 3.1.5 The Governance Committee may appoint a Governor to a term of office of less than four years to meet its own requirements

3.2 Other Conditions

- 3.2.1 There is no upper age limit for Governorship.
- 3.2.2 No one under the age of 18 may be a Governor, except as a Student Governor.
- 3.2.3 A Governor who is not a paid member of the College's staff at the time of appointment as a Governor will cease to be a Governor should they subsequently be appointed as a paid member of staff. This is not applicable to Student Governors.
- 3.2.4 This policy will apply also to co-opted members of Committees who will serve for a maximum of four years.

3.3 Maximum tenure of Governorship

- 3.3.1 In accordance with the Nolan Committee on Standards in Public Life, a Governor will not usually serve for more than two consecutive periods of office. The maximum possible tenure of Governorship will therefore be usually eight consecutive years.
- 3.3.2 The Governance Committee may, re-appointed a Governor for a third term of one year, having fully considered the skills and experience available at that time to the Corporation through a skills audit. Such an extension would be the exception rather than the rule and must be fully justified in terms of the current skills audit of Governors and the College's particular requirements. It will also be valid for the Committee to consider succession planning and the avoidance of too many Governors coming to the end of their terms of office at the same time.
- 3.3.3 The maximum tenure of Governorship for elected Governors is subject to the provisions of Section 3.1.

3.4 Chair and Vice Chairs

- 3.4.1 The term of office will be three years for the Chair and the Vice Chair. They will be eligible for re-appointment. The procedure and timing for the election and re-election of the Chair and the Vice Chair is set out in the Corporation's Standing Orders.

3.4.2 It will be the responsibility of the Governance Committee to seek to identify Governors who might be appointed Chair and Vice Chair in the future. This will ensure succession planning and guard against sudden vacancies at Chair and Vice Chair.

3.4.3 In accordance with Instrument of Government of the College Paragraph 5, the Corporation may appoint to the Chair or Vice Chair any Governor other than the Principal, a Staff Governor or a Student Governor.

3.5 Succession Planning

3.5.1 The Governance Committee has responsibility for Governor appointments and membership, including re-appointment of Governors.

3.5.2 The Clerk will alert the Governance Committee when a Governor's term of office is nearing its end and the Committee will use the Corporation's policy on the selection of Governors along with a review of the skills.

3.5.3 The Clerk will alert the Governance Committee when an elected Governor position has (in the case of resignation) or is about to (in the case of end of term) expire. The Committee will review the appropriate selection procedure and make the appropriate arrangements to recruit and select another Governor.

4. Related Procedures, Codes of Practice and Guidance Documents

Instrument and Articles of Government
Standing Orders
UK Code of Corporate Governance
English's Foundation Code of Governance

5. Policy Review

This Policy will be reviewed by the Governance Committee on a three yearly cycle.