

St David's College

Policy for the Recruitment of Governors

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1 Definitions

1.1 The Articles of Association form the company's constitution and define, amongst other things the charitable purposes of the company, the responsibilities of the governors and the process for the appointment of the Chair and Vice Chair of Governors. The Articles are a public document and are available upon request.

1.2 "Board" means the Board of Governors of the School acting collectively.

1.3 "Clerk" means the Clerk to the Board.

1.4 "Company" means St David's College Trust, a company limited by guarantee having company number 1351369.

1.5 "Charity" means St David's College trust, which is also a company limited by guarantee having charity number 1075705.

1.6 "Governor" means a member of the Company, a director of the Company, a trustee of the Charity and a member of the Board.

1.7 "ISSRs" means The Independent Schools Standards (Wales) Regulations 2003 which are the regulations against which the School is inspected.

1.8 "School" means St David's College, the school operated by St David's College Trust.

2 Introduction

2.1 In accordance with its Aim and Religious Principles, incorporated in its Articles of Association, the School is committed to the development of the whole person through a general education in the best and widest sense with a wide choice of interest and activity and an appreciation of moral and spiritual values. The presentation of the Christian faith, both by example and teaching, is an essential part of the life of the School.

2.2 All Governors are volunteers. They act in the capacity of members and directors of St David's College Trust, trustees of that trust and governors of the School. The School aims to recruit Governors who understand and subscribe to the Aims and Religious Principles, who make a commitment to the ethos of the School and who can bring a range of skills and life experiences to benefit the School community.

2.3 All queries regarding the Governors' recruitment process should be directed to the *Chair of the of Governors*

2.4 The safety and well-being of all pupils and/or students of the School is at the forefront of the School's operations. This policy forms part of the safeguarding and child protection suite of policies.

3 Scope

3.1 This policy sets out the process and procedure that the Board / School will follow when appointing new governors

4 Aims of Policy

The aims of this policy are to support the enrichment of the governance of the School; to plan for the future, ensuring that the Board 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 and to ensure that safer recruitment and compliance with the relevant legislation relating to background checks is consistently adhered to.

5 Constitution of the Board

5.1 The Board wishes to recruit Governors from a variety of backgrounds, including professions and business, whilst ensuring that the Christian ethos of the school is maintained in accordance with the School's Articles of Association.

5.2 The School is active in its responsibilities under the Equality Act 2010 and will not discriminate on the basis of age, race, religion or belief, gender, gender reassignment, sexual orientation, pregnancy and maternity, disability or marriage and civil partnership.

5.3 The Articles of Association state there is to be a maximum (no more than twenty) and minimum (no less than seven) number of Governors on the Board at any time. The Articles of Association also provide for the circumstances in which a Governor's membership of the Board may cease or be terminated.

5.4 Care is taken to select Governors who are prepared to serve, where possible, *for a minimum of four years* (although there is no limit on the length of term which a Governor may serve for) and to select Governors who are prepared to commit the time necessary to get to know the school.

5.5 Governors may be re-elected at the Annual General Meeting of the Members.

5.6 The Board has three sub-committees, namely Finance, Education and Estates. Working groups are established from time to time when needed for a particular project and will be disbanded upon completion of the work.

6 The Role and Responsibilities of being a Governor

6.1 Governors bear responsibility for the operation of the School, at a strategic but not an operational level, in addition to their responsibilities as charity trustees and directors. The governors adopt and follow the AGBIS governance manual (as amended from time to time).

6.2 Governors will delegate some functions to the Senior Leadership Team (SLT) of the School but will retain overall legal responsibility. As such, the Governors' role requires active governance. Scrutiny is therefore an essential function of the Governors.

6.3 Governors must, as must staff, of the School ensure compliance with the ISSRs and with the various elements of the Estyn framework for inspection of independent schools in Wales details of which appear in "Estyn – Guidance Handbook for the Inspection of Independent School (September 2017)".

6.4 The Governors' job description may be found at Appendix 2.

7 The Appointment Process

7.1 The Chair of Governors will keep under review the composition of the Board on an annual basis, having regard to the Board's list of desirable areas of experience and expertise, the age profile of the Board members and any other relevant circumstances.

7.2 The Board's list of desirable areas of possible experience and expertise include: *Accountancy, Architecture and Planning, Education, Estates Management, HR, Legal, Marketing, Outdoor Pursuits, Public Relations, Special Educational Needs, Surveying and Clergy.*

7.3 When a potential Governor candidate has been identified, he or she will be asked to meet informally with the Chair of Governors. Where appropriate, he or she could meet the Headmaster and have a tour of the School.

7.4 Before that meeting the prospective Governor will be given a sheet 'Information for potential Governors' which will help them to formulate initial questions they might have. In addition, a prospective Governor is encouraged to visit and peruse the School's web site which provides a wealth of information about the School, its ethos and values, the range of activities on offer and its successes

7.5 At that meeting, *the School's strategic vision for the next 3 – 5 years will be explained, along with the direction in which the Governors see the School moving.* The aims of the informal meeting are predominantly to ensure that every prospective Governor has a clear understanding of and is able to subscribe to the Aims and Religious Principles of the School, has a clear understanding of the commitment expected of him or her in terms of time and attendance and to offer the prospective Governor with sufficient material about the School that is in the public domain to allow a well-informed judgement to be made before committing him or herself to the appointment process. (Such documents may include Statutory Accounts, the Safeguarding and Child Protection Policy and the latest school inspection reports).

7.6 At the informal meeting, prospective Governors will also be briefed about the statutory checks that are required as part of the safer recruitment appointment process outlined below.

7.7 Should both parties wish to pursue the appointment, the prospective Governor will be invited to forward his or her contact details to the Clerk following the informal meeting. The Clerk will then provide an application form to the prospective Governor for completion, as well as asking them to provide their CV.

7.8 When the application form and CV are returned, the Clerk will forward them to the Chair of Governors who will identify any issues to be explored as part of the ongoing process.

7.9 The prospective Governor will then be invited to a formal discussion. All meetings ideally will be conducted by the *Chair of Governors, Vice-Chair of the Governors, one other Governor, and the Clerk. Two of the Governors interviewing the applicant should not be friends of the applicant.* Notes of the interview will be taken by the Clerk as appropriate. The panel of Governors can invite the headmaster to attend as appropriate or at their discretion.

7.10 The prospective Governor will be asked to bring with him or her documents to verify identity and residence and any other required documentation.

7.11 If the appointment is to proceed, the vetting checks set out in paragraph 8 below will then be undertaken by the Clerk.

7.12 On successful completion of the checks, the Clerk will report to *the Chair of Governors who* will, in turn, report to the Board of Governors which will ratify the appointment and record it in the Minutes of the Board.

7.13 When formal ratification has been completed, a formal written invitation to accept an appointment as a Governor will be sent to the applicant by the Clerk which will also identify, if appropriate, the areas of special responsibility. A Governor may be assigned one or more areas of special responsibility in accordance with his or her skill set, experience and area of interest.

7.14 Appointments will take effect from the next board meeting, unless otherwise agreed between the Board and the new Governor.

8 Safer Recruitment Checks and Other Steps

The following checks and/or steps will be undertaken of all prospective governors:

8.1 Evidence of identity and address;

8.2 An application for an enhanced Disclosure and Barring Service (“DBS”) certificate;

8.3 A barred list check if the prospective Governor will undertake regulated activity (*as defined by the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012*);

8.4 Evidence of entitlement to work in the UK (where relevant);

8.5 Any other checks deemed necessary where the Governor has lived or worked outside of the UK;

8.6 Confirmation that the prospective Governor is not disqualified from acting as a charity trustee or company director, for example by virtue of an undischarged bankruptcy or criminal offence;

8.7 Confirmation that the prospective Governor has not been prohibited from participating in the management of independent schools (section 128 direction);

8.8 Any checks as may be necessary in connection with the Prevent duty; and

8.9 When a new Chair of Governors is appointed, further relevant checks are undertaken as advised by the Clerk.

8.10 in addition to the above checks, Company Form AP01 will be completed and sent to Companies House to register the appointment once it has been approved by the Board of Governors.

9 Data Protection and Confidentiality

9.1 Governors are privy to sensitive and confidential information about the School and are under a duty to maintain confidentiality.

9.2 Prospective governors will not be invited to Board meetings until the recruitment process has been completed.

9.3. The School is legally required to undertake the specified safeguarding checks. Therefore, if a prospective governor is successful in his or her application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK and any qualifications. This documentation will be retained by the School for the duration of the Governor’s relationship with the Board and the School. It will be retained in accordance with the school's Data Protection Policy.

9.4 If the application is unsuccessful, all documentation relating to the application will be destroyed within 6 months.

10 Training and Induction Programme for Governors

10.1 The Clerk to the Governors is responsible for the induction of new Governors. Individual Governors will be provided with information about appropriate training courses and are expected to take up training as necessary. They are requested to keep the Clerk apprised of all training that they attend in order that the Clerk may document it. Training is reviewed by the Chair of Governors.

10.2 Governors are provided with an induction prior to starting their role and this induction will cover the items set out in Appendix 3.

10.4 Governors will be given the opportunity to attend relevant external training where appropriate.

11 Payment of Expenses

Governors give their time on an unpaid basis but may be reimbursed for certain expenses in accordance with the expenses policy.

12 Review and Monitoring of this Policy

12.1 This policy forms part of the *recruitment procedures and annual safeguarding review* which is the responsibility of the Board. If revised legislation, regulation or statutory guidance require a need for amendment to this policy, this will be effected as soon as possible and *ratified by the Chair of Governors and the Governor responsible for Safeguarding*. Any proposed substantive changes (as determined by them) will be ratified by the Board at the next available meeting. Any incident that dictates a change to this policy will likewise trigger an immediate review.

12.2 This policy is the responsibility of *the Chair of Governors in conjunction with the Governor responsible for Safeguarding*.

13 References

The following are the principal statutory and other documents with which the school must comply:-

- The Independent Schools Standards (Wales) Regulations (2003)
- Estyn – Guidance Handbook for the Inspection of Independent School (September 2017)
- National Minimum Standards for Boarding Schools – Welsh Assembly Government (2003)
- Keeping Children Safe in Education, DfE
- Counter-Terrorism and Security Act 2015 (Sections 26)
- Revised Prevent Duty Guidance for England and Wales (July 2015) and Prevent Duty Guidance - departmental advice for schools and childminders (June 2015)

14 Relevant Policies

- Safeguarding Children and Child Protection
- Procedure for Visitors
- Equal Opportunities
- Recruitment selection and disclosure policy and procedure
- Volunteers
- Expenses Anti-bribery
- Risk Management

- Data Protection

15 Document Change History

New Policy adopted by the Board on 12th March 2019.

Appendix 1 - Contact Details

Rev. Dr. Pete Gaskell (Chair of Governors) – chair.of.governors@stdavidscollege.co.uk

Andy Russell (Headmaster) – arussell@stdavidscollege.co.uk

Kathy Baines (Bursar and Clerk to the Governors) – kbaines@stdavidscollege.co.uk

St David's College – 01492 875974

In addition the Clerk to the Governors will circulate a new version of Governor Contact Details to all Governors on the appointment of a New Governor

Appendix 2 - Governor Job Description

1 Collectively, with other members of the Board, a governor must:-

- 1.1 Determine the overall direction and development of the School through good governance and clear strategic planning.
- 1.2 Ensure that the School and its representatives function within the legal and regulatory framework of the sector and in line with the School's governing document; continually striving for best practice in governance.
- 1.3 Uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the school.
- 1.4 Understand and uphold the School's values.
- 1.5 Act in the best interests of the School, its beneficiaries and its future beneficiaries at all times.
- 1.6 Know and support the Aims and Religious Principles of the School and its ethos and ensure that these are adhered to and achieved.
- 1.7 Ensure that the School complies with legislative and regulatory requirements, including the ISSRs and those related to Safeguarding and Health and Safety, and act within the confines of its Articles of Association.
- 1.8 Maintain sound financial management of the School's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies.
- 1.9 Ensure the effective and efficient administration of the School and its resources, striving for best practice in good governance.
- 1.10 Maintain confidentiality about all sensitive information received in the course of his or her responsibilities to the School, and respect the confidentiality of information received about the School's staff, parents and pupils.
- 1.11 Study relevant background and current papers in order to contribute his or her expertise to the discussions of the Board.
- 1.12 Serve on Working Groups and Appeal Panels when requested.
- 1.13 Undertake appraisal sessions as required by the Clerk/Chair.
- 1.14 Participate in the appointment of members of the Senior Leadership Team when requested.

2 Commitment Expected from a Governor

The degree of commitment required of a Governor is to:-

- 2.1 Be prepared and willing to conform to all aspects of the appointment and induction procedure required by law and the School.
- 2.2 Be prepared to attend appropriate training.
- 2.3 Attend in person at least two-thirds of Board meetings every year *and ideally at least two school events each year*. If a Governor fails to attend three meetings in a row then this will be discussed in Private business..
- 2.4 Attend the Annual General Meeting of the Company.
- 2.5 Accept appointment as a link Governor with one department in School if required..
- 2.6 Become knowledgeable of as many aspects of School life as is practicable.

3 Accountability

As the Board is responsible and liable for the governance and functioning of the School, it is accountable in varying degrees to a variety of stakeholders, including: the Company, Companies House, the Charity Commission, the Welsh Government, pupils, students, parents and alumni.

Appendix 3 - Content of Governor Induction

- *Gets given/ for discussion*
 - *the AGBIS handbook,*
 - *Governor Expenses policy*
 - *Dates for the year*
 - *Safeguarding policy*
 - *Safeguarding Training*
 - *Prevent Training*
 - *Data Protection Policy*
 - *Explain conflict of interest and related parties*
 - *Set out expectations for Governors*
 - *List of Governors*
 - *Organisational Structure*
 - *Latest Annual Accounts*
 - *Christian Principles*
 - *School visiting Policy*
 - *Legal responsibilities*