

## **Extract from NKC Corporation Board Standing Orders 2022**

### **Appendix III**

#### **Procedures for the Appointment of Corporation Members**

In accordance with the Instrument and Articles of Government and its own Standing Orders, North Kent College should have the following categories and numbers of Corporation members:

External up to a maximum of 15 (increased to 15 in May 2021)	
Staff	2
Student	2
The Chief Executive/Executive Principal	1
Total	20

The procedure for appointment is determined by the category of membership. The Corporation determines its membership in the “external” category but has limited powers in relation to the appointment of staff or student members, provided the applicants are not ineligible. . The Chief Executive/Executive Principal is an ex officio member of the Corporation, appointed by the Corporation.

The following are ineligible to serve as members of North Kent College Corporation:

- a) Anyone under 18, except as a student member.
- b) The Clerk & Governance Advisor to the Corporation.
- c) A member of staff, except as a staff member or the Chief Executive/Executive Principal.
- d) A person who is bankrupt.
- e) A person with certain criminal convictions.

Further details on the eligibility criteria are set out in the Instrument and Articles of Government.

In addition, the Corporation can decline to appoint applicants as external, staff or student members if it is satisfied the person has been removed from office as a member of any Corporation within the education sector in the previous ten years or the appointment would contravene the Corporation’s rules on the number of consecutive terms of office a member may serve.

North Kent College Corporation is committed to equality and diversity and welcomes applicants, nominees and members who are able to contribute to the sound governance of the College. In appointing new members, the Corporation will seek to avoid any discrimination on grounds of race, sex, sexuality, religion or disability.

North Kent College Corporation requires its members to have an enhanced DBS check when appointed. If the outcome of that check causes the Clerk & Governance Advisor to the Corporation any concern, s/he shall raise the matter with the Corporation Chair and/or the Chair of the Search, Governance and Remuneration Committee who will consider whether the member should be suspended from membership of the Corporation. Unless the member resigns, the next meeting of the Search, Governance and Remuneration Committee will review the Chair's decision and consider whether the member should be removed from the Corporation. The committee will advise the Corporation at its next meeting of its recommendations and the Corporation will decide, in a confidential session of the meeting, whether to terminate the membership of the individual concerned.

#### **A. External Members**

1. On the instruction of the Search, Governance and Remuneration Committee, or as required to replenish the database of individuals interested in future Corporation membership, the Clerk & Governance Advisor to the Corporation may invite applications via advertisement in local press or by written invitation to suitable local businesses, local authorities and/or community groups. Current member(s) may also personally introduce potential candidates.
2. All applications for Corporation membership, however introduced, will be assessed impartially against criteria identified, and as amended from time to time, by the Search, Governance and Remuneration Committee. At the time that an appropriate vacancy occurs or where it is anticipated, the Clerk & Governance Advisor to the Corporation and the Chair of the Search, Governance and Remuneration Committee will carry out an initial assessment of any available applications.
3. If, as a result of the initial assessment, one or more applications suggest potentially suitable applicant(s) to fulfil the current requirements for Corporation membership, the Clerk & Governance Advisor to the Corporation will invite the applicant(s) for an informal discussion with the Chair of the Search, Governance and Remuneration Committee, Chief Executive/Executive Principal, Clerk & Governance Advisor to the Corporation and members of the committee who are available. The purpose of this meeting is for both the applicant to find out more about the College and what being a corporation member involves, and for the Corporation to find out more about the applicant.

4. At the meeting, the applicant(s) will be advised of the Corporation's committee structure and the College management structure. They will be invited to discuss their relevant professional and personal experiences and their perception of how they would contribute to the sound governance of the College.
5. Assuming the applicant wishes to proceed, and the Chair, Chief Executive/Executive Principal and Clerk & Governance Advisor to the Corporation consider that the applicant is suitable for the Corporation membership vacancy, the applicant will be asked to complete an application form. The Clerk & Governance Advisor to the Corporation will then seek references.
6. The Search, Governance and Remuneration Committee will at its next meeting decide upon the advice to be given to the Corporation.
7. The report of the Search, Governance and Remuneration Committee will be included in the agenda of the next corporation meeting where, if appropriate, its recommendation(s) will be considered. Applicants whose membership is being proposed by the Committee will be invited to attend this meeting in an observer capacity. S/he will withdraw from the meeting while the Corporation considers the application and will then be informed by the Corporation Chair if the application has been successful, in which case the applicant may re-join the meeting.
8. If Corporation approval is received, and references confirmed, then the Clerk & Governance Advisor to the Corporation will write to the applicant(s) requesting formal acceptance of Corporation membership and completion of the associated formalities.
9. Following written acceptance of the appointment, and satisfactory completion of the membership formalities, the new appointee(s) will be deemed a member of the Corporation and will undertake any required training.

**B. Other Categories**

**The Chief Executive/Executive Principal:**

10. The method of appointing the College Chief Executive/Executive Principal shall be a matter for the Chair of the Corporation to determine in consultation with the Vice-Chair and other Corporation members. In so doing, the Chair shall have regard to the financial implications of employing professional assistance in the undertaking of such a task and any other expenses involved. The outgoing Principal shall have no part in the process, unless the Chair and Vice-

Chair specifically invite his or her involvement. The Clerk & Governance Advisor to the Corporation shall be the point of contact for applicants.

11. The appointment of the Chief Executive/Executive Principal shall be confirmed by the Corporation and the Chief Executive/Executive Principal will become a member of the Corporation on taking up the appointment.

**Staff members:**

12. When the periods of office of staff Corporation members expire, the Clerk & Governance Advisor to the Corporation shall conduct elections for the purpose of filling such vacancy. At such times, the Clerk & Governance Advisor to the Corporation shall circulate information on the vacancy to all members of staff (both full-time and part-time), usually via the Staff Newsletter, and invite nominations. All nominations made shall be in writing, be proposed and seconded and shall contain an indication from the person being nominated that he or she is willing for her or his name to go forward. As of August 2021, it will be the aim of the Corporation Board to appoint a staff governor (from the academic or business support staffing body) at Dartford and Gravesend and another from Hadlow College and Tonbridge College.
13. In the event of there being only one candidate, that person shall be deemed to have been elected unopposed. Otherwise, the Clerk & Governance Advisor to the Corporation shall arrange for an election to be held and will include instructions as to the method of voting with the ballot paper. The election will take place amongst staff from the respective college campuses. i.e. only staff from Dartford & Gravesend can vote for the staff governor at Dartford/Gravesend and likewise for Hadlow College and Tonbridge College.
14. Candidates shall be informed of the arrangements for the election and may, if they so choose to have inserted on any ballot paper, a statement, not exceeding 200 words, in support of their candidature.
15. Appointments shall be confirmed by the Corporation.

**Student members:**

16. The student members of the Corporation will be appointed on the same basis at that of external members. The Clerk & Governance Advisor to the Corporation Board will through the Senior Leadership Team and college management team publicise an invitation to the respective student bodies at Dartford, Gravesend, Tonbridge and Hadlow campuses inviting interested student candidates to apply for the position of student governor.

## **General**

17. The Clerk & Governance Advisor to the Corporation will provide all newly appointed members of the Corporation with an Induction Pack, the contents of which will be approved by the Search, Governance and Remuneration Committee. New members will be invited to attend an induction training session or a one-to-one introductory session with the Clerk & Governance Advisor to the Corporation, Chair of Corporation and the Senior Leadership Team.