



# SILCOATES

Independent education for boys and girls aged 3-18

## Policy on the Recruitment of Governors

### Introduction

Silcoates School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. The education, safeguarding and wellbeing of children and young people are our highest priorities. The school ethos is based upon Christian values.

The School seeks to recruit Governors who share and understand our commitment to the aims of the School. All governors are volunteers.

*Definition:* the term “Governor” shall refer to a school Governor or Trustee.

All queries regarding the School’s recruitment process for Governors should be directed to:

The Clerk to the Governors  
Silcoates School  
Silcoates Lane  
Wrenthorpe  
Wakefield  
WF2 0PD

### Scope & Aims

This policy offers guidance to anyone who may wish to become a Governor of the School or make a nomination. It also provides information to those wishing to understand the process by which Governors are appointed.

As trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated. The Headmaster, Bursar, other senior staff, the Silcoatians’ Association, the United Reformed Church or those who are close to the School, such as parents, are encouraged to suggest names of potential candidates.



# SILCOATES

Independent education for boys and girls aged 3-18

The Governors of the School are aware of the importance of identifying an appropriate mixture of skills and experience as is required to manage the multi-faceted affairs of a modern school for children from age 3-18, which is also a Charitable Incorporated Organisation, a medium sized business and an important local employer.

This policy also serves:

- To ensure consistency in the appointment of Governors
- To ensure transparency in the recruitment process
- To ensure that safer recruitment and compliance with the relevant legislation around background checks is consistently adhered to

All potential Governors are subjected to a selection process, which requires the submission of a resumé and covering letter, the completion of a Governor skills audit, an interview with the Chair of Governors [and/or a panel of Governors] and a meeting with the Headmaster.

Every Governor will undertake an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board for a period which is usually of 3 years. The School arranges for all new Governors to receive a comprehensive induction which includes child protection and the compliance and fiduciary duties of Governance.

New Governors spend a day, or equivalent amount of time at the School during their first term of service to meet key personnel, gain an insight into the curriculum and interact with groups of pupils.

## **Selection process**

### ***Initial Stage***

Upon identification of a potential Governor who has expressed an interest in the School: he or she will be invited to meet with one or more of: the Chair of Governors, Headmaster and Bursar informally and to have a tour of the school.

If the Chair of Governors is not present at that stage, s/he (or a delegated member of the Board) will arrange a separate informal meeting. At that meeting, the Chair will outline the strategic vision for the next 5 years and the direction in which the Governors see the school developing.



# SILCOATES

Independent education for boys and girls aged 3-18

The aim of the informal meeting(s) is to ensure each prospective Governor has a clear understanding of the commitment that would be expected of them, in terms of time and attendance, and is given sufficient information about the School that is in the public domain to allow a well-informed judgement to be made before committing themselves to the Appointment stage of the selection process. At the informal meeting(s) potential candidates will be briefed about the range of statutory checks required as part of the appointment process.

## ***Appointment Stage***

A prospective Governor will be invited to submit a resumé and covering letter to the Chair of Governors. Prospective Governors will then be interviewed by a minimum of the Chair of Governors (or a delegated member of the Board) and the headmaster, who will then, if considered appropriate, recommend appointment to the full Governing Body.

All new appointments are formally recorded in the minutes of the full Board meetings, and a formal letter of appointment is sent by the Chair, specifying the term of the appointment, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

## **Safer recruitment checks**

The School will obtain the following for each prospective Governor before their appointment is confirmed:

1. an enhanced DBS certificate with a barred list check;
2. evidence of their entitlement to work in the UK, where relevant;
3. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example because of an undischarged bankruptcy;
4. evidence that the Governor has not been prohibited from participating in the management of independent schools;
5. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

All paperwork shall be handled by the School/Clerk to the Governors.

## **Checks regarding the Proprietor and Chair of Governors**

If the Chair of Governors were to change the School will ensure that the Department for Education obtains an enhanced criminal records check and checks both the individual's identity and right to work in the UK before he or she takes up the appointment.



# SILCOATES

Independent education for boys and girls aged 3-18

Further overseas checks are required if the person lives or has lived outside the UK.

The Chair's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Governors. Even if a Governor, whom the school has already checked, becomes Chair, the DfE has to make yet another check.

## Induction of Governors and Trustees

Governors will be provided with training on the following, once in post:

- Child Protection Policy and safeguarding obligations
- Governor and Staff Code of Conduct Policies
- Health and Safety Policy
- Confidentiality obligations
- Supervision
- GDPR and Data Protection
- Other relevant training as it arises and appropriate to a new Governor's existing skill set and experience, provided both in person and online

## 2.4 Data Protection

The School will comply with its obligations under the relevant data protection legislation. Governors' attention should be drawn to the Staff Privacy Notice/ Policy which sets out details of how the School will process Governors' personal data.

<b>Reviewed by:</b>	Mrs Lee – Chair of Governors		
<b>Date of last review:</b>	June 2020	<b>Date of next review:</b>	June 2021