

Each day, discovery.



ELTHAM COLLEGE

**Policy on the Recruitment of  
Governors/Trustees**

**Last reviewed: July 2023**

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## **General**

The Governors of Eltham College are collectively the Trustees of the Charity and the Proprietor of Eltham College Senior School, Eltham College Junior School and (from 1 September 2023) Blackheath Prep. The Charity aims to recruit governors/trustees who share and understand our commitment to the aims of the Schools within our “Family of Schools”, and who bring skills or experiences which have relevance to the work of the Governing body.

Eltham College Charity is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

Expressions of interest in joining the Governing Body should be addressed to the Clerk to the Governors.

## **The Eltham College Charity Ethos**

The Governing Body plays a key role in upholding the ethos of the Schools, and in ensuring that the Schools continue to embody those characteristics that we consider make the Eltham College Family of Schools so special. We ask that all our Governors engage with this responsibility, are supportive of the values and ethos of the Charity and are in sympathy with the importance of the Christian faith as the foundation of the Charity.

We have a straightforward commitment: we give our students an outstanding education. This is achieved equally through academic excellence, all-round pastoral support, and a broad co-curriculum programme.

## **Recruitment of Trustees/Governors**

As Trustees of a registered charity, we are responsible for the selection and appointment of new governors. This is a legal responsibility that cannot be delegated. However, we encourage the Headmaster, Bursar, and other senior staff to suggest the names of potential candidates, we liaise with the Development Team to identify potential governors from the alumni body and we publicise vacancies to parents where there are vacancies for parent governors. Three members of the Governing Body are nominated, one by each of the Baptist Missionary Society, the United Reformed Church, and the Council for World Mission.

As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of modern schools, which is also a Company Limited by Guarantee, a medium sized business and an important local employer, with well over 300 employees.

In addition, we will strive to improve the diversity of the Governing Body so that it better reflects the diversity of the wider school community.

As a Charity, we may not appoint or retain a Trustee who is disqualified from being a Trustee, unless the Charity Commission has given a waiver. All potential trustees will therefore be asked to complete a “Charity Trustee Positions: Automatic Disqualification Declaration” as part of the selection process.



In addition to completion of the disqualification declaration, all Governors must satisfy the full set of required checks (see below).

Each new appointment of a trustee/governor is made by the full Board on the basis of a recommendation from the Governance & Nominations Committee. Appointments are made for an initial term of 4 years in line with the School's Articles of Association.

### **Appointment Process**

When a potential governor has been identified, nominated and/or has expressed an interest, he or she will normally be invited to visit the School and to meet the Headmaster informally. The Chairman of Governors will then arrange a meeting at which the Chair will outline the Board's strategic vision for the next 3-5 years and outline the key role and responsibilities of a governor so that the prospective governor has a clear understanding of the commitment expected of him or her in terms of time and attendance, and is given sufficient material about the Charity and Schools to allow a well-informed judgement to be made before committing themselves to the role.

During this meeting, the Chairman will then discuss and review the prospective governor's CV, skills and experience and consider these against the requirements of the Governing Body as a whole (to ensure a wide coverage of skills, experiences and backgrounds across the Governing Body).

Where the Chairman considers there to be a good match of skills and experience against a vacancy on the Governing Body, the Chairman will make a report to the Board's Governance and Nominations Committee who will consider whether to make a recommendation for appointment to the main Board of Governors.

It is then for the main Board of Governors to consider whether to approve an appointment as a trustee/governor.

Such decisions by the Board of Governors are made subject to satisfactory completion of the required checks (see below).

### **Appointment of the Three Nominated Governors**

The Articles of Eltham College Charity provide for three members of the Governing Body to be nominated, one by each of the Baptist Missionary Society, the United Reformed Church, and the Council for World Mission.

The processes described in this document shall be followed in the same way for nominated governors, with the nominating bodies submitting their nominees for consideration by the Board's Governance and Nominations Committee as above. In seeking such nomination(s), the Chair of Governors will make the nominating bodies aware of any skills gaps held by the Board as a whole, in order that such factors can be considered by the nominating bodies wherever possible before submitting their nomination(s).

### **Safer Recruitment and Disqualification Checks**

The following checks must be completed satisfactorily before an appointment as trustee/governor can be confirmed:



- an enhanced DBS certificate
- a barred list check
- evidence of their entitlement to work in the UK, where relevant
- confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy
- evidence that the Governor has not been prohibited from participating in the management of independent schools

The Clerk to Governors will arrange for a completed Form AP01 to be sent to Companies House to register the appointment as a Director, and the relevant Trustee Eligibility Form to be sent to the Charity Commission.

The Clerk is also responsible for maintaining the Register of Interests for the Governing Body and will ask for this to be completed by the new governor.

### **Induction of New Governors**

All new governors are supported with an induction programme to enable them to perform their role well, including a thorough induction in child protection and safeguarding, and in the compliance and fiduciary duties of governance. New governors spend time at the Schools in order to meet key individuals, to gain an insight into the curriculum and rhythms of school life and to meet groups of pupils. Governors are then expected to spend at least part of a day in one or more of the schools every year. In addition, governors are always welcome at special events and performances, and are encouraged to be available at Open Mornings and Parents Evenings in order to be accessible to current and prospective parents.

New Governors are also provided with information and guidance on:

- Governor Code of Conduct
- Responsibilities of Charity Trustees and Company Directors
- AGBIS<sup>1</sup> Guidelines for Governors

Ongoing briefing materials and training opportunities are made available via AGBIS. Governors are encouraged to liaise with the Clerk to book onto appropriate training events, the costs of which are borne by the School.

### **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 and Data Protection Policy which sets out details of how the School will process governors' personal data.

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<sup>1</sup> The Association of Governing Bodies of Independent School