



Policy on the Recruitment of Proprietors, Governors and Trustees

1. General

Eltham College (“the School”) 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.

The Governors of Eltham College are collectively the Proprietor of the School. The School aims to recruit governors/trustees who share and understand our commitment to the aims of the School, and who bring skills or experiences which have relevance to the work of the Governing body.

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

All queries on the School’s recruitment process should be directed to the HR Manager.

2. The Eltham College Ethos

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

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.

The school was founded on a Protestant Christian basis by missionary societies and these values are still fundamental to who we are today. We believe in nurturing each child as an individual, and in helping them to explore their abilities, find their strengths and thrive. We place a strong emphasis on self-respect, humility and service of others and offer all students a chance regularly to reflect and consider spiritual matters.

3. Recruitment of Governors and Trustees

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, although we encourage the Head Master, 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 and encourage applications from the parent body. 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 (see Section 2.1.3 below).

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 a modern school which is also a Company Limited by Guarantee (CLG), a medium sized business and an important local employer, with some 240 employees.

In addition, we are keen to reach a position where the diversity of the Governing Body reflects that of the wider school community.



Schools are required to avoid appointing or retaining trustees who are 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 complete the selection process (see below), and must satisfy the full set of required checks. Each appointment is made by the full Board for an initial term of 4 years in line with the School's Articles of Association.

The School arranges for all new governors to receive a thorough induction in child protection and in the compliance and fiduciary duties of governance. New governors spend a day at the School 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 school 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.

3.1 Governor Selection Process

3.1.1 The Initial Stage

When a potential governor has been identified, nominated and/or has expressed an interest, he or she will be invited to visit the School and to meet the Headmaster informally, and to have a tour of the school. If the Chairman of Governors is not present at that stage, s/he will arrange a separate informal meeting, perhaps in the company of another, experienced governor. At that meeting, he/she will briefly describe the School's strategic vision for the next 3-5 years and the direction in which the governors see the school moving.

Our aim at the informal meeting is to ensure that every 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 School that is in the public domain (i.e. prospectus, latest ISI Inspection Report, Statutory Accounts for the previous year, Articles of Association) to allow a well-informed judgement to be made before committing themselves to the appointment process. At that informal meeting, we also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

If candidates have come forward in response to an open call for new governors, this stage may be combined with the appointment process below.

3.1.2 The appointment process

The second step is to invite the prospective governor to submit a copy of his/her CV under a covering letter to the Chairman of Governors.

Third step: Prospective governors are interviewed by two or three senior Governors who recommend all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for a minimum of four years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the school.

Should a candidate not be recommended, a letter will be sent to them by the Chair to explain the decision.

In line with the provisions of the Articles of Eltham College, any person who is willing to act as a Governor, and is permitted by law to do so, may be appointed to be a Governor:

- by Ordinary Resolution, or



- by a simple majority of all the Governors entitled to attend and vote at any meeting of the Governors.

In order to reach an informed decision, governors shall be provided a summary of the CV and any associated application information from the individual, together with the recommendations of those conducting the interview process.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chairman, which specifies the term of the appointment, the arrangements for renewal (or not) of tenure, and, if appropriate, the sub-Committee(s) to which the new governor has been appointed. The letter also makes clear that appointment is subject to the satisfactory completion of the required checks (see below).

3.1.3 Appointment of nominated governors

The Articles of Eltham College 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, bearing in mind that, in line with the Articles, the recommendations made by the relevant nominating body should be followed, unless the appointing body can demonstrate to the relevant nominating body that it has reasonable cause not to.

3.1.4 Safer recruitment and disqualification checks

The Clerk to the Governors at the School will ask the HR Manager to obtain the following from the new potential governor and to update the School's Single Central Register of Appointments before their appointment is confirmed:

1. an enhanced DBS certificate;
2. if the Governor will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
5. evidence that the Governor has not been prohibited from participating in the management of independent schools;

The Clerk will then arrange for a completed Form AP01 to be sent to Companies House to register the appointment, 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.

Finally, the Clerk will liaise with the new governor to obtain a photograph and short biography for the College website.

3.2 Checks regarding the Chair of Governors

If the Chair of Governors is to change, the school will ensure that the DfE 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. 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. So, even if a governor whom the school has already checked becomes Chair, the DfE has to make yet another check.

3.3 Induction of Governors and Trustees

Once all checks are complete, the Clerk will then arrange for a dedicated School email address for each new governor and provide details for access to the School's Sharepoint site which holds induction and ongoing reference material for governors, and which is the formal repository for meeting papers.

Governors are provided with information and training on the following once in post:

- Child Protection Policy and safeguarding obligations
- Governor Code of Conduct
- Health and Safety
- Responsibilities of Charity Trustees and Company Directors
- AGBIS 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.

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

