



# Brentwood School

## **POLICY ON THE RECRUITMENT OF GOVERNORS**

### **POLICY STATEMENT**

Brentwood 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 School aims to recruit Governors who share and understand our commitment to the aims of the School.

All queries on the School's recruitment process must be directed to the Bursar.

### **RECRUITMENT OF GOVERNORS**

As Trustees of a registered charity, the Governors of Brentwood School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated. 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 Charitable Incorporated Organisation (CIO), a medium sized business and an important local employer, with over 400 employees. The Executive Committee of Governors acts as the Nominations Committee for appointing new Governors.

All Governors complete a selection process, which requires the submission of a CV, an interview with the Chairman of Governor, an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will they will undertake an enhanced DBS check, barred list check and prohibition from management check. Each appointment is made by the full Board for period of 5 years. The School arranges for all new Governors to receive a through 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 the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

### **Governor's Selection Process**

#### **The Initial Stage**

When a potential Governor has been identified by the Nominations Committee, he or she will be invited to visit the School if time allows. During the nomination process the Chairman or another experienced Governor will describe the strategic vision of the

School to the prospective new Governor. This is to ensure that they have a clear understanding of the commitment expected of him or her, in terms of time and attendance. The Clerk to the Governors will ensure the potential new Governor is given sufficient material about the School that is in the public domain (prospectus, latest ISI Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow them to make a well-informed judgement before committing themselves to the appointment process.

### **The appointment process**

The second step is for the Nominations Committee to review the CV of the prospective Governor and for the Governor that is sponsoring the appointment to answer any questions. If this is satisfactory all appointments are forwarded to the full Governing Body for ratification. Care is taken to select Governors who are prepared to serve for a minimum of three, and preferably, five 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.

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 total tenure for a Governor, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

### **Safer recruitment checks**

The Clerk to Governors at Brentwood School will obtain the following from the new potential governor 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;
6. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, if they will be concerned with the day to day management of Early Years;
7. If the new Governor is also to be appointed as a Company Director of Brentwood School Enterprises, a completed Form AP01 (downloadable from [www.completeformations.co.uk](http://www.completeformations.co.uk)) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Clerk to the Governors.

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

If the Chairman of Governors, is 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. Further overseas checks are required if the person lives or has lived

outside the UK. The Chairman'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 Chairman, the DfE has to make a further check.

### **Induction of governors and trustees**

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

- Child Protection Policy and safeguarding obligations
- Staff Behaviour Policy
- Health and Safety
- Confidentiality obligations
- Supervision