



ST. JOSEPH'S COLLEGE  
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# Recruitment of Governors and Trustees Policy

<b>Policy Owner</b> Head	<b>Associated documents</b> Recruitment of Staff Recruitment of Volunteers Staff Code of Conduct	<b>Legal Framework</b> KCSIE 2025
<b>Review by</b> Safeguarding Committee	<b>Review frequency</b> Annual	<b>Next Reviewed date</b> September 2026



## **Policy on the Recruitment of Governors and Trustees**

### **Introduction**

St Joseph's College 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 College aims to recruit governors and trustees that share and understand our commitment to the aims of the School.

All queries on the College recruitment process must be directed to the Chair of Governors.

### **Memorandum and Articles of Association**

The Memorandum and Articles of St Joseph's College Reading Trust state that unless otherwise determined by a General Meeting the number of the members of the Board of Trustees shall not be less than six nor more than twenty-one.

The Trustees shall be:

- i. The Bishop for the time being of the Diocese of Portsmouth or, if the Bishop does not wish to act, a person willing to act who is nominated by the Bishop in writing.
- ii. Two representatives of the Mother General for the time being of the Community of Sisters of St Marie Madeleine Postel (one of whom may be the Mother General herself), or if the Mother General does not wish to act, two other persons willing to act who are nominated by the Mother General in writing; and
- iii. Up to 18 Elected Trustees

At any time when candidates are proposed for appointment as Governors and Trustees and after the appointments are effected, a majority of the Board of Governors will be practising members of the Roman Catholic Church.

### **Recruitment of Governors and Trustees**

As Trustees of a registered charity, the Governors of St Joseph's College are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, the Bursar and organisations, such as the College Alumni or those who are close to the school to suggest the names of potential candidates. 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 (CLBG), a medium sized business and an important local employer, with over a hundred employees.

All Governors complete a selection process, which requires the submission of an application form, an interview with two senior Governors and a meeting with the Head and Chair. Safer recruitment checks are obtained for every Governor as outlined below. Each appointment is made by the full Board for period of three years. The College arranges for all new Governors to receive a thorough induction in child protection and in the compliance and fiduciary duties



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of governance. New Governors spend either a whole or part of 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**

### **1 The Initial Stage**

When a potential Governor has been identified, who has expressed an interest; he or she will be invited to visit the school and to meet the Head and/or the Bursar informally, and to have a tour of the school. If the Chair and Vice Chairs of Governors are not present at this stage, they will probably arrange a separate informal meeting. At that meeting, we will briefly describe our strategic vision for the next three years and the direction in which the Governors see the College 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 (prospectus, latest ISI Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

### **2 The appointment process**

The second step is to invite the prospective Governor to submit an application form to the Chair of Governors. 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 three years
- serve on a sub-committee
- attend College events in both the Senior and Prep Schools
- commit the time necessary to get to know the College.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chair, which specifies the term of the appointment, the total tenure for a Governor, and the sub-Committee(s) to which the new Governor has been appointed.

### **3 Safer recruitment checks**

The Clerk to Governors (supported by the Human Resources Department) at St Joseph's College will obtain the following from the new potential governor before their appointment is confirmed:

1. an enhanced DBS certificate, which has included checks of identity;
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;



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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 2018;
7. where the governor has worked or been resident overseas such checks and confirmations as the College may consider appropriate so that any relevant events that occurred outside the UK can be considered
8. If the new Governor is also to be appointed as a Company Director, 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.
9. The Chair of Governors will be subject to additional Identity Verification check with DfE prior to appointment. (see attached Form)

In addition, as part of the shortlisting process the College may carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the College might want to explore with the applicant at interview.

All the paperwork is handled by the Clerk to the Governors supported as appropriate by the Human Resources Department.

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

When the Chair of Governors changes, the College 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. 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 College 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 another check.

### **Induction of Governors and Trustees**

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

- Child Protection Policy and safeguarding obligations
- Staff Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision



## Retirement from the Board

Governors are asked to give six months' notice if they wish to retire from the Board.

## Chair of Governors Identity verification form

### School details

Name of School and Trust	
Type of school (e.g. free school, academy, independent school)	
DfE number (if applicable)	

### Personal details

Title	
Are you legally male or female?	
First name	
Last name	
Date of birth (DD/MM/YYYY)	
Address	
Postcode	

### Identity documents

#### Group 1 documents

<b>Any current and valid passport:</b>	
The photograph is a true likeness of the applicant	Yes/No (please delete as appropriate)
Date of issue	
Date of expiry	
Passport number	
Issuing country	
Nationality of holder	
Date of birth of holder	

<b>Current UK, Isle of Man, Channel Islands or EU photocard driving licence:</b>	
The photograph is a true likeness of the applicant	Yes/No (please delete as appropriate)
Licence type	
Driving licence number	
Date at 4(a)	



<b>Date at 4(b)</b>	
<b>Date of birth of holder</b>	
<b>Please tick to confirm the address on the photocard is the same as that shown above in personal details</b>	

### Other group 1 documents

Please give details including dates of documents

Other group one documents can be a biometric residence permit (BRP - apply to come to the UK for longer than 6 months. extend your visa to longer than 6 months. apply to settle in the UK. transfer your visa to a new passport) a UK, Isle of Man or Channel Islands birth certificate issued within 12 months of birth, or a UK and Channel Islands adoption certificate

### Group 2a documents (trusted government documents)

Please give details including dates of documents

Group 2a documents can be:

- a current photocard driving licence from countries outside of the EU
- a current UK paper driving licence
- a UK, Isle of Man or Channel Islands birth certificate, issued after the time of birth
- a UK or Channel Islands Marriage or Civil Partnership Certificate
- a HM Forces ID card
- a UK, Channel Islands or Isle of Man firearms licence

### Group 2b documents (financial and social history documents)

Please give details including dates of documents

Group 2b documents can be:

- a UK or EEA mortgage statement, issued within the last 12 months
- a UK, Channel Islands or EEA bank or building society statement, issued in the last 3 months
- a UK bank or building society account opening confirmation letter, issued in the last 3 months
- a UK or EEA credit card statement, issued in the last 3 months
- a UK financial statement such as a pension or endowment, issued in the last 12 months
- a UK or Channel Islands P45 or P60 statement, issued in the last 12 months
- a UK or Channel Islands Council Tax statement, issued in the last 12 months
- a UK work permit or visa, valid up to the expiry date
- a valid letter of sponsorship from a future employment provider (valid only for non-UK or non-EEA applicants residing outside of the UK at the time of application)
- a UK utility bill (not mobile phones) – issued in the last 3 months
- a UK benefit statement (e.g. child benefit, pension), issued in the last 3 months



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- a UK or Channel Islands central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC, issued in the last 3 months
- a valid EU National ID card
- a valid UK, Channel Islands or Isle of Man card carrying the PASS accreditation logo

## Declaration

### To be completed by the person confirming the individual's identity

I certify that a person stating to be the person named at the head of this form has produced to me the original documents listed, including photographs where appropriate, in accordance with DBS guidance, in order to prove their identity.

<b>Name</b>	
<b>Occupation</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Official stamp</b>	
<b>Signature</b>	
<b>Date (DD/MM/YYYY)</b>	

## Contact

For independent schools and academies applications please return this form, with the completed DBS application form, to:

Independent Education and Boarding Team  
Department for Education  
Level 3  
Bishopsgate House  
Feethams  
Darlington  
DL1 5QE

For free school applications please return this form, with the completed DBS application form, to:

Due Diligence Team  
Department for Education  
Sanctuary Buildings



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Great Smith Street  
London  
SW1P 3BT

Any queries about this form should be directed to [registration.enquiries@education.gov.uk](mailto:registration.enquiries@education.gov.uk), or  
telephone 01325 340405

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