

# Nomination for referral to the FE Governor Recruitment Service

This form is designed to gather the information we need to assess your case against the [criteria published on gov.uk](https://www.gov.uk/guidance/recruit-an-fe-governor).

## Section 1: contact details

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| College name |  |
| Name and role of person making this nomination  |  |
| Chair of the Board: Name and contact details |  |
| Governance Professional or Clerk to the Board: Name and contact details |  |

## Section 2: your nomination

### Governor vacancies

Please specify which governor role or roles you are nominating for recruitment support, and briefly outline the skills, experience or knowledge that you consider **essential** for each role.

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| Priority ranking | Vacancy for which support required | Specific skills, knowledge and experience which are essential for the role |
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### Criteria for using the service

1. Has the board experienced difficulty in filling the role of chair, deputy chair or committee chair?  If so, please explain what steps you have already taken to recruit to the role, and what the results were. Please include a timeline.

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1. Is there a significant skills gap on your board? If so, explain how long the gap has existed, why it is important to recruit someone to cover it, what steps you have previously taken to recruit governors with suitable skills or experience, and what the results were. Please include a timeline.

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1. Is there a significant need to increase diversity on your board? If so, explain why you have identified this as a need, what steps you have previously taken to recruit a diverse range of governors, and what the results were. Please include a timeline.

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1. Has a recent external board review made a strong recommendation that you recruit to a key governor role? If so, explain the context of this recommendation, what steps you have already taken to recruit to the role, and what the results were. Please include a timeline.

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### Criteria for prioritising cases for referral

Many cases will meet the minimum criteria for using the service, but we only have capacity for a small number of referrals each month. The criteria for prioritising cases are therefore important. Please ensure that you provide any information relevant to these criteria.

1. Is the college in serious difficulty, for example, in intervention? If so, provide brief details, dates, and any relevant recommendations relating to governance. Please state your financial health grade.

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1. Is the college or governing board currently receiving support from our FE commissioner team, Department for Education (DfE) territorial teams, national leaders of further education (NLFEs) or national leaders of governance (NLGs)? If so, provide brief details, dates, and any relevant recommendations relating to governance.

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1. Do the college’s circumstances or its location make it especially difficult to recruit suitable governors? If so, explain why this is so, and what steps have previously been taken to overcome these barriers.

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| Signature |  |
| Date (DD/MM/YYYY) |  |

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