



# Appointment of Governors Policy

Date Policy Adopted: November 2016

	Date of Next Review by
Head teacher/SLT	November 2017
Approval	Full Governing Body

## BROSELEY C E PRIMARY SCHOOL POLICY ON THE APPOINTMENT OF GOVERNORS

- 1) The recruitment, selection and subsequent induction of Governors onto the Governing Body can strongly influence the effectiveness of the Governing Body. Where it works well, it can lead to a balanced and effective Governing body, however when these processes are weak, the ability of the Governing body to manage the task of Governing the school may be affected. The responsibility for the appointment of Governors rests with the School and the Governing Body, with support from the Local Authority.
- 2) Broseley C E Primary School has the following compliment of Governors;  
Head Teacher Governor 1  
Parent Governors 3  
Staff Governors 1  
Foundation Governor 2  
Co-opted 4  
Vice Chair 1  
Chair 1  
Total 12
- 3) The responsibility for the appointment of Governors rests with the full Governing body. Nominations for Governors may come from a variety of sources, in all of the following cases the Governing body records the election of the person at the full Governing Body, as the Governing body does not have the right to refuse the person elected.  
Staff Governor—a nomination is made by the Staff  
Parent Governors----a nomination comes from parents
- 4) In recruiting new Governors the Governing Body must act in the best interests of the school. In order to ensure that this is the case Governors must ensure that they are clear about their role and their duties and responsibilities. All Governors must act in the best interests of the school and must not represent the interests of any outside body or their own personal interests.
- 5) The Process to be followed when seeking new Governors will be as follows:
  - \* The Governing Body identifies the need for new Governors and under which category. This is likely to be because a vacancy has arisen through a resignation
  - \* The Governing Body agrees what skills, experience and knowledge are needed for a Governor and writes it down in the form of a brief information sheet
  - \* Subject to the category of Governor required a notice is placed in school for the staff representative; for Parent representatives and Community and Foundation Governors an “advert” is placed on the school website and direct contact is made with representative groups by way of letter. It is hoped that by advertising on the Website it is possible to reach out to more people than can be reached by word of mouth, and this can help the school

to attract a greater range of candidates with a wider range of skills and experience. In the case of parent representatives it should be made clear on the website that subject to the number of people expressing an interest then an election may need to take place

\* Once any “applications” for Governor are received no matter what category, the route taken will be as follows, the Head Teacher and the Chair of Governors will arrange to see the person in school to explain in detail what the role is and expectations that arise from being a governor. Information will be given to the applicant entitled Information for Prospective Governors in Shropshire and information about the school.

\* If the “applicant” or nominated person continues to be interested in becoming a Governor then arrangements will be made for them to visit the school and be taken around by the Staff Governor, and for them to attend one of the meetings of the Governing body or a subcommittee meeting as an observer.

\* Once the “applicant” or the nominated person has attended a meeting of the Governing body or a subcommittee then if they remain interested, it is at that stage that the formal application for Governor is made or the nominated person declares that they remain interested and all the statutory checks required are undertaken along with any declaration of any potential conflicts of interest. The information in relation to prospective new governors will then be taken to the next full Governors meeting and the person concerned is formally noted in the minutes of the meeting as a Governor of the school. (A person cannot become a governor until all the statutory checks have been undertaken and returned and deemed to be satisfactory.)

\* Once approved the LA or the school will write to the new governor to confirm that they have been appointed as a Governor and under which category

\* The New Governor will also be given an induction pack from the school and will be linked to an existing governor who will act as a mentor.

6) When considering the process for the recruitment of new Governors the following issues will be considered

\* What skills, knowledge and experience are needed to make sure that the Governing body is well governed and is run effectively, efficiently and appropriately?

\* The skills audit can help form the basis of a role description which can be a useful way of describing the role to new or prospective Governors, including how much time they will need to commit to fulfilling their role.

\* It is essential that there are no legal barriers to the Governors appointment

\* Broseley C E Primary School will seek a diverse board of Governors containing a broad range of skills, knowledge and experience

7) The Governor will be expected to sign a Code of Practice for Governors and follow the code of practice at all times.

- 8) The Governors will be expected to attend training and to access training through E Learning and training relevant to the school itself.
- 9) Associate Members can also be appointed ---They are not Governors but are appointed by the Governing Body to serve on one or more committees to provide expertise. The Governing body decides whether or not an associate member shall have voting rights in the committees to which they are appointed. Associate members may not vote on any decision concerning admissions, pupil discipline, election or appointment Governors or the budget and financial commitments of the Governing body. Regulations prescribe where committees have associate members, the majority of members must be Governors and in a voting situation a majority of Governors must be present to vote.