

## Appointment of New Local Authority Governor

### STEP 1

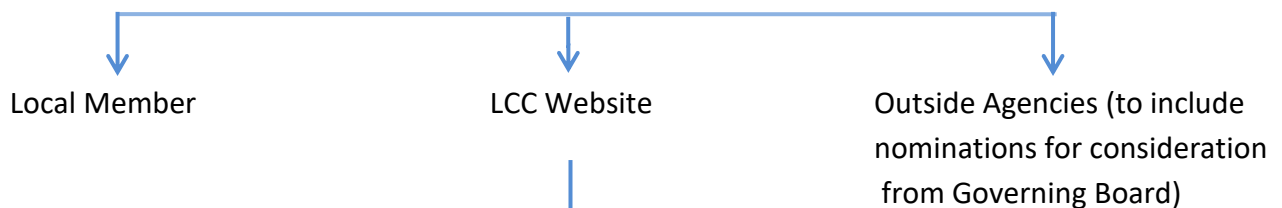
- Clerk to identify to Board that a new Local Authority Governor is to be required.
- At FGB meeting Board undertakes a discussion identifying skills required from Local Authority nominee.
- Clerk notifies Governor Support of vacancy and submits:
  - i. Completed skills criteria form (See Appendix A) – inserting skills identified by FGB at FGB meeting
  - ii. Appropriate Board minutes
  - iii. An up-to-date Skills Audit Matrix from Governing Body
- If Board are submitting a nomination for consideration – applicant must fill out an application via:

#### [Become-school-governor](#)

**(If the Governor is NEW to the LA Role, they MUST NOT use the “Re-applying to become a Local Authority Governor” button on page 2 of the form. The form requires details for 2 referee names and email addresses which should be sourced before starting the form. The form is designed to be completed and can’t be part saved)**

### STEP 2

Governor Support seeks suitable nominations; nominations to be sought from:



### STEP 3

Governor Support finds suitably skilled application or agrees that governor identified by Board meets skill set criteria and contacts Clerk with application form and nomination

Governor Support does not agree nominee identified by Board meets skills set criteria

### STEP 4

Governing Body consider nominee for appointment at next available FGB Meeting

Governor Support write to Clerk with decision.  
Clerk to inform Board of decision and Governor Support revert to **STEP 2**

### STEP 5

#### If appointed:

- Clerk to Governors advises Governor Support of appointment date via Governance Information Form and provides minutes of FGB meeting where appointment was made.

#### If not appointed by Board:

- Clerk to inform Governor Support of reasons for non-appointment and process reverts to **STEP 2**.

## **RE-APPOINTMENT OF EXISTING LA GOVERNOR:**

### **STEP 1**

- Clerk identifies to Board that existing Local Authority Governor term of office is due to expire.
- Board undertakes a discussion identifying the skills required from Local Authority Nominee.
- Clerk notifies Governor Support that existing Local Authority Governor has been recommended for nomination by the Board and submits:
  - i. Completed skills criteria form (See Appendix A)
  - ii. Appropriate Board minutes
- Clerk asks existing Local Authority Governor to complete the electronic application form via:

[Become-school-governor](#)

**(For Governors being considered for re-nomination, they MUST USE the “Re-applying to become a Local Authority Governor” button on page 2 of the form.**



### **STEP 2**

- Governor Support reviews evidence provided by Clerk and re-appointment application form



### **STEP 3**

- Governor Support issues nomination letter for re-appointment of existing Local Authority Governor for re-appointment by the governing body at next FGB meeting.



### **STEP 4**

- Clerk to Governors advises Governor Support of appointment date via Governance Information Form and provides minutes of FGB meeting where appointment was made.