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 an applicant for consideration for nomination – 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.)

↓

STEP 2

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

↓

Local Member | LCC Website | Outside Agencies (to include nominations for consideration from Governing Board)

↓

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

↓

STEP 4

Governing Body consider nominee for appointment at next available FGB Meeting

↓

STEP 5

If appointed by Board:

- 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**.

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

↓

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

Re-appointment of Existing Local Authority 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.