

Co-opted Governors' Policy 2019 - 22

Accepted by the Governing Body Governors (Resources)

To be reviewed 3 yearly

Last review **21st February 2018**

Review by July **2022**

RATIONALE

The governing body of a maintained school must have a minimum size of seven members, and include: at least two parent governors; the headteacher unless the headteacher resigns as a governor; one, and only one, staff governor; one, and only one, local authority governor; and any number of co-opted governors. The Governing Body has the power to co-opt individuals from the community who, in the opinion of the governing body, have the skills required to contribute to the effective governance and success of the school.

A co-opted governor is a person appointed by the governing body and who, in the opinion of the governing body, has the skills required to contribute to the effective governance and success of the school. A co-opted governor should meet the relevant statutory eligibility criteria for school governors as set out in the Regulations and agree to DBS checks as required.

A co-opted governor will have: an interest in all the children's futures, a desire to make a difference, a willingness to accept responsibility, and an ability to work in a team, ask questions, listen and learn.

A co-opted governor should always act in the best interests of the school and wider community and cannot be mandated to take a particular stance on issues

ROLES AND RESPONSIBILITIES

While all current and prospective governors should commit to continuing professional development to develop their skills as governors, filling a vacancy on the governing body provides a specific opportunity to fill any skills gaps. The first priority for a governing body in filling a vacancy on the governing body should therefore be to do what is in their power to secure a new governor with the skills and experience they require. Governing bodies should do this by conducting a skills audit to identify the skills, knowledge and experience of their current members and any additional specific skills or experience that they ideally require.

The outcome of the skills audit will help the governing body or other appointing persons to formulate their opinion as to whether prospective governors have the skills to contribute to effective governance and the success of the school. It will also help to inform governor elections.

A co-opted governor will be appointed by the existing board, following a selection process. Any eligible person can be nominated to act as a co-opted governor and these nominations can be suggested by any person or organisation or by the individual themselves.

Once a nomination is made:

- the nominee will complete an application form and letter addressed to the Clerk of the Governors and circulated to all existing members of the Governing Body
- if the Governing Body agrees that the prospective co-opted governor has the skills and experience they require, they will be invited to attend a Governing Body meeting as an observer.
- The prospective candidate will then be invited to an interview with the panel selected by the governing body and consisting of a minimum of three governors. This panel will have powers delegated to it to make the appointment if the interview is successful and all governors on the panel agree. If the candidate is offered the co-opted post, references will be sought before confirming the decision to appoint.

MONITORING AND EVALUATING THE POLICY

The governing body will review the implementation of the policy annually. . The policy will be reviewed on a 3 yearly cycle.

APPENDICES

Appendix 1 – Application form for the position of Co-opted Governor at Lady Lumley's School

Appendix 1

Application Form for the position of Co-opted Governor at Lady Lumley's School

Personal Details:

Title		Forenames	
Surname			
Email			
Home Address			
Home Phone No.		Mobile No.	
Work Address			
Work Phone No.			
Email:			

Other Information

<p>Do you have a past or present association with Lady Lumley's School? If so, what is it?</p>
<p>Have you ever been or are you currently a school governor? Yes /No If yes, please give details of the school, type of governor and period of office.</p>
<p>Please state your current employment or interests or whether you have been involved with a charity or any type of committee either at work or in leisure time.</p>

Please complete the Skills Audit below.

No single governor is expected to have all of the skills outlined. However, it is a responsibility of the governing body to appoint governors who have the skills required to contribute to the effective governance and success of the school. Please be as honest and accurate as possible.

Please add any additional information onto separate sheets.

Area of expertise	Level of experience: e.g. None, basic, moderate, extensive	Evidence, details or examples including any training attended	Any training required
Generic skills, knowledge and experience			
Experience of governance (including in other sectors)			
Strategic planning			
Self-evaluation and/or impact assessment			
Data analysis			
Experience of staff recruitment			
Performance management a) staff b) organisation			
Chairing			
Leadership			
Coaching or mentoring or CPD			
Negotiation & mediation			
Communication skills, including listening			
Problem solving			

Area of expertise	Level of experience: e.g. None, basic, moderate, extensive	Evidence, details or examples including any training attended	Any training required
Ability to influence			
Handling complaints, grievances or appeals			
Risk assessment			
Knowledge of a particular school			
Parent's perspective			
Knowledge of the local community			
Knowledge of local/regional economy			
Specialist knowledge or experience			
Financial management/accountancy			
Premises & facilities management			
Human resources expertise			
Procurement/purchasing			
Legal			
ICT&/management information systems			
PR & marketing			

Area of expertise	Level of experience: e.g. None, basic, moderate, extensive	Evidence, details or examples including any training attended	Any training required
Teaching and pedagogy			
Special educational needs			
Children's and young people services or activities (in any sector)			
Health services (particularly relevant in special schools)			
Safeguarding			
Primary schools – Nursery sector Secondary – FE and HE			
Project management			
Health and safety			
Quality assurance			
Other: please specify			

DISQUALIFICATION

I confirm that I have read the Disqualification Criteria

Please tick to confirm:

I confirm that I am not disqualified from becoming a member of a governing body and, in the event that I am appointed to a governing body, I agree that I shall inform the Clerk to the governing body immediately should I become disqualified during my term of office.

Please tick to confirm:

Safeguarding Procedures

If you are appointed as a governor you will be required to undertake a DBS (Disclosure and Barring Service) check. Please confirm that you give your consent to such a check being carried out and that you agree to supply information to assist in the process.

Yes / No

Please give the names and addresses of two referees (not relatives). It would be helpful if you could include your present employer (if currently employed) and/or a governor or head teacher from any school where you currently serve, or have previously served as a governor. If these circumstances are not relevant in your case, please include two referees who have known you professionally or personally for at least two years.

Referee (1)			
Name		Phone No.	
Email			
Address			
		Position Held (if appropriate)	
Referee (2)			
Name		Phone No.	
Email			
Address			
		Position Held (if appropriate)	

Signed:

The information on this form is correct and complete to the best of my knowledge and I understand that there is no guarantee of appointment.

Signed

Please return this form to:

Email: smawson@ladylumeys.net.

If you have any queries please contact the Clerk to the Governors, Sue Mawson, on 01751 472846 or use the e-mail address above.