



## **POLICY ON RECRUITMENT AND SELECTION OF LOCAL GOVERNORS TO ACADEMY GOVERNING BODIES**

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### **Purpose**

This policy sets out the process for recruiting and selecting Governors to the Governing Bodies of the Academies within the Trust.

The Board of Directors of the Trust oversees all appointments to the Local Governing Bodies.

Appointments are made in accordance with the Constitution for the LGBs, reviewed by the Trust Board in March 2016.

## **1 APPOINTMENTS**

### **1.1 Governors appointed to the Academy Governing Body must:**

#### **1.1.1**

- Declare their interests on the form prescribed by the Trust Board
- Declare their eligibility to become a governor
- Agree to be bound by the Code of Conduct approved by the Trust Board
- Agree to the Trust obtaining an enhanced level DBS Disclosure.

1.1.2 With the exception of the Principal, to whom separate arrangements apply, the Academy Governing Body shall not appoint any person as a governor (other than as a staff or parent member) without first consulting and considering the advice of the CEO of the Trust, or an appointed deputy.

1.1.3 A governor's term of office will expire automatically after a term of four years unless the Academy Governing Body decides to recommend a further appointment.

1.1.4 The maximum term a governor may serve on an Academy Governing body is two consecutive terms of four years. The LGB will consider the case for a further term of office subject to exceptional circumstances.

1.1.5 Where a governor is to be appointed for a third term the Trust Board's approval needs to be obtained in advance of the appointment being made. In such instances a detailed re-evaluation of the governor's skills and experience is required.

## **2 RECRUITMENT AND SELECTION**

### **2.2 Governors appointed under Clause 3.2.1 of the Constitution for an Academy Governing Body**

2.2.1 The Clerk to the LGB shall advise the Chair of the LGB, the Principal of the Academy and the Clerk to the Trust Board of any governor whose term of office is nearing expiry.

2.2.2 Where a governor is being considered for re-appointment for a further term of office, the LGB will consider whether or not to reappoint the governor to serve for a further term of office based on the following criteria:

- Whether the skills and experience of the governor are key to the functioning of the Governing Body
  - Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Governing Body
  - The governor's contribution and commitment to the work of the Governing Body
  - The length of the governor's previous service on the Governing Body.
- 2.2.3 A recommendation that a governor be reappointed for a further term of office will be subject to he/she remaining eligible and being willing to serve. If a governor is not so willing, a vacancy arises and shall be dealt with under section 3 of this policy.
- 2.2.4 Where the Governing Body determines to appoint an existing governor for a further term of office, the appointment shall be made in accordance with the Academy Governing Body Constitution (Clauses 3.1 and 3.2).
- 2.2.5 Where the Governing Body decides not to appoint an existing governor for a further term of office, a vacancy shall exist and shall be dealt with under section 3 of this policy. For the purposes of this clause, the CEO shall advise the governor of the LGB's decision.

### **3 PROCESS**

#### **3.1 Governors (excluding staff and parent governors)**

- 3.1.1 The Chair, with the advice of the CEO (or Clerk to the Board), shall determine an appropriate recruitment and selection process, allowing sufficient time for the selection process to take place before the governor's term of office has expired.
- 3.1.2 The Chair and the CEO (or Clerk to the Board) will determine the arrangements for promoting the vacancy and for shortlisting applicants together with the Principal of the Academy. Application forms and Governor Information Packs shall be made available to those expressing an interest in joining the Governing Body of the Academy.
- 3.1.3 Completed application forms shall be sent to the Clerk to the Board for consideration by the CEO, the Chair of the Governing Body and the Principal. Following shortlisting, arrangements shall be made to meet potential candidates with a view to appointment.
- 3.1.4 The Clerk to the Board shall inform the Trust Board of any appointments made.

#### **3.2 Governors elected to serve as Staff governors and appointed under Clause 3.1 and 3.2 of the LGB Constitution**

- 3.2.1 When the term of office of a staff governor is nearing expiry or a vacancy arises for any other reason, the Clerk to the LGB in conjunction with the Principal of the Academy will oversee the arrangements for the election and appointment of staff governors.
- 3.2.2 The election process shall be as set out in clause 3.2.2 and 3.2.3 of the LGB Constitution.
- 3.2.3 Subject to eligibility, the elected member of staff shall be appointed by the Governing Body.

#### **3.3 Governors elected to serve as Parent governors and appointed under Clause 3.1 and 3.2 of the LGB Constitution**

- 3.3.1 When the term of office of a Parent governor is nearing expiry or a vacancy arises for any other reason, the Clerk to the LGB, in conjunction with the Principal of the Academy, will oversee the arrangements for the election and appointment of a new Parent governor.
- 3.3.2 Where there are fewer candidates than vacancies, the LGB must ensure compliance with the Constitution clause 3.2.10.
- 3.3.3 The election process for Parent governors is set out in clauses 3.2.5 to 3.2.11 of the Constitution.

3.3.4 Subject to eligibility, the elected parent shall be appointed by the Governing Body.

#### **4 THE PRINCIPAL OF THE ACADEMY AND CEO OF THE TRUST**

4.1 In accordance with the Constitution of the LGB, the Principal and the CEO shall be treated for all purposes as being ex officio members of the Governing Body of the Academy.

#### **5 REVIEW**

5.1 This Policy shall be reviewed on an annual basis by the Clerk to the Trust Board.