

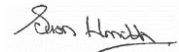
Local Governor Recruitment Procedure

Approval date: 25th March 2024

Renewal date: March 2027

Approved by: Board of Trustees

Signed on behalf of the board of Trustees:



Introduction

Local Governors play a vital role in the Trust's schools, making a valuable contribution to enacting the trust's vision, overseeing operations and holding school leaders to account. The role is significant and consequently requires Local Governors and each Board overall to have the right balance of professional skills and experience; a diverse, representative Board provides a diversity of thought and is likely to be more representative of the stakeholder community. This procedure summarises the steps to be take when recruiting a Local Governor to any school in the Trust; all Local Governors must be appointed by the Trustees.

The Articles of Association

Article 54 specifies 'Parent Trustees and Parent Local Governors shall be elected or appointed (in accordance with the terms of reference determined by the Trustees ...'

Article 56 specifies 'In appointing a Parent Trustee or Parent Local Governor, the Trustees shall appoint a person who is the parent, or an individual exercising parental responsibility, of a registered pupil at an Academy ...'

(VWV, 16.05.23, have advised that unless the Article is subject to formal change by the DfE at some point in the future the Board has authority to define their Parent / Local Governor recruitment processes within their Scheme of Governance.)

The Scheme of Governance

With respect to Local Governing Bodies, Section 7 of the Scheme of Governance specifies 'The LGB is made up of individuals who may or may not also be Trustees. It is essential that each LGB has a proper mix of skills and experience; Trustees are responsible for ensuring that recruitment processes guarantee that the skills and experience of any new local governors fit in with the requirements of the LGB and Trust. Trustees will ensure that each LGB includes two parent local governors (in accordance with Articles 53-54) and, where possible, an associate staff local governor; these local governors will be invited to apply by open advertisement and selected according to their relevant skills by a panel of Trustees.'

Procedure

- As soon as a Local Governor vacancy becomes available, the Clerk notifies the Chair of Governors, CEO and CoSec in writing.
- Chair of Governors, in consultation with the CEO, reviews the skills/knowledge required to complement the Local Governing Board's on-going need, such that they can be specified in the subsequent advertisement. This should be informed by the Local Governors Skills Audit.
- The Clerk and appropriate HR Lead advertise the Local Governor vacancy publicly on the school and trust websites, and via other appropriate media/forums; and **in accordance with the Trust's Safer Recruitment Policy and processes*** and [Keeping children safe in education](#). (To include LG application form, LG job description, LG Code of Conduct & links to further information.)
- In circumstances where a Parent Local Governor is required, this should be specified in the advertisement. It should be made clear that the role of the Parent Local Governor is to offer the perspectives of the parent community, taking care that this is representative/inclusive of the range of views that may exist, including from those parents who may be considered 'hard to reach' and/or who may experience barriers to having their views heard. This is in addition to the general role of a Local Governor; the Code of Conduct applies.
- Where possible, informal visits/discussions with a Designated Local Governor/Trustee are encouraged such that prospective candidates are fully cognisant of the expectations of governance, including the Code of Conduct, prior to their application.
- Received applications should be reviewed by a panel of no fewer than three Local Governors/Trustees; a designated Trustee must be part of this process.
- Suitable applicants should be invited via the Clerk to be interviewed by a panel of Local Governors/Trustees; a designated Trustee must be part of this process. At least one panel member must be 'safer recruitment' trained.
- In the unusual event that more than one prospective Parent Local Governor meets the advertised criteria for the role, and the panel are unable to differentiate between applicants based on the specific knowledge and skills required on the Board at that time, then the Trust reserves the right to initiate a Parent Governor election. The Clerk should review the School Governance (Constitution) (England) Regulations [2012](#) and related guidance to ensure that the election meets good practice standards. Advice from the CEO should be sought in this circumstance.
- The designated Trustee, via the CoSec, should make a formal recommendation to the Trust Board such that ratification of new appointments can be confirmed promptly by majority vote of the Trustees.
- Agreed 'appointments' may be offered by the Chair of Governors (via the Clerk) subject to ratification by the Board of Trustees and all necessary safer recruitment checks, including references; these must be completed before the successful applicant joins the Local Governing Board, attends meetings etc.
- GIAS and the school website should be updated with new Local Governor information via the Clerk ASAP.

*(*Note that MyNewTerm software will be used for recruitment purposes from summer 2024.)*