

Appointment process and model job description

Local Authority Governor

1. Purpose of Governors

Governors have a vital role to play as the link between schools, the local community and the Local Authority in a maintained school.

The strength of a governing body lies in the collective knowledge, experience and expertise of its members. The governing body has important powers and duties:-

- It helps to decide the school's strategy for improvement by setting, and keeping under review, the broad framework within which the headteacher and staff run the school;
- It provides the headteacher and staff with support, advice and information, drawing on its members' knowledge and experience;
- It has responsibility for monitoring and evaluating the school's effectiveness through receiving reports from the headteacher, staff, governing body committees and external agencies

The individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the school, the school's wider community and where they are representatives, to their particular constituency (parents; staff; teachers; church; authority etc).

Although some governors may represent particular constituencies, they are not delegates of that group. Putting the school first means that governors cannot be delegates, even if representative groups seem to expect this. With Local Authority governors often being recommended by the school themselves for appointment by the Local Authority, it is even more important that such governors understand that their role does not require them to undertake a stance on behalf of the LA or indeed to report back to them. As with all governors whoever they represent, they are there to bring their knowledge, skills and point of view to the table, always being prepared to listen to all the varying views, to seek further information and advice where necessary, and take part in the broad, balanced and strategic decision making which is the basis for excellent governance. It is vitally important that all governing body members recognise the ultimate independence of the governor to decide upon what is best for the school.

2. Responsibilities include:

- developing the strategic plan for the school;
- determining aims, policies and priorities of the school;
- setting statutory and non statutory targets;
- monitoring and evaluating the work of the school;
- appointment of staff and ensuring the implementation of a range of personnel procedures;
- management of the budget;
- securing high levels of attendance and good standards of pupil behaviour;

- ensuring that all children in the schools have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, which prepares them for adult life;
- ensuring the health and safety of pupils and staff.

3. Tasks include:

- to get to know the school: its needs, strengths and areas for development;
- to attend meetings (full governing body, committees and working groups);
- to work as a member of a team;
- to speak, act and vote in the best interests of the school as one perceives them;
- to represent the perspectives of constituencies, where appropriate;
- to respect all governing body decisions and to support them in public;
- to act within the framework of the policies of the governing body and legal requirements;
- to commit to training and development opportunities;

4. Appointment process for Local Authority Governors

BCP Council seeks to appoint people as Local Authority governors who:-

- Have a keen and active interest in education and school improvement in Bournemouth, Christchurch and Poole
- Are able to commit their time, skills and energy to the school
- Are willing to undertake the necessary training and keep themselves up-to-date
- Are committed to the effective governance of the school

Candidates are asked to complete the Council's Local Authority School Governor Application Form. BCP Council welcomes applications for governorships from all sections of the community.

Applicants for the post of Local Authority governor will be assessed for suitability against the criteria in the model person specification outlined in Appendix 1 by a panel consisting of 2 members [a representative of BCP Council, a headteacher or a Chair of governors]. Where successful, Local Authority governors will then be assigned to a "pool" from which governing bodies may draw to fill Local Authority governor vacancies. Recruiting good governors is the priority and these guidelines are produced to amplify that

The views of the Chair of Governors (CoG) and the headteacher of proposed nominations to individual schools will be taken into account. Objections to a nomination can come from the governing body but they must be based on factual evidence of unsuitability rather than personal opinions. The final discretion for the appointment of a Local Authority governor to an individual school will be taken by the Governing Body and all appointments authorised by a Service Director from Children's Services in BCP.

Schools must notify Governor Services of any LA governor vacancy that arises for reasons other than the term of office coming to an end. It is vital that LA governor vacancies are filled as quickly as possible and we will aim to do this within three months of notification of the vacancy arising.

Regulations 2012 do allow individual Governing Bodies to specify a term of office between 1 and 4 years for any category of governor including LA appointed

governors. Reappointment to a Local Authority governorship when a term of office expires is not automatic. Consideration will be given to a re-appointment taking into account the willingness of the governor to stand and any representations made from the governing body.

Ongoing support and development opportunities

Ongoing support and development opportunities are available to governors. The school has a role in this and should encourage all new governors to attend the induction course provided as this is a vital part of the new governor's development.

When an LA governor is appointed they will receive an outline of the training programme for the relevant academic year and will be invited to attend the next possible governor induction training.

5. Removal process

BCP Council may remove a Local Authority governor from office for "good reason". Written notice will be given setting out the reasons for removal.

Local Authority governors are expected to attend governing body meetings regularly. Where they fail to attend for a continuous period of six months (from the date of the first meeting missed) without the consent of the governing body they are subject to the same disqualification regulations as all other governors. The relevant Regulations are contained in Appendix 2.

APPENDIX 1 Model person specification

This person specification lists the competencies expected of BCP school governors. The two right-hand columns provide guidance for the appointment of new Local Authority governors.

(E)=Essential

(D)=Desirable

	Sections		E	D
1	Qualifications	<ul style="list-style-type: none"> An interest in the education of children High level of literacy skills/expertise 	E	D
2	Skills	<ul style="list-style-type: none"> Sound communication skills both in listening and expression Assimilation skills to help absorb and make use of wide range of information and data Specific skills to strengthen the skill base of the governing body (eg recruitment skills, finance skills, performance management skills) 	E E	D
3	Knowledge/ Expertise	<ul style="list-style-type: none"> The capacity to develop specific knowledge and understanding of the school and its community 	E	
4	Personal Qualities	<ul style="list-style-type: none"> Fairness A commitment to equal opportunities A commitment to ensuring the best education outcomes for young people in Bournemouth Tact and diplomacy The ability to work as a member of a team Ability to respect confidentiality A willingness to work constructively with a team of governors who have some or all of these A willingness to participate in training and self evaluation 	E E E E E E E E	

APPENDIX 2 Disqualification Criteria and Vetting

In the interest of safeguarding children, it will be necessary for your application to undergo a vetting process. All governors in maintained schools or academies are required to undertake a Disclosure and Barring Service Enhanced Criminal Record Certificate.

The following text summarises the qualification and disqualification regulations which can be seen in full in the Department for Education [statutory guidance](#) document. Please seek advice if you think you may be affected.

General grounds

Registered pupils cannot be governors.

A governor must be aged 18 or over at the time of election or appointment.

A person cannot hold more than one governor post at the same school at the same time.

Grounds that apply to particular categories of governor

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve-month period (at the time of election or appointment).

A person is disqualified from being a Local Authority governor if they are eligible to be a staff governor at the school.

A person is disqualified from being a partnership governor if they are:

- a parent of a registered pupil at the school;
- eligible to be a staff governor at the school;
- an elected member of the Local Authority; or
- employed by the Local Authority in connection with its education functions.

Grounds that arise because of particular failings or actions on the part of the governor

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.

A foundation, Local Authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office if that person:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any

misconduct or mismanagement, or under section 34 of the Charities and Trustee

- Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuses a request for the clerk to apply to the Disclosure and Barring Service for a criminal records check.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

Code of Conduct: Local Authority Governors

Local Authority governors should:

- Act in the best interests of the pupils at the school having considered the views and advice of the Local Authority. You may need to balance long and short-term issues, school and community issues;
- Work as a member of a team at all times and be loyal to collective decisions made by the governing body;
- Recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body;
- Understand that no governor can act alone except in exceptional circumstances prescribed in the regulations – the power of the governing body rests in it acting as a single body
- Respect confidentiality;
- Listen to and respect the views of others;
- Express their own views clearly and succinctly;
- Take their fair share of work/positions of responsibility;
- Know, understand and work within the prescribed regulatory framework;
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority;
- Respect any code of conduct agreed by the governing body.
- Prepare for meetings by reading papers beforehand;
- Take responsibility for their own learning and development as a governor including attending training;
- Attend meetings promptly, regularly, and for the full time;
- Familiarise themselves with LA policy and where necessary be able to explain LA policy to other governors on the governing body.

BCP Council - Local Authority Governor Declaration

I certify that I am not disqualified by any of the above regulations and therefore I am eligible to serve on school governing bodies within BCP Council. I have read the attached code of conduct and I am willing to abide by it.

Signed:

Print name:

Date: