

# Knowsley Governor Support Service

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## Local Authority Governor

### Recruitment and Nomination Process

Knowsley Council are responsible for nominating any eligible person as a local authority governor, but it is the responsibility of the school governing board (GB) to decide whether the nominee has the required skills to contribute to the effective governance and success of the school and meets any other eligibility criteria set by the governing board.

Nominations are based on:

- the individual's willingness to serve,
- the contribution they will bring to the governing board in terms of skills, knowledge and experience, and
- their commitment to raise the aspirations and outcomes for children and young people educated in Knowsley.

Knowsley Council nominate individuals as local authority governors irrespective of their political persuasions.

The following pages outline the process from a local authority governor vacancy arising through to the governing board appointment.

Anyone interested in being considered as a local authority governor should read this information pack in full then complete and return the application form to:

Knowsley Governor Support Service  
Education Improvement Team  
Knowsley Metropolitan Borough Council  
PO Box 21, Archway Road  
Huyton, Knowsley  
L36 9YU

Or email to:

[governorsupport@knowsley.gov.uk](mailto:governorsupport@knowsley.gov.uk)

## Knowsley Council Local Authority (LA) Governor Nomination and Appointment Process

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1. Local Authority governor vacancy arises within a governing board.
2. The Governing Board Clerk completes the vacancy notification form (LAGov Doc1) and submits this to Knowsley Governor Support Service (KGSS).
3. KGSS publicises the vacancy as soon as possible via the council's website and other media and informs partner organisations and services. In addition the KGSS notifies SGOSS and Inspiring the Future of the vacancy.
4. Prospective candidates should read the qualifying criteria (LAGov Doc2) and disqualification clauses (LAGov Doc3).
5. Prospective candidates return the completed application form (LAGov Doc4).
6. Applications are considered against the governing board vacancy and either a telephone or face to face interview is undertaken with a KGSS representative.
7. Each application is either progressed to the next stage or declined. If the application is declined the applicant is informed in writing.
8. KGSS convene the LA Governor Nomination Panel.
9. Prospective candidates are invited to meet with the Panel.
10. The LA Governor Nomination Panel deliberate all applications and matches the skills of the candidate with the requirements of the governing board(s)
11. Applicants that are unsuccessful are informed in writing of the Panel's decision.
12. Applicants that are successful are informed in writing of the Panel's decision and the next steps.
13. KGSS submits the formal nomination of the LA Governor to the governing board.
14. The governing board consider the local authority's nomination and arranges to meet the candidate (options for Chair only to meet).
15. The governing board accept the nomination and offer the position to the candidate.
16. The candidate accepts the offer and the governing board formally confirm the appointment at the next full governing board meeting.
17. The Clerk to Governors informs KGSS when the appointment is confirmed and makes arrangements for the school induction for the new governor.
18. KGSS books the LA Governor onto the next available Knowsley New Governors Induction course and sends full details to the governor.
19. Where the governing board reject the nomination the Clerk to Governors writes to the candidate and informs KGSS.
20. KGSS will contact the candidate to seek their agreement for their information to be held on file for 12 months pending future vacancies. KGSS will maintain regular contact with the candidate and seek to offer alternative nominations subject to Panel approval.
21. Should the candidate be offered the position by the governing board but then rejects, the offer the Clerk to Governors will inform KGSS.
22. KGSS will contact the candidate to seek their agreement for their information to be held on file for 12 months pending future vacancies. KGSS will maintain regular contact with the candidate and seek to offer alternative nominations subject to Panel approval.

***The Flowchart on pages 7 & 8 provides a visual overview of the above process steps.***

## LAGov Doc 1: Local Authority Governor Vacancy Notification Form

To be completed by the Clerk to Governors

<b>Name of School</b>	
<b>Chair of Governors Name</b>	
<b>Chair of Governors Email</b>	
<b>Chair of Governors Tel No.</b>	
<b>Clerk to Governors Name</b>	
<b>Clerk to Governors Email</b>	

**Governing Board Constitution – in the space provided please indicate the number of governor posts as per your constitution and the number of vacancies**

<b>Governor Posts</b>	<b>Number as per constitution</b>	<b>Number of Vacancies</b>
Headteacher		
Staff Governor		
Elected Parent Governors		
Foundation Governors		
Co-opted Governors		
Associate Members		
Partnership Governors		

In the space below you should provide a short statement that describes your school and the relationship between the governing board and the school leadership team, referring as appropriate to the objectives of the school development plan/strategy for future development. This will be used when advertising the vacancy.

Which committee(s) will this new governor(s) be asked to sit on?

<b>Skills, Experience and Expertise</b> – Tick all the skills your governing board needs and which have been identified through a recent skills assessment.				
Effective Communication skills		Problem Solving Skills		IT Skills (word, excel, email,, powerpoint)
Chairing skills		Financial / budget management		Procurement / purchasing
Staff recruitment		Performance management / appraisal		Human resources
Policy development		Strategic / business planning		Project/programme management
Analytical skills		Premises / facilities management		Change management
Time Management		Quality assurance		PR / marketing
Established links with local businesses & wider community		Safeguarding children and young people		Engagement and Consultation
In the space below please state any other skills or competences you are seeking which will enhance your governing board.				

**Time Commitment** – In the space below please indicate the amount of time per term a new governor will be expected to commit to, this should include full governing board meetings, committees, visits to schools and training.

**Induction & Training** – If your governing board has not bought into the local authorities Governor Support SLA please indicate what arrangements will be made for your new governor in terms of their induction and ongoing training, development and support.

Once completed the form should be emailed to:

Knowsley Governor Support Service at:  
[governorsupport@knowsley.gov.uk](mailto:governorsupport@knowsley.gov.uk)

# Knowsley Governor Support Service

## LAGov Doc 2: Local Authority Governors Qualifying Criteria

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All potential local authority nominees should meet the following criteria:

- Have good communication and interpersonal skills
- Have the ability and willingness to work as a team member and be able to accept the collective responsibilities of the governing board
- Act in a professional, positive and supportive manner
- Understand and respect the principles of confidentiality
- Have expertise or life experience which will contribute to the success of the school e.g. business/professional expertise or experience as a school governor or other voluntary role
- A passion for school improvement and raising standards to enable every child to achieve their potential

You should be prepared to commit to the following:

- Attendance of at least one full governing board meeting each term
- Be willing to join at least one governing board committee which will involve attending another a minimum of one meeting per term
- Be willing and able to undertake school visits during the day on occasions and at least once per year
- Attendance and active participation in the New Governor Induction arranged by Knowsley Governor Support Service
- Undertake a skills audit at least annually and attend additional training as deemed appropriate
- Be prepared to work with other governors to increase knowledge and understanding of the role of the governing board in securing school improvement
- Undertake an Enhanced DBS
- Be committed to raising the aspirations and achievements of the pupils in your school
- Recognise that the purpose of the governing board is to help the school provide the best possible education for its pupils
- Be willing to act at all times in accordance with the principles laid down by the Committee on Standards in Public Life (the Nolan Committee) i.e. selflessness integrity, objectivity, accountability, openness, honesty and leadership
- Be committed to the promotion of equal opportunities for all members of the school community
- Governing boards (or anyone authorised to act on their behalf) may at any time make suggestions of persons they regard as worthy of consideration for nomination as a Local Authority Governor. In such cases, the formal application form must be completed by the nominee who will be subject to the full process.

# Knowsley Governor Support Service

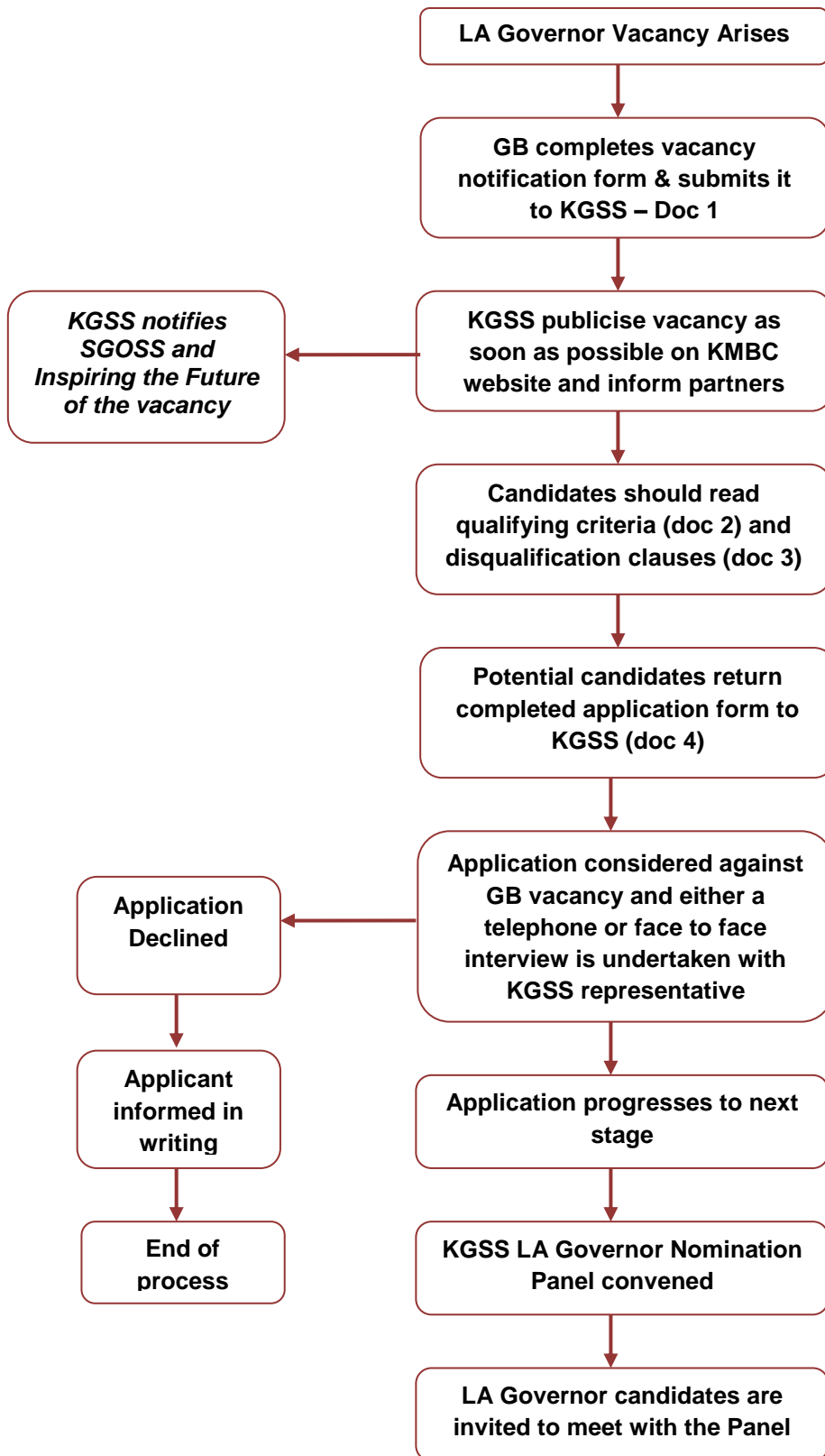
## LAGov Doc 3: Local Authority Governors Disqualification Clauses

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To qualify to become a school governor under The School Governance (Constitution) (England) Regulations 2012, you must be able to answer YES to all the following statements:

1. **I am not** 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;
2. **I am not** 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 (Northern Ireland) Order 2002, or an order made under the section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
3. **I have not** 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;
4. **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
5. **I am not** barred from any regulated activity relating to children;
6. **I am not** disqualified from working with children or from registering for childminding or providing day care;
7. **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
8. **I have not** 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;
9. **I have not** received a prison sentence of two years or more in the 20 years before becoming a governor;
10. **I have not** at any time received a prison sentence of five years or more;
11. **I have not** 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;
12. **I have not/will not** refuse a request by the Clerk to make an application to the Disclosure Barring Service for a criminal records certificate;
13. **I am not** eligible to be a staff governor of the school(s) for which I am being considered.

## Knowsley Council Local Authority (LA) Governor Nomination and Appointment Process



*Continued on page 8*

