# Appointment/Reappointment of the LA Governor

Contents

[Appointment/Reappointment of the LA Governor 1](#_Toc198708886)

[Appointment 3](#_Toc198708887)

[Re-appointment 3](#_Toc198708888)

[Appendix I – LA Governor Nomination Form 4](#_Toc198708889)

[Eligibility Criteria 7](#_Toc198708890)

[Interview questions - Appendix II 8](#_Toc198708891)

[Local Authority Governor Nomination Evaluation Template – Appendix III 9](#_Toc198708892)

### Appointment

The LA governor is nominated by the LA and appointed by the Governing Body. An LA governor may serve as a link between the LA and school, ensuring the schools best interests are served. They are not, however, a political appointment.

If the nominated person has been sourced using an external agency such as Governors for Schools, the Chair and/Headteacher should review their CV and meet and [interview](#_Interview_questions_-) (see interview question [Appendix II)](#_Interview_questions_-) the candidate. At this meeting, the candidate and school can agree mutually if they would like to proceed with the appointment.

If all parties would like to proceed, The LA governor nomination form and interview feedback form should be completed and forwarded to the Head of Governor Services

If the school have found a potential governor for themselves through a different channel, the candidate should be asked to complete the LA governor nomination form and send to the head of governor services. In either case the Head of Service will forward the form to the Director of Education with a recommendation that they agree/do not agree the nomination, based on the criteria set out in appendix II

Following the decision by the Director of Children’s Services the Head of Governor Service will inform the nominated governor, the Chair, the Headteacher and the clerk/governor development advisor

The appointment should be on the agenda for the meeting of the full governing body. The appointment will be made at this meeting.

The potential governor should be invited to the meeting.

They should withdraw from the meeting when their appointment is being discussed.

The clerk/governor development advisor should generate an appointment letter/email and inform them of induction expectations.

### Re-appointment

Re-appointments should follow the same process as appointments. This should be carried out in good time to support continuity.   
 

### Appendix I – LA Governor Nomination Form

**Governor Services  -**  **Application for appointment or re-appointment as a School Governor**

 Please return this form to:

Donna- Marie Muir

Governor Services

Children's Services Floor 4 Hub 2

Southwark Council

PO Box 64529, London SE1P 5LX

email: [Donna-Marie.Muir@southwark.gov.uk](mailto:Donna-Marie.Muir@southwark.gov.uk)

Tel: 07729601354 

Please complete all sections:

**Section 1:  Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname | | Title | Date of birth\* |
| First name | | E-mail address: | |
| Address    Post code | | | |
| Day/evening telephone numbers: | Mobile: | | |

\*  Your date of birth allows us to monitor the age profile of governors in Southwark

**Section 3:  Education/Qualification Details**

**Section 3:  Further information**

Please outline why you would like to be (re-appointed as) a school governor.  How will your skills help you to be an effective governor?

**Section 4:  Which governing body?**

If you are seeking re-appointment, please indicate which Governing Body

**Please complete Skills audit and Eligibility criteria on pages 6 and 7.**

Skills audit

Please tick to indicate how confident you are in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Professional level** | **Confident in the area** | **Basic**  **understanding** | **No experience** |
| Strategic planning |  |  |  |  |
| Public sector or charity governance |  |  |  |  |
| Knowledge of the education sector |  |  |  |  |
| Teamwork and collaborative decision making |  |  |  |  |
| Communication skills |  |  |  |  |
| Financial management |  |  |  |  |
| Fundraising/income generation |  |  |  |  |
| Human resources |  |  |  |  |
| Performance management |  |  |  |  |
| Data analysis |  |  |  |  |
| Legal skills |  |  |  |  |
| Health and safety |  |  |  |  |
| Premises management |  |  |  |  |
| Curriculum and assessment |  |  |  |  |
| Safeguarding |  |  |  |  |
| Special educational needs and disabilities (SEND) |  |  |  |  |
| Approving and monitoring the implementation of policies |  |  |  |  |
| Compliance |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills (incl GDPR) |  |  |  |  |
| Sustainability |  |  |  |  |
| Knowledge of the local community |  |  |  |  |
| Inclusion |  |  |  |  |
| Chairing meetings |  |  |  |  |
| Complaints/Grievance/Appeals |  |  |  |  |

### Eligibility Criteria

I confirm that I:

* Am aged 18 or over
* Am not a current pupil at the school
* Am not the subject of:
  + A bankruptcy restrictions order or an interim bankruptcy restrictions order
  + A debt relief restrictions order or an interim debt relief restrictions order
  + A sequestration that has not been discharged, annulled or reduced
* Have not been disqualified from being a company director
* Have not:
  + Been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of the charity
  + Been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
* Have not been removed from office as an elected governor within the last 5 years
* Am not included on the list of those unsuitable to work with children
* Am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
* Am not disqualified from registration under Part 3 of the Childcare Act 2006
* Am not subject to a direction of the secretary of state under section 142 of the Education Act 2002, or to a section 128 direction
* Have not been disqualified from being an independent school proprietor, teacher or employee by the secretary of state
* Have not been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
* Have not received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
* Have not at any time received a prison sentence of 5 years or more
* Have not been fined for causing a nuisance or disturbance on school or educational premises during the 5 years before becoming a governor or since becoming a governor
* Have not refused a request by the governance professional to make an application to the Disclosure and Barring Service (DBS)
* I also confirm that I am not a member of the school staff.

**To be completed by Head and Chair**

### Interview questions - Appendix II

The following questions should be asked at the interview held by the Head and the Chair for new potential LA governors. Please complete the form below (1-5 – 5 being the most satisfactory). Send the completed form to: [Donna-Marie.Muir@southwark.gov.uk](mailto:Donna-Marie.Muir@southwark.gov.uk)

|  |  |  |
| --- | --- | --- |
| **Question** | **Comments** | **Score** |
| Why would you like to become a governor? |  |  |
| What skills and qualities will you bring to the role? |  |  |
| What experience would you bring to the role? |  |  |
| Are you able to attend regular board and committee meetings? |  |  |
| Why would you like to become a governor at our school in particular? \* (governor should demonstrate link to community) |  |  |
| Can you give an example of where you have worked in a team? |  |  |

Below are further suggestions for questions you may ask your prospective Governor

* What would you hope to achieve as a governor?
* Would you be comfortable using statistical data?
* Do you have experience of budget-holding?
* Can you provide examples of your effective communication with stakeholders (pupils, parents and staff)?
* Would you be able and willing to take part in governance training?
* Can you provide examples of your effective communication with stakeholders (pupils, parents and staff)

**To be completed by Head of Service**

### Local Authority Governor Nomination Evaluation Template – Appendix III

**Governance Knowledge (interview)**

* Knowledge of the education sector or willingness to learn. Understanding of the strategic role of a governor.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |
|  |  |

**Skills and Experience (Skills audit & interview)**

* Relevant professional skills (e.g., finance, HR, legal, education, safeguarding). Experience in leadership, management, or community engagement.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |
|  |  |

**Commitment and Availability (interview)**

* Willingness to attend meetings regularly and participate in training. Time to visit the school, engage with stakeholders, and contribute to committees.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |
|  |  |

**Community Representation (interview)**

* Understanding of and connection to the local community. Ability to represent the local authority’s interests while supporting the school’s needs. Commitment to diversity, equity, and inclusion.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |
|  |  |

**Integrity and Teamwork (interview)**

* Demonstrates honesty, integrity, and discretion. Willingness to work as part of a team of governors and respect collective decisions. No conflicts of interest that could compromise impartiality.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |
|  |  |

**Eligibility Checks (School/governor)**

* Must meet [eligibility criteria](#_Eligibility_Criteria) set out on page 7. . School to perform DBS and Section 128 checks.

|  |  |
| --- | --- |
| Rating (1-5) | Comments |