

Appointment of members of Local Governing Boards (LGBs)

As you are very aware, governance is becoming an increasingly important aspect of our schools and hence the necessity of having the “right people on board” whilst at the same time appreciating it is a voluntary role. With this in mind, PDET’s Governance Committee have decided that the following should be undertaken prior to any governor being put forward for appointment.

Skills audit to be undertaken to identify skills missing from the LGB.

Co-opted Governors

- Governors/school to seek suitable candidates.
- Prospective candidates to complete an application form focusing in particular on the skills they would bring.
- The Chair of Governors, Headteacher and one other governor (plus a PDET representative in the case of Scheme of Delegation B) to meet with prospective candidates. The purpose of the meeting is to clarify and confirm the role and the commitment involved and to establish if prospective governors have the skills the LGB is seeking.
- If the outcome is that a Candidate is felt to be appropriate, the school must send the completed Co-opted Governor application form to PDET’s Administration Officer who will arrange for it to be put on the agenda of the next PDET Governance Committee for the formal appointment process to be undertaken. LGBs should consider taking up references (oral or written) as considered necessary or appropriate.
- If the Governance Committee approves the appointment, a formal letter of appointment will be sent to the Candidate and copied to the school. Appointment will be subject to the school carrying out the appropriate DBS checks.

NB – no Candidate should be allowed to undertake any governance work or attend any meetings until receipt of a satisfactory DBS check.

Foundation Governors

- School notify the local Incumbent, PCC and the Diocese informing them of a vacancy.
- Once suitable candidates have been identified they must complete an application form (Form GB 20) focusing in particular on how they can support the Church School ethos and what other skills they have to offer the LGB. The form can be found on the Peterborough Diocese website.
- The completed application form must be sent to the Diocesan Board of Education (DBE). The DBE will send a consultation form to the Incumbent and one to the Chair of Governors and Headteacher (they both sign the same form).
- If the DBE are satisfied following this process they will recommend appointment to the Governance Committee.
- If the Governance Committee approves the appointment, a formal letter of appointment will be sent to the Candidate and copied to the school. Appointment will be subject to the school carrying out the appropriate DBS checks.

NB – no Candidate should be allowed to undertake any governance work or attend any meetings until receipt of a satisfactory DBS check.

Parent and Staff Governors

- These are elected members of the LGB.
- The LGB carries out the elections and every effort should be made to inform the electorate about the role of a governor and the specific skills the LGB requires. The extent to which candidates possess these should then be taken into account by the electorate. PDET has prepared a model letter, ballot form and information leaflet (this is intended to be personalised) that can be utilised for these purposes. See PDET's website : http://www.pdet.org.uk/Key_documents_secure/
- Once elected, the school should notify PDET's Administration Officer to enable a formal letter to be sent by PDET's Governance Committee confirming appointment. Appointment will be subject to the school carrying out the appropriate DBS checks.

NB – no Candidate should be allowed to undertake any governance work or attend any meetings until receipt of a satisfactory DBS check.