**CO-OPTED GOVERNOR APPOINTMENT & RE-APPOINTMENT PROCESS**

**Warwickshire Governor Services**

**WHO CAN BE A CO-OPTED GOVERNOR?**

Co-opted Governors are appointed by the Governing Board. They are people who, in the opinion of the governing board, *have the skills required to contribute to effective governance and the success of the school’ (The School Governance (Constitution) (England) Regulations 2012).*

The Board can appoint as many Co-opted governors as they consider necessary, as set out in the school’s Instrument of Government. There is no upper limit to the total number of governors that can be on a board, however boards should be no larger than they need to be to have all the necessary skills to conduct their functions effectively.

Those eligible to be Staff Governors *can be* Co-opted Governors, but when counted with the Staff governor and the Headteacher, school staff must not exceed one third of the total membership of the Board. Parents and carers can also be appointed as co-opted governors if the board considers that they have the necessary skills and experience.

Co-opted governors act in the best interests of the school and wider community but should not be required by others (such as the appointing board or community) to take a particular stance on issues discussed at board meetings.

Anyone applying to be a Co-opted Governor should complete a Warwickshire Governor Application Form, either electronically or by hand.

**SUGGESTED APPOINTMENT PROCESS**

*There is no set process* for the appointment of Co-opted Governors and the board can decide how to do this. This is a *suggested process* that boards can follow.

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| ✓ | Identify what skills the board needs |
| ✓ | Publicise the vacancy (newsletter, website, local groups/societies, community noticeboards, Inspiring Governance etc) |
| ✓ | Compile an information and application pack and allocate a member of the governing board who will be available to have a chat with candidates and answer any questions they may have |
| ✓ | Receive and review application forms |
|  | Meet the applicant at an informal meeting |
| ✓ | Take references |
| ✓ | Invite them the applicant to attend and observe a governing board meeting. |
| ✓ | At a Full Governing Board meeting agree and vote on the decision to appoint a Co-opted governor and ensure the decision is recorded in the minutes |
| ✓ | Follow your normal governor induction procedure**WGS** |

**THE RE-APPOINTMENT PROCESS**

**Note:** There is *no set process* for the appointment or re-appointment of Co-opted governors and the Board can decide how to do this.

Co-opted governors can be automatically re-appointed if the governing board agrees, and it is recorded in the Terms of Reference and Standing Orders.

Governors are appointed for a four-year term and approaching the end of a term of office, the Governance Professional will write to any Governor in this position to ask for an indication of whether they are prepared to be considered for further re-appointment.

A willingness to be considered for re-appointment does not mean that existing members will automatically be re-appointed as this is a decision for the Board to determine, after considering the completed Re-Appointment Form.

If the governor would like to continue for a further term of office, they should:

* Discuss this with the Chair or Vice Chair of Governors.
* Complete a Re-Appointment Form which will be shared with Governors for consideration at a FGB Meeting.
* During the FGB meeting, governors will be asked to vote on the decision to re-appoint the governor. The minutes should record the decision reached.
* Following the FGB meeting, the Governance Professional will write to the governor to inform them of the decision reached by the Governing Board.
* The Co-opted governor’s term of office starts from the date the decision is reached.

**CO - OPTED GOVERNORS’ RE-APPOINTMENT FORM**

Our Re-Appointment Form is used by Cubbington CofE Primary School Governing Board to consider whether to re-appoint a Co-Opted Governor for a second or, occasionally, third term of office.

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| **PERSONAL INFORMATION** |
| Title: | First Name: | Surname: |
| Length of current / previous Co-Opted Governor appointment: |  Years  |
| Are you currently a governor at another school? *If yes, please provide the name of the school, your position on the Board and how long you have been on the Board****.*** No [ ]  Yes [ ]   |
| Do you have a DBS certificate? No [ ]  Yes[ ]  Date of check  |

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| **PERSONAL STATEMENT** |
| Please outline why you wish to be reappointed. Governors would like to see how your contributions as a governor have had an impact on the strategic direction of the school over the last four years.  |
| **EXPERIENCE, SKILLS, AND OTHER ATTRIBUTES** |
| **Please tell us what skills, knowledge and experience you bring to the role.*****(Please put a “X” against all that apply)*** |
| Governance |  |  | School Curriculum (and development) |  |
| Chairing Meetings |  |  | Education Policy |  |
| Strategic Planning  |  |  | HR Policy and Procedures |  |
| Question and Challenge |  |  | Performance Management |  |
| Evaluation of Strengths and Weaknesses  |  |  | Headteacher Recruitment |  |
| Preparing for, and responding to, External Oversight |  |  | Headteacher Performance Management / Appraisal |  |
| Monitoring Decisions / Outcomes / Performance |  |  | Coaching / Mentoring / Staffing Restructure |  |
| Procurement / Purchasing |  |  | Change Management |  |
| Risk Assessment and Management |  |  | Grievance / Disciplinary / Appeals Panels |  |
| Data Analysis  |  |  | Staff Recruitment |  |
| Financial Management |  |  | Pupil Exclusions |  |
| Project Management |  |  | Children’s Services |  |
| Premises Management |  |  | Social Care Services |  |
| Health & Safety  |  |  | Safeguarding and PREVENT |  |
| PR and Marketing |  |  | Safer Recruitment |  |
| Community Relations and Stakeholder Engagement |  |  | Special Education Needs and Disability (SEND) |  |
| Communication and Collaboration |  |  | Equal Opportunities |  |
| Law  |  |  | Arts |  |
| ICT |  |  | Languages |  |
| School Improvement |  |  | Sciences |  |
| Any other information you would like to share: |
| **OTHER ATTRIBUTES*: Knowing your school, please give details about the following*** |
| Your links with stakeholders and the school community |
| Your understanding of Special Educational Needs |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT / COMMITMENT TO TRAINING** |
| Please detail any training you have undertaken in the last two years. |
| Please outline how any training you have undertaken has impacted on your practice as a governor. |
| **COMMITMENT TO TRAINING** |
| Please confirm / comment on your commitment to attending regular Governor training |

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| **SAFEGUARDING** |
| Please comment on your knowledge / experience of safeguarding within a school environment and your on-going commitment to this. |
| **KNOWLEDGE AND EXPERIENCE OF, AND COMMITMENT TO, SAFEGUARDING** |
| Experience of Safeguarding |  |
| Commitment to your role and responsibilities in terms of safeguarding and ensuring you have a good understanding of the school’s policies and procedures |  |
| **COMMITMENT TO SAFEGUARDING TRAINING** |
| Please confirm your commitment to attending regular Safeguarding training as required |  |
| **ATTENDANCE** |
| Please comment on your attendance at meetings over the past year and your commitment to continued attendance |
| **ATTENDANCE AT MEETINGS AND COMMITMENT TO FULL ATTENDANCE** |
| Number of meetings attended over the past year | Committees: Full Governing Board Meetings: |
| Please indicate your commitment to attending meetings as required |  |

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| **ELIGIBILITY** |
| Please refer to [Schedule 4 of the School Governance (Constitutions) England Regulations 2012](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made) in respect of the Qualifications and Disqualifications, to ensure that none of the reasons why a person may not become a governor, or hold office as a particular type of governor, apply to you. **DECLARATION AND SUBMISSION** * **I certify** that the information given on this form is correct.
* **I am** over 18 years old
* **I have** read the Qualifications and Disqualifications from holding office as a governor, and none of these apply
* **I am aware of** and accept the **7 Principles of Public Life**, known as the **Nolan Principles** and the Governing Board’s Code of Conduct
* **I agree to** the information given on this form being recorded and used by Warwickshire Governor Services and the school at which I am re-appointed in accordance with the GDPR and the Data Protection Act
* **I agree to** undertake relevant checks in line with [Keeping Children Safe in Education 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)
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| **DECLARATION**Please sign and date to confirm that you have read the eligibility criteria and the information you have provided is correct. |
| **Full Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**LETTER TEMPLATE TO GOVERNOR REGARDING RE-APPOINTMENT**

*TO BE SENT THREE MONTHS PRIOR TO THE END OF TERM OF OFFICE*

Dear [*name of governor*]

Thank you for serving as a Co-opted Governor at Cubbington CofE Primary School.

I am writing to inform you that your term of office as a Co-opted Governor is due to expire on [*date*].

If you would like to be reappointed for a further term of office, please let *the (Chair/Vice Chair/ Governance Professional)* know and they will send you a Re-Appointment Form to complete. *A willingness to be considered for re-appointment does not mean that existing governors will automatically be re-appointed as this is a decision for the Board to determine.*

Your completed form will be shared with governors who in turn will vote on your re-appointment at the next FGB meeting on xxxx

I look forward to receiving your completed Re-Appointment Form.

Yours sincerely,

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*Governance Professional to the Governing Board*

**GOVERNOR REAPPOINTMENT LETTER TEMPLATE**

*Please amend as appropriate to suit your school.*

Dear [*name of governor*]

Congratulations on your reappointment as a co-opted governor at Cubbington CofE Primary School. You were *appointed/elected* on *insert date* and your term will end on *insert date*.

All boards, no matter what type of school or how many schools they govern, have three core functions:

* Ensuring clarity of vision, ethos, and strategic direction.
* Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
* Overseeing the financial performance of the organisation and making sure its money is well spent.

As a governor we have a responsibility to abide by the principle of collective decision making and stand by the views of the board even where our own view differs, and we expect all governors to:

* Understand that the role of the Governing Board is strategic.
* Be prepared to commit the time to your role.
* Know that all governors are equal, putting aside vested or personal interests to make decisions that are in the best interests of all pupils/students.
* Act in the best interests of all the pupils in the school
* Abide by Governing Board decisions.
* Behave in a professional manner.
* Adhere to confidentiality as outlined in the Code of Conduct
* Establish whether your employer provides time off for volunteer duties.
* Read *all* papers before a meeting. These should be circulated 7 days prior to a meeting and should include agenda, minutes, headteacher report, copy of the school improvement plan, relevant policies etc.
* Attend meetings (Full Governing Board and Committee Meetings), *remembering to declare an interest in any matter on an agenda where you have a personal or pecuniary interest.*
* Ask questions to evidence that you are holding Senior Leaders to account and for clarification.
* Provide your apologies in advance.
* Ensure that any tasks that you have been delegated are performed within the deadlines set.

I look forward to working with you for another term of office.

Yours sincerely

*School Governance Professional / Chair of Governors*