

Warwickshire Governor Services

CO-OPTED GOVERNOR APPOINTMENT PROCESS

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.

✓	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