

LA GOVERNORS- Guidance for clerks to Bradford Local Authority maintained schools

(and any Trust schools that require an LA governor as written in their scheme of delegation)

LA Governors – process for nomination/re-nomination/appointment

Background info: Local authority governors are *nominated* by the local authority but *appointed* by the governing board.

Whilst the local authority can nominate individuals as a local authority governor, it is for the governing board to decide whether the nominee meets their eligibility criteria. All LA nominated prospective governors complete an application form which will be sent to the relevant school by the School Governor Service. The governing board will then agree whether or not the nominated person meets their criteria.

Re-nomination process- if the board wish to re-appoint the current LA governor the process of nomination must still be undertaken. Clerk to write to school.governor@bradford.gov.uk two months before the end of term of office, advising that the Board wish to re-appoint and giving attendance information on the individual previous year of office and details of the skills and knowledge required for the LA governor in line with the board's requirements. The process for consideration for re-nomination will begin. It is not guaranteed that the individual will be put forward again for nomination.

ACTION...

1. The clerk to the governing body should notify of a vacancy or re-nomination request to School.governor@bradford.gov.uk write 2 months in advance of anticipated vacancy if possible.
 - a. (LA governor vacancy: for example through resignation, disqualification or end of term of office. Failure to notify will prevent the LA from nominating someone to fill the vacancy.)
2. The governing board may identify or recommend a person for nomination as LA governor. Any such recommendation should be made in writing to School.governor@bradford.gov.uk detailing the nominated person's name, address, email address and phone number and information about how they match the board's needs.
3. The LA will formally put forward a *nominee* to the board (copying in the clerk), the next FGB agenda should have item 'Appointment of LA governor'
4. Wording in the minutes for this agenda item could be:
 - a. *'Chair advised governors that Bradford Local Authority has nominated (use legal name here) to be considered for appointment by the board as LA governor. The board voted and nominee (use legal name here) was appointed with terms of office start (add today's meeting date e.g.25 February 2022) to end (add 4 years e.g. 24February 2026 unless Instrument of Governance says 3 years or other).*
APPOINTED AS LA GOVERNOR : (use legal name here)
ACTION: Clerk to advise appointment and dates to School Governor Service; Vice chair to arrange induction; Head Teacher arrange DBS and addition to school website and GIAS'.
5. **'School Governor Service' Clerks only:** send 'New governor Info. Sheet' to new LA governor and when completed check dates and send to info@skills4bradford.gov.uk copying to school.governor@bradford.gov.uk
6. **Independent clerks:** notify school.governor@bradford.gov.uk as in 4 above.
7. If a governing body rejects a nomination, this should be done in writing with reasons to the LA. The School Governor Service or the school may nominate an individual to fill this vacancy two weeks following the rejection.

LA governor eligibility: Any individual eligible to be a staff governor at the school may not be appointed as an authority governor.

Any queries contact: school.governor@bradford.gov.uk