

# APPLICATION INFORMATION

## FOR

# LOCAL AUTHORITY GOVERNOR

## BRADFORD/KEIGHLEY DISTRICT



Contact:

School Governor Service [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

01274 439400

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See separate documents:

Governor Application form

Declaration of Eligibility

Thank you for your interest in being a local Authority governor in Bradford District. Please read this information and complete the Governor Application form and Declaration of Eligibility and return them to [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk) any queries please contact by email or 01274 439400.

## **Information about being LA governor**

**Governance:** Governing Boards include representatives of school staff, the local authority, parents and members of the community. Despite representing different groups all governors have exactly the same core role and voting rights. Some categories of governors are *elected* by the groups they represent and others are *appointed* by the governing board. Local Authority governors are *nominated* by the Local Authority and *appointed* by the governing board, according to criteria set by the governing board. **Eligibility:** They do not have to work for the LA. Applicants who are eligible to be a staff governor in the school cannot be nominated for LA governor in the school, but could be LA governor in a different school.

**What is governors' role and responsibility?** The LA governor role is not political. It is not a political nomination or appointment and does not have a political function. An LA governor once appointed is part of a corporate body within the school, which means they speak, act and vote in the best interests of the pupils of the school. LA governors cannot be mandated by the LA to take any particular line. They may represent the LA view but in all cases the interests of the school are paramount and all governors must abide by the governing board's rules and code of conduct.

Governors contribute to the work of the governing board in raising standards of achievement for all pupils and has a wider awareness of the LA policies and priorities.

Governors are responsible for:

- a) ensuring clarity of vision, ethos and strategic direction;
- b) holding executive leaders to account for the educational performance of the school and its pupils;
- c) overseeing the financial performance of the school and making sure it's money is well spent.

Governors are volunteers who need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse and the willingness to learn. Governors must govern in the best interest of pupils. Governors do not manage a school day-to-day (operational) but are required to oversee its long-term development (strategic).

**Time Commitment** is about 10-15 hours per term. This includes meetings, background reading and planned school visits, add additional hours for training. This does not include any *non-governance* work like reading with children, volunteering in school. School governors have a right to reasonable time of work for their public duties (this may be unpaid). Check your employer's policy on voluntary work. Governors are usually appointed for a term of 4 years, after that time they may come forward to the LA for re-nomination, nomination and appointment is not guaranteed.

## LA expectations of LA governors:

The expectation of the Local Authority for all LA governors is for them to:

- ✓ Adhere to the [7 Principles of Public Life](#);
- ✓ Commit to attending the schools Governing Board meetings (and committees if appointed to them by the governing board);
- ✓ To have a planned 'governor school visit' during school hours once per term;
- ✓ To prepare for meetings by reading the agenda and papers and preparing for active engagement in the meeting;
- ✓ To read information sent from the Council regarding school governance and share as appropriate;
- ✓ Bring to the discussions the perspective of the wider provision of education; how decision may fit within the LAs current priorities
- ✓ Stay up-to-date with issues around education and the Local Authority priorities e.g. safeguarding challenges, provision for children with SEND;
- ✓ To behave in a professional manner and not bring the local authority or school into disrepute;
- ✓ Commit to development of your skills and knowledge as a governor through e.g. eLearning, training courses, reading.
- ✓ Attend where possible, or gather and share information, from any Governance Briefings by the Local Authority
- ✓ Advise the Local Authority of resignation/retirement or if at any time your eligibility to be a governor changes or of any behaviour that may bring the Local Authority or school into disrepute. Contact [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

### Removal from office:

Any LA governor may be removed from office by the LA. The LA would consider removal or suspension from office in situations that may include situations where:

- There has been serious misconduct
- A governor displays repeated and serious incompetence
- The governor has engaged in conduct aimed at undermining fundamental British Values
- The actions of the governor are significantly detrimental to the effective operation of the governing board.

## **7 Principles of Public Life**

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable for their decisions and actions and must submit themselves to whatever scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so. .

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **Personal skills:**

LA governors will be required to have fluency in English in order to express themselves fluently and spontaneously. The person in the role of LA governor will need good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand basic data. See above for expectations of LA of LA governors.

## **Process for application:**

The applicant will provide the School Governor Service with a completed application form & declaration of eligibility. The LA will consider the application, discuss it with the applicant if required. The nomination/re-nomination (and potential appointment by the governing board) will be subject to appropriate completion and clearance of checks including a Disclosure and Barring Service (DBS) check. The school will take this forward as part of the appointment process.

The applicant will be notified that they have been nominated for appointment to a particular Governing board and the school will take forward the Board's consideration for appointment. The LA will record the appointment of the governor and will contact the LA governor in good time before the end of the term of office expires to ask if they wish to go forward for re-nomination.

## **Next steps:**

Application forms should be completed and sent to:

[School.governor@bradford.gov.uk](mailto:School.governor@bradford.gov.uk)

Any queries: 01274 439400

See separate documents:

Governor Application Form

Declaration of Eligibility