

GOVERNOR APPOINTMENTS PANEL

Friday, 29th June, 2012

2.00 pm

Swale 3, Sessions House, County Hall, Maidstone





AGENDA

GOVERNOR APPOINTMENTS PANEL

Friday, 29th June, 2012, at 2.00 pm
Swale 3, Sessions House, County Hall,
Maidstone

Ask for: **Andrew Tait**
Telephone **01622 694342**

Tea/coffee will be available before the meeting

Membership (6)

Conservative (5): Mr D L Brazier (Chairman), Ms S J Carey, Mrs V J Dagger,
Mr R J Parry and Mr R Tolputt

Liberal Democrat (1): Mr D S Daley

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

A. PANEL BUSINESS

- A1 Substitutes
- A2 Declarations of Interests by Members in items on the Agenda for this meeting.
- A3 Minutes - 27 April 2012 (Pages 1 - 8)
- A4 Proposed dates of meetings in 2013
 - Friday, 8 February 2013
 - Friday, 26 April 2013
 - Friday, 28 June 2013
 - Friday, 4 October 2013
 - Friday, 22 November 2013

B. APPOINTMENT OF AUTHORITY SCHOOL GOVERNORS

- B1 Authority Governors for Primary, Secondary and Special Schools in Kent (Pages 9 - 24)
- B2 New School Governor Constitution Regulations (Pages 25 - 32)
- B3 Other items which the Chairman decides are Urgent
- B4 Motion to exclude the Press and Public

That under Section 100A of the Local Government Act 1972 the public be excluded from the meeting from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 5 of the Act.

C. EXEMPT ITEM

(During these items the meeting is likely NOT to be open to the public)

C1 Request for the removal of an Authority Governor (Pages 33 - 34)

Peter Sass
Head of Democratic Services
(01622) 694002

Thursday, 21 June 2012

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

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KENT COUNTY COUNCIL

GOVERNOR APPOINTMENTS PANEL

MINUTES of a meeting of the Governor Appointments Panel held in the Wantsum Room, Sessions House, County Hall, Maidstone on Friday, 27 April 2012.

PRESENT: Mr D L Brazier (Chairman), Ms S J Carey, Mr R J Parry, Mr R Tolputt and Mr D S Daley

OFFICERS: Ms T Gimber (School Governance Officer), Mr N Morgan (School Governance Officer) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS**3. Minutes**

(Item A3)

RESOLVED that the Minutes of the meeting held on 10 February 2012 are correctly recorded and that they be signed by the Chairman.

4. LEA Governors for Primary, Secondary and Special Schools in Kent

(Item B1)

(1) The Panel agreed by 3 votes to 1 to appoint Mr C Elwood to the Governing Body of Rusthall St Paul's CE VA Primary School. This was because although his mother was the School Secretary, she was not the Clerk to the Governors. The School Governance Officer agreed to ensure that Mr Elwood was aware of the potential need to declare an interest whenever staffing matters were discussed.

(2) The Panel agreed to re-appoint Dr A Norley to the Pool of Additional Governors and to backdate the appointment to 15 February 2012.

(3) The School Governance Officer tabled the nomination form for Mrs J Brooke. The Panel agreed to appoint her to the Pool of Additional Governors.

(4) RESOLVED that the appointments of Authority Governors in Primary, Secondary, Special Schools, Pupil Referral Units, the Pool of Additional Governors and the nominations to non-Authority Academies be agreed as set out in the Appendix to these Minutes.

5. New School Governor Constitution Regulations

(Item B2)

(1) A report by the Interim Manager of Governor Services had been circulated to all Members of the Panel prior to the meeting.

(2) The School Governance Officer informed the Panel that new regulations had been released in the light of the Education Act 2012 and would come into force in September 2012. These gave Governing Bodies new freedoms to decide their constitution and membership.

(3) Those Governing Bodies that decided to reconstitute would be governed by the 2012 regulations, which would enable them to consider the skill set of any person nominated by the Authority.

(4) The School Governance Officer then set out a proposed process for appointments to be made to those schools governed by the new regulations.

(5) The Governor Support Officer agreed to furnish the Panel with further information relating to the proposed appointment process. This information would include the approaches of other Local Authorities in light of the new regulations; suggestions for revised Guidelines for Appointment to Local Authority posts and a document suggesting proposed expectations for Authority Governors in exercising their function. This would be provided to the next meeting of the Panel.

(6) RESOLVED that:-

(a) the process to be used as a basis for the appointment of Authority Governors to schools governed by the new regulations of the Education Act 2012 be noted as follows:-

- (i) The Governing Body performs a skills audit and provides the details of this together with a completed skills audit form to Governor Services;
- (ii) Governor Services publishes the Governor Appointments Panel report online once per month, together with school contact details and the details of the skill set required by the governing body;
- (iii) Applicants are invited to apply to the school directly;
- (iv) The Governing Body considers the applications (usually by interviewing the applicants);
- (v) Once one or more suitable candidates have been identified by the Governing Body, the applicant's details are sent to Governor Services for cross-reference against the County Council's *Guidelines for the Appointment of Authority Governors*; and
- (vi) Where a candidate approved by the Governing Body meets the criteria of the *Guidelines for the Appointment of Authority Governors* (and is the only candidate so identified) a letter is sent to the school advising it to appoint the candidate at the next available Governing Body meeting.
- (vii) Candidates who do not meet the criteria of the *Guidelines for the Appointment of Authority Governors* are considered by the Members of the Governor Appointments Panel. This also occurs on those occasions where there is more than one Candidate;
- (viii) Governor Services writes to the school based on the Governor Appointments Panel's decision on whether (and who) to nominate; and

- (b) a further report on the proposed process be presented to the next meeting of the Panel, as set out in (5) above.

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 - (vii) Candidates who do not meet the criteria of the *Guidelines for the Appointment of Authority Governors* are considered by the Members of the Governor Appointments Panel. This also occurs on those occasions where there is more than one Candidate;
 - (viii) Governor Services writes to the school based on the Governor Appointments Panel's decision on whether (and who) to nominate; and

- (b) a further report on the proposed process be presented to the next meeting of the Panel, as set out in (5) above.

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By: Strategic Director Education & Libraries
To: Governor Appointments Panel – 29th June 2012
Subject: AUTHORITY GOVERNORS FOR PRIMARY, SECONDARY
AND SPECIAL SCHOOLS IN KENT
Classification: Unrestricted
File Ref: LL/29/06

Summary: To consider nominations for appointments to school governing bodies.

FOR DECISION

The following schedule shows for each school the names of persons nominated for the vacancy and the sponsor submitting the nominations.

Recommendations

Members are asked TO MAKE appointments for Authority governors in primary, secondary and special schools in this schedule.

Linda Lissimore
Interim Manager of Governor Services
Tel: 01622 203800

Background Documents
None.

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Page No. Summary Papers	District	School Name Name of Nominee(s)	Comments	Guideline
	Ashford	Goat Lees Primary School Mr Winston Michael	This new school is in the process of setting up its Governing Body. Mr Michael is being considered for the single Local Authority post available.	
	Ashford	The Proposed Federation of Tenterden Infant and Junior Schools Mrs Heather Maple Mr Peter Hill Mrs Janet Baker	The Panel is asked to consider candidates for the 3 Local Authority Governor positions available on the Federated Governing Body.	
Page 11	Canterbury	Briary Primary School Mr David Stanley	Mr Stanley is married to a teaching assistant at the school. Mr Stanley is the Chair of the Governing Body at Briary and has been a Local Authority Governor since 1996 to date (also serving as a parent governor from 1988 to 1996,) his attendance is 100%. Mr Stanley serves the LA as an Additional Governor (being deployed to GBs in difficulty) and is the Canterbury District representative for the Kent Governors Association.	(d)
	Dover	Sandwich Infant School Mr Kenneth Young	Mr Young has indicated that his daughter-in-law is a dinner lady at the school. Upon investigation, Mr Young's daughter-in-law is employed by a school meals contractor and is on the school premises for approximately 1 hour per day.	(d)
	Maidstone	Laddingford St Marys CE Primary School Mrs Sarah Murdoch	Mrs Murdoch has 2 children attending the school. She is the existing chair of governors.	(h)
	Swale	The Proposed Federation of Lower Halstow and Newington CE Primary Schools Mr Peter Marshall Mrs Elizabeth Winton	The Panel is asked to consider candidates for the 2 Authority Governor positions available on the Federated Governing Body.	

	Tonbridge and Malling	Trottscliffe C of E Primary School Mrs Polly Sharman	Mrs Sharman has a child attending the school.	(h)
	Tunbridge Wells	Speldhurst CE (VA) Primary School Mrs Sara Andrews	Mrs Andrew's attendance is below the requirements of the panel at 60%. A letter of support has been provided by the chair of governors.	(i(ii))

School Name	End Date	Name of Nomination	New or Re-appointment	Nominating Body	Attendance	Issues
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Ashford

Aldington Primary School	01 September 2010					
Ashford Oaks Community Primary School	24 May 2011					
Bethersden Primary School	09 April 2011					
Brabourne CE Primary School	26 September 2012	Mr Bruce Claridge	Willing to continue	Conservative	9/9 100%	
Brook Community Primary School	08 May 2009					
Challock Primary School	01 September 2006					
Challock Primary School	31 August 2006					
Charing CE Primary School	23 October 2008					
Chilham St Mary's CE Primary School	04 January 2011	Mr James Allen	New	KCC		
Godinton Primary School	29 May 2008					
Hamstreet Primary School	15 February 2012					
High Halden CE Primary School	29 June 2010					
Kingsnorth CE Primary School	22 June 2011					
Lady Joanna Thornhill (Endowed) Primary School	01 January 2011					
Linden Grove Primary School	08 March 2008	School Moving to Academy Status				
Mersham Primary School	31 January 2012					
Rolvenden Primary School	23 November 2011					
Smeeth Community Primary School	25 September 2012	Mr Ray Yonish	End of term reappointment wishes unknown	Governing Body	15/22 68%	
St Teresa's Catholic Primary School	01 September 2010					
Tenterden CE Junior School	07 July 2010					
Tenterden Infant School	10 April 2011					
Tenterden St Michael's CE Primary School	10 February 2012					
Willesborough Infant School	21 September 2011	Mrs Jane Davey	New	Governing Body		
Willesborough Junior School	17 March 2012					
Woodchurch CE Primary School	15 July 2011	Mrs Christine Woolgar	New	Governing Body		

Canterbury

Briary Primary School	13 September 2012	Mr David Stanley	Willing to continue	Conservative	7/7 100%	Issues
Chaucer Technology School	01 March 2012					
Herne Bay Infant School	25 September 2012	Mrs Kathleen Amos	Willing to continue	Governing Body	12/12 100%	
Joy Lane Primary School	25 September 2012					
Littlebourne CE Primary School	07 May 2011					
Pilgrims' Way Primary School	19 July 2011	School Moving to Academy Status				
Reculver CE Primary School	21 January 2011					
Simon Langton Grammar School for Boys	08 July 2011					
St Phillip Howard Catholic Primary School	28 September 2011					
The Orchard School	02 April 2012					
Westmeads Community Infant School	17 January 2012					
Whitstable Junior School	30 September 2012	Mrs Jill Clinton	Willing to continue	Kent County Council	20/24 83%	
Wicheap Foundation Primary School	06 October 2011					

Dartford

Bean Primary School	23 September 2012	Mr Keith Prescott	Willing to Continue	Governing Body	22/22 100%	
Dartford Technology College	20 December 2011	Mr Robert Heasman	New	Governing Body		
Hartley Primary School	07 December 2011	School Moving to Academy Status				
Knockhall Community Primary School	13 January 2012					
Langafel CE (VC) Primary School	01 September 2010					
New Ash Green Primary School	05 December 2009					
Oakfield Community Primary School	29 November 2011					
Oakfield Community Primary School	29 November 2011					
Our Lady of Hartley Catholic Primary School	06 March 2012					
Rowhill School	10 May 2011					
St Albans Road Infant School	25 January 2011					
Swan Valley Community School	25 September 2012	Mr Richard Lees	Willing to continue		20/22 91%	

The Brent Primary School	23 March 2012					
The Craylands School	01 September 2008					
The Craylands School	01 October 2011					
Westgate Primary School	26 September 2012	Mrs Carole Bowes	Willing to continue	Conservative	23/23 100%	
Westgate Primary School	23 September 2012	Mrs Jackie Watson	Willing to continue	Governing Body	22/23 96%	
Westgate Primary School	10 February 2011					

Dover

[Federation] The Colliers Vale Federation	17 April 2012					
[Federation] The Federation of Dover Catholic Schools	25 September 2012	Mr Anthony Sansum	Willing to continue	Governing Body	8/10 80%	
Charlton CE Primary School	02 July 2011					
Harbour School	23 July 2010					
Sandwich Infant School	31 August 2012	Mr Kenneth Young	Willing to continue	Governing Body	10/11 91%	Issues
St Martin's School	22 March 2011					
Walmer Science College	09 December 2011					
Walmer Science College	16 June 2011					
Whitfield School & Aspen Special Unit	25 September 2012					
Worth Primary School	15 July 2010					

Gravesham

Cecil Road Primary School	31 August 2011					
Chantry Primary School	01 September 2010					
Chantry Primary School	01 September 2010					
Dover Road Community Primary School	01 June 2010					
Dover Road Community Primary School	18 October 2010					
Ifield School	29 September 2012	Ms Jean Brotherston	Willing to continue		11/12 92%	
Ifield School	10 March 2012					
Istead Rise Primary School	17 May 2009					
Istead Rise Primary School	01 December 2011					
Lawn Primary School	01 October 2011					

Meopham School	31 August 2012	Mr Ken Jones	Willing to continue	Governing Body	15/19 79%	
Northfleet Nursery School	07 December 2011					
Painters Ash Primary School	31 August 2012	Mr John Montague	Willing to continue	Governing Body	12/12/100%	
Painters Ash Primary School	20 October 2010					
Painters Ash Primary School	01 September 2004					
Riverview Infant School	21 July 2009					
Riverview Junior School	28 September 2011					
Rosherville CE (VC) Primary School	31 August 2012	Mr Dev Virdee	End of term reappointment wishes unknown	Governing Body		
Shears Green Junior School	01 January 2012					
Singlewell Primary School	15 February 2012					
St John's Catholic Comprehensive School	14 December 2011					
Wrotham Road Primary School	31 August 2012	Mr Makhan Singh	End of term reappointment wishes unknown	Labour	7/17 41%	
Wrotham Road Primary School	31 August 2012	Mr Christopher Barnes	Willing to continue	Conservative	14/17 82%	

Maidstone

[Federation] The Loose Schools Federation	01 February 2012					
[Federation] The Loose Schools Federation	01 February 2012					
Barming Primary School	29 January 2011					
Barming Primary School	19 May 2011					
Boughton Monchelsea Primary School	26 September 2012	Mr Ian Ellis	Willing to continue	Governing Body	10/12 83%	
Bredhurst CE Primary School	02 April 2012					
Greenfields Community Primary School	08 March 2012					
Hollingbourne Primary School	31 August 2012	Mrs Yvonne Evans MBE	Willing to continue	Governing Body	24/24 100%	
Hunton CE Primary School	02 February 2008					
Kingswood Primary School	25 September 2012	Mrs Suzanne Lowe	End of term reappointment		29/33 88%	

			wishes unknown			
Laddingford St Mary's CE Primary School	03 July 2012	Mrs Sarah Murdoch	Willing to continue	Governing Body	17/18 94%	Issues
Lenham Primary School	01 July 2008					
Maidstone Grammar School	01 September 2010					
Marden Primary School	01 May 2012	Rev Alison Duguid	New	Governing Body		
Marden Primary School	31 August 2012	Mr Les Etheridge	Willing to continue	Governing Body	9/9 100%	
North Borough Junior School	31 August 2012	Mr Neil Sime	End of term reappointment wishes unknown	Liberal	11/11 100%	
North Borough Junior School	31 August 2012	Mr J Tree	Not willing	Conservative	10/11 91%	
Park Way Primary School	24 February 2010					
Platts Heath Primary School	19 May 2010					
South Borough Primary School	10 June 2009					
South Borough Primary School	23 July 2011					
St Francis Catholic School	02 May 2008					
St Paul's Infant School	13 October 2011					
Swadelands School A Specialist Sch & Sports Coll.	18 February 2011					
Thurnham CE Infant School	11 February 2012	Mrs Polly Dunmill	New	Governing Body		
West Borough Primary School	06 October 2011					

Sevenoaks

Chevening (St Botolph's) CE (VA) Primary School	01 September 2012	Mr James London	Willing to continue	Conservative	12/17 71%	
Churchill CE (VC) Primary School	07 July 2011					
Crockenhill Primary School	01 May 2010					
Crockenhill Primary School	01 May 2006					
Crockham Hill CE (VC) Primary School	15 September 2011					
Downsview Primary School	25 September 2012	Mr James Halford	End of term reappointment			

			wishes unknown			
Dunton Green Primary School	07 December 2011					
Horton Kirby CE Primary School	19 November 2011	Mr Martin Palmer	New	Area Education Officer		
Horton Kirby CE Primary School	24 February 2012					
Kemsing Primary School	19 May 2012					
Leigh Primary School	03 July 2012	Mrs Annette Smith	Willing to continue	Governing Body	18/20 90%	
Leigh Primary School	01 March 2012					
Oxford Primary School	02 August 2011	Mrs Tula Fitzpatrick	New	Governing Body		
Oxford Primary School	02 June 2012	Mrs Rachel Phillips	New	Governing Body		
Penshurst CE (VA) Primary School	30 September 2010					
Riverhead Infant School	17 May 2011					
St Mary's CE (VA) Primary School	02 September 2009					
St Paul's CE (VC) Primary School	22 May 2008					
West Kingsdown CE (VC) Primary School	31 August 2012	Mrs Pat Bosley	Willing to continue	Conservative	12/12 100%	

Shepway

[Federation] The Federation of Foxwood and Highview School	25 September 2012	Capt Louis Belcourt	Willing to continue	Conservative	20/24 83%	
[Federation] The Federation of Foxwood and Highview School	25 September 2012	Mrs Yvonne Parry	Willing to continue	Conservative	24/24 100%	
All Souls' CE Primary School	01 October 2011	Mr Brendan Shaw	New	KCC		
Cheriton Primary School	25 September 2012	Mr Anthony Dunning	Willing to continue	Conservative	11/12 93%	
Lydd Primary School	12 November 2010					
Lyminge CE Primary School	01 September 2012	Mrs Catherine Bartley	Willing to continue		11/12 93%	
Mundella Primary School	09 February 2012					

Swale

[Federation] The Federation of Bobbing Village School and Iwade Community Primary School	06 September 2011					
[Federation] The Federation of Kemsley & Milton Court Community Primary Schools	05 October 2011					
[Federation] The Federation of Kemsley & Milton Court Community Primary Schools	05 October 2011					
Boughton-under-Blean & Dunkirk Primary School (Methodist Voluntary Controlled)	01 April 2012	Mrs Samantha Relf	New	Governing Body		
Canterbury Road Primary School	17 October 2011					
Davington Primary School	26 September 2012	Mr Stephen Bartholomew	Willing to Continue	Governing Body	19/24 79%	
Eastchurch CE Primary School	02 December 2011					
Eastling Primary School	26 October 2011					
Ethelbert Road Primary School	25 September 2012	Mrs Kirstie Willerton	Willing to Continue	Kent County Council	15/19 79%	
Grove Park Primary School	15 September 2009	School Moving to Academy Status				
Grove Park Primary School	20 October 2010	School Moving to Academy Status				
Halfway Houses Primary School	01 August 2011	Mrs Jane Laker	New	KCC		
Lansdowne Primary School	21 May 2011					
Minster-in-Sheppey Primary School	08 August 2012	Mr Kenneth Pugh	Willing to Continue	Conservative	20/25 80%	
Minster-in-Sheppey Primary School	10 May 2006					
Murston Junior School	31 January 2012	Mrs Natasha Lyons	New	KCC		
Murston Junior School	31 January 2012					
Queenborough School and Nursery	12 October 2011					
South Avenue Infant School	01 November 2005					
South Avenue Junior School	06 November 2011					
South Avenue Junior School	03 December 2011					
Teynham Parochial CE Primary School	11 March 2010					
Teynham Parochial CE Primary School	10 January 2012					
Tunstall CE Primary School	26 July 2011					

Thanet

Birchington CE Primary School	21 July 2010	Mr Christopher Hedges	New	Governing Body		
Birchington CE Primary School	01 September 2010					
Chilton Primary School	01 July 2012					
Chilton Primary School	28 May 2011					
Cliftonville Primary School	02 June 2009					
Cliftonville Primary School	20 May 2011					
Cliftonville Primary School	17 January 2012					
Dame Janet Community Infant School	07 July 2011	School Moving to Academy Status				
Drapers Mills Primary School	02 November 2011	School Moving to Academy Status				
Ellington Infant School	08 March 2012					
Newlands Primary School	10 September 2010	School Moving to Academy Status				
Newlands Primary School	24 May 2011	School Moving to Academy Status				
Newlands Primary School	30 March 2012	School Moving to Academy Status				
Northdown Primary School	25 February 2012	School Moving to Academy Status				
Palm Bay Primary School	01 December 2010					
St Crispin's Community Primary Infant School	18 October 2011					
St Crispin's Community Primary Infant School	29 September 2011	Mrs Lorna Day	New	KCC		
St Gregory's Catholic Primary School	01 September 2006					
St Joseph's Catholic Primary School, Broadstairs	07 July 2010	Cllr Mrs Kay Dark	New	Governing Body		
St Laurence-in-Thamet CE Junior School	29 July 2010					
St Mildred's Primary Infant School	31 August 2010					
Stone Bay School	01 April 2012	Geoff Foden	New	Governing Body		
The Foreland School	07 January 2011					
Upton Junior School	03 July 2012	Mr Alan Emby	Willing to continue	Governing Body	11/14 79%	
Ursuline College, Westgate-on-Sea	17 January 2012					

Tonbridge & Malling

Brookfield Junior School Larkfield	16 February 2011					
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Burham CE Primary School	03 July 2012	Mrs Betty Young	Willing to continue	Liberal	11/12 92%	
Cage Green Primary School	25 September 2012	Mr John Barr	Not willing			
Cage Green Primary School	02 November 2011					
Capel Primary School	02 November 2011					
East Peckham Primary School	01 April 2009					
Hadlow School	23 September 2012	Mrs Pat Gunner	Not willing	Governing Body		
Kings Hill School	02 October 2009					
Leybourne St Peter and St Paul CE (VA) Primary School	31 August 2011					
Lunsford Primary School	10 March 2012					
Mereworth Community Primary School	03 July 2012	Mr Richard Bolsin	Willing to continue		9/10 90%	
Offham Primary School	13 September 2011					
Ridge View School	31 July 2011					
Ridge View School	06 December 2011					
Spibourne School	07 December 2011					
Spibourne School	17 January 2012					
The Discovery School	28 September 2011					
The Discovery School	17 December 2011					
The Judd School	18 September 2009					
Trottiscliffe CE Primary School	19 January 2012	Mrs Polly Sharman	New	Governing Body		Issues
Woodlands Infant School	25 September 2012	Mrs Amanda Brittain	Willing to continue		23/24 96%	
Wouldham All Saints CE (VC) School	19 January 2010					
Wouldham All Saints CE (VC) School	19 January 2012					

Tunbridge Wells

Angley School - A Sports College	22 March 2011	School Moving to Academy Status				
Benenden CE Primary School	29 September 2012	Mr Peter Davies	Willing to continue	Governing Body	18/20 90%	
Benenden CE Primary School	29 September 2012	Mr Robin Dalton-Holmes	Willing to continue	Conservative	16/20 80%	

Bishops Down Primary School	01 August 2010					
Brenchley & Matfield CE (VA) Primary School	01 September 2010					
Claremont Primary School	18 January 2012					
Frittenden CE Primary School	17 May 2009					
Hawkhurst CE Primary School	02 October 2011	Mr Peter Badcock	New	Governing Body		
Paddock Wood Primary School	25 April 2012	Mrs Fiona Dunn	New	Governing Body		
Sherwood Park Community Primary School	03 July 2012	Dr Janine Cooke	Willing to continue	Governing Body	20/24 83%	
Sherwood Park Community Primary School	31 August 2012	Revd Brian Senior	Willing to continue	Governing Body	22/24 92%	
Sissinghurst CE Primary School	02 December 2011	Mr Jack Keeler	New	Kent County Council		
Speldhurst CE (VA) Primary School	31 August 2012	Mrs Sara Andrew	Willing to continue	Governing Body	12/20 60%	Issues
St Gregory's Catholic Comprehensive School	25 September 2012	Revd Gerald Hovenden	Willing to continue	Governing Body	13/19 68%	

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PRU: LAs are advised to appoint candidates irrespective of any political affiliation or preferences who are committed to assist in the effective running of the PRU.						
[Gravesham] West Kent Health Needs Education Service	02 February 2008					
[Gravesham] West Kent Health Needs Education Service	02 February 2008					
North West Kent Alternative Provision Service		Mr Nicholas Fenton	New	KCC		
The Cedars Management Committee	23/07/2012	Mr Philip Sayer	New	KCC		

Additional Governors

Mr David Law	01-Jul-12	Reappointment	Willing to continue			
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Mr David Stanley	01-Jul-12	Reappointment	Wishes unknown			
Mr Richard Bolsin	01-Jul-12	Reappointment	Willing to continue			

Academies

Borden Grammar School		Mr Phillip Bromwich	New	KCC		
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By: Strategic Director Education & Libraries

To: Governor Appointments Panel – 29th June 2012

Subject: NEW SCHOOL GOVERNOR CONSTITUTION REGULATIONS

Classification: Unrestricted

Summary: This report sets out the implications of the Education Act 2012 for the work of the Governor Appointments Panel and recommends a new process for appointments.

FOR DECISION

Background

1.1 The School Governance (Constitution) (England) Regulations 2012 provide governing bodies with greater flexibility to decide and find governors which fit a desired skill set rather than simply a stakeholder. These new flexibilities have an impact on the Local Authorities representation on each body.

1.2 At the Governor Appointments Panel meeting which took place 27 April 2012, members were presented with a proposal for a new process for the approval of Local Authority Governors to governing bodies where they reconstitute after 1st September 2012.

Revocation and Transition

2.1 To reiterate the details provided previously, the new regulations will come into effect as of September 2012 but are permissive rather than prescriptive. However those schools that decide to change their governing body composition after 1st September 2012 will be governed by the 2012 regulations. Governing Bodies that decide not to reconstitute will remain subject to the 2007 regulations. This will provide time to ensure that a robust appointment system is tested and fit for purpose. It will be necessary for the new process to be ready for implementation on the 1st September 2012.

Local Authority Governors under the 2012 Regulations

3.1 The main differences which affect the current process are as follows

- a) Governing Bodies may choose to have a minimum of one Local Authority Governor
- b) The Local Authority no longer has the right to appoint candidates to LA governor posts. In principle the Local Authorities role will now become that of an approver of nominees.

Recommended process for appointments

4.1 Following feedback from the previous GAP meeting Governor Services have revised the process to address some additional concerns. The intention of the new process is to ensure that schools take responsibility for finding potential candidates which meet their needs, while at the same time making sure that the nominee meets the Local Authorities guidelines for appointment and any other criteria that the Local Authority prescribes to safeguard its stakeholder interest.

1. *When a Local Authority position becomes available on a governing body, the school is contacted and advised to perform a skills audit and complete a skills audit form which is then sent to Governor Services. Within this form Governing Bodies will provide the details of skills required as well as providing the name of a school contact for potential applicants.*
2. *Governor Services publish the details provided by the Governing Body in the Local Authority Vacancy Report online via Kent.gov.uk once per month, together with a message for any interested parties to contact the school directly using the named contact above.*
3. *All interested parties, regardless of the route which they take to become a governor (political party, volunteer etc) are directed to the Kent.gov.uk website to review the posts available and advised via the report to contact the school directly.*
4. *The Governing body consider any interested applicants and interview them.*
5. *The details of all potential candidates are sent to Governor Services who cross reference their details against the Guidelines for Appointment of Authority Governors.*
6. *Where a single candidate meets the guidelines for appointment a letter is sent to the clerk of the governing body advising them to appoint the candidate at the next available Governing Body meeting. The clerk will be asked to advise governor services of the appointment date once this has taken place..*
7. *Where there is more than one suitable candidate or a proposed candidate does not meet the guidelines for appointment, the details are considered by the Members of the Governor Appointment Panel.*
8. *The Panel consider applicants on an issues paper 5 times per year. Members consider the information provided in the nomination form by the candidate, the supporting details offered by the school and any other pertinent factors.*
9. *Governor Services write to the school based on the member's decision to support a nomination or not.*

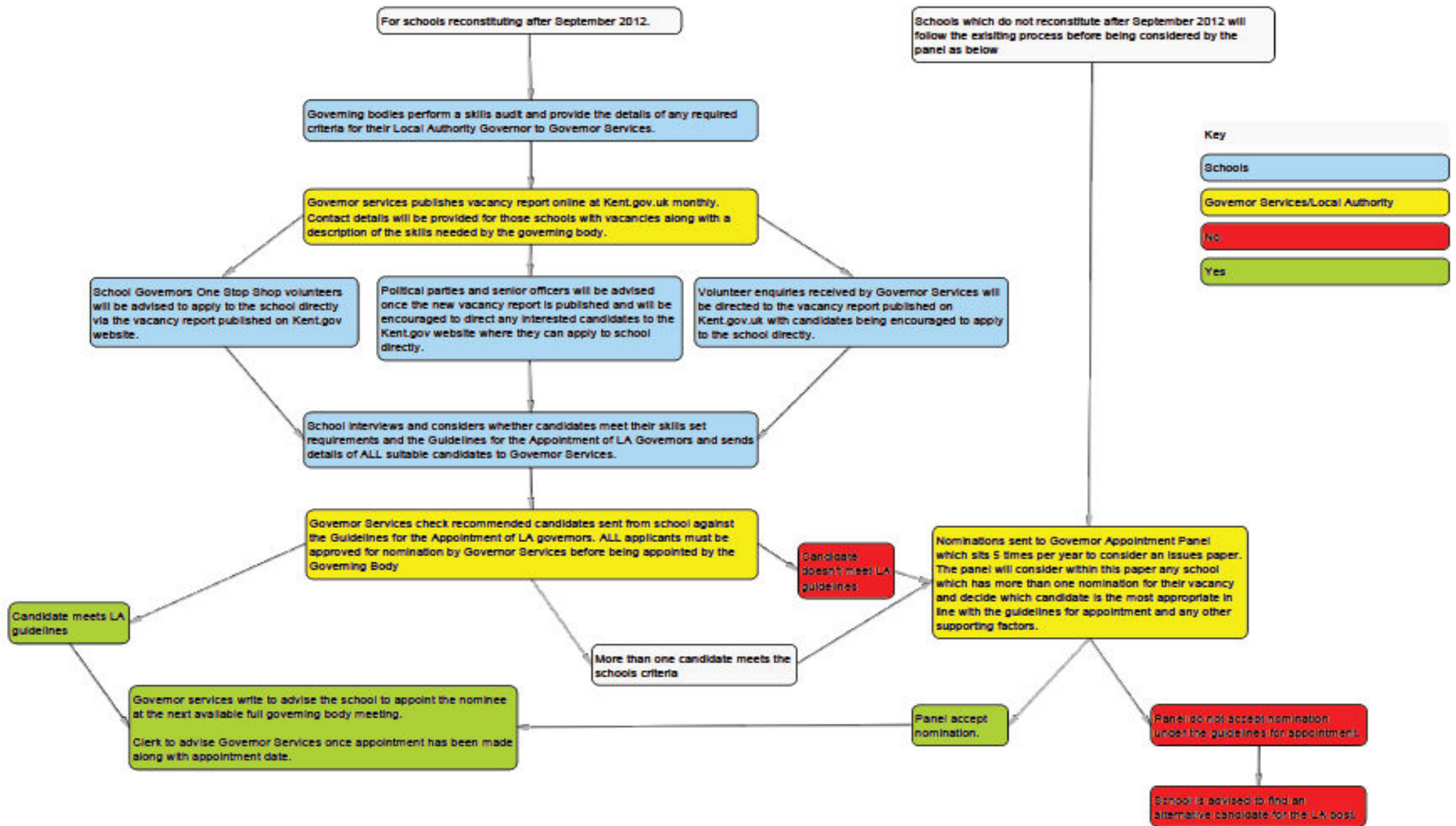
A detailed diagram of the proposal is attached to this document at **Appendix 1** together with a draft copy of the Local Authority Governor Criteria form at **Appendix 2**, a model format for the Vacancy report **Appendix 3** and recommendations for some revised appointment Guidelines **Appendix 4**.

Recommendations

5.1 Members are recommended to agree the process set out in paragraph 4.1 above from September 2012 with a review in September 2013.

Linda Lissimore
Interim Manager of Governor Services
Tel: 01622 203800
Background Documents None

Proposed Local Authority Appointment Procedures from September 2012



Appendix 2 Local Authority Criteria Form

The School Governance (Constitution) (England) Regulations 2012 has provided Governing Bodies with greater freedoms to decide their membership. This freedom places a greater emphasis on ensuring a focus on skill set and includes the position of Local Authority Governor.

Our records indicate that you have a vacant position for a Local Authority Governor on your Governing Body. This position will be advertised via Kent.gov.uk with interested parties being invited to contact the school directly. In order to ensure that suitable candidates approach the school, we would be grateful if you could provide the details of the three core skills required by the governing body as well as some details relating why these would help you to improve the school. The details provided within this statement will be used directly within the vacancy report on the website and therefore we would be grateful if your statement did not exceed 100 words.

It is recommended that the governing body complete a skills audit (models are available via [insert web link here](#)) in order to assess the strengths, weaknesses and skills most needed by the Governing Body.

Skills required	How will this be utilised the Governing body	
1.		
2.		
3.		
School Contact		
Name	Contact number	Contact Address

Please provide copies of relevant minutes which record and confirm that the audit has taken place. Copies of all documents will be kept by Governor Services for future reference.

Completed forms and evidence should be returned to:

Schoolgovernor@kent.gov.uk

or

Governor Services
Shepway Centre, Oxford Road
Maidstone, Kent, ME15 8AW

Appendix 3 Model Local Authority Governor vacancy report

The details provided below offer a general view of the type of skills required at each governing body. If you are interested in a post or require further information, please make contact directly using the details provided. These details and vacancies are correct at the time of publication and are subject to change.

School Name and Address	School Contact name and Number	Number of Posts Vacant	Post Vacant Since	Skills required	
A School, School Lane, Kent	Mrs C, Clerk	1	01/12/2012	<ul style="list-style-type: none"> •Strategic Management •HR/ Staffing •Marketing 	A School is currently in the process of investigating Academy status and so is looking for any candidates who can support us in this process. Candidates with experience in these fields would be most welcome.
B CE Primary School, New School Road, Kent	Mr C, Hair	1	03/04/2011	<ul style="list-style-type: none"> •Finance 	Our school is currently lacking in governor with Financial expertise to help with our budget and would welcome any applicants who are willing to help in this field.
C School for the Arts, School Road, Kent	Mr Clerk	1	03/06/2010	<ul style="list-style-type: none"> •Finance •Health and Safety •Planning and Surveying 	We require governors with the following skills to help our governing body
The Federation of D Schools, Kent	Mrs H, Teacher	2	13/02/2012	<ul style="list-style-type: none"> •Time To Spare •Willingness to contribute •Wants to help us succeed 	Having recently federated our schools require committed individuals who are ready for the challenges involved in holding more than one school to account. Any applicant is welcome to help bolster our combined knowledge and expertise but a willingness to contribute during meetings and undertake monitoring visits during the day is essential.

GUIDELINES FOR THE APPOINTMENT OF AUTHORITY GOVERNORS SEPTEMBER 2012

All governing bodies have at least one local authority governor post as part of their membership. The Governor Appointment Panel (GAP) is responsible for approving nominations and in very rare circumstances removing authority governors.

General principles and expectations

Local Authority governors should be able to make a full and effective contribution as a school governor and meet any skill set identified by the appointing school.

Nominations for appointment will be considered from political groups, Kent Governor Services, School Governors Once Stop Shop, and the school where there is a vacancy.

GAP have agreed the following guidelines for the appointment of Local Authority governors which will also take account of any relevant comments received from the headteacher, governing body or LA officers before recommending a nominee for appointment.

A person is unlikely to be successfully nominated to a school if he/she;

1. Is a member of staff in a Kent funded school. This because they can apply to become a staff governor at their school. A person who volunteers at the school may be considered.
2. Is a parent of a child attending same school. This is because they can already apply to become a parent governor at their school.
3. Is related to a member of staff or a member of the governing body.
4. Has worked at the school in the past.
5. Has worked at a school in the same area in the last 2 years.
6. Has made complaints of a vexatious nature to either the school or the LA
7. Where there is more than one person wishing to be the Local Authority Governor for a school, the following priority will occur:
 - a) an existing Authority governor with an attendance record of at least 2/3.
 - b) the local County Councillor.
 - c) a nomination supported by a political group.
 - d) any other suitable nomination.

Reappointment

8. The length of time a person serves as an authority governor is between 1 and 4 years. A person can be re-appointed for a further 1-4 years provided he or she:

- i) Has attended at least 2/3 of the governing body meetings or explains their absence and agrees to improve attendance.

ii) Has attended at least one session of governor training during each year of their previous term.

iii) Nominees who are parents of children at the school at the time of their re-appointment will be considered by the panel at their meeting. The time that the child is to remain in the school will be considered when making a decision.

Note: A register of exceptions is maintained of any person appointed against these guidelines.

The original guidelines were agreed by the former Case Sub-Committee at its meeting on 9 April 2001.

These Guidelines have been amended to take into account changes arising from the Education

Amendments September 2012 and agreed by the Governor Appointments Panel at its meeting on 29 June

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By virtue of paragraph(s) 1, 2, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

Agenda Item C1

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