

## **The Role of the Governor Appointment Panel (GAP) From September 2014**

### **Background and context**

#### **Changes to governance regulations from September 2014**

Two major regulatory changes are being proposed, which will have an impact on local authority governor representation in maintained schools.

1. All appointed governors will **selected for the skills and experience** they bring to the role
2. **All** maintained school governing bodies will be required to **reconstitute** under the 2012 constitution regulations **by September 2015**

In Kent, this means that by September 2015, the number of local authority governor positions in Kent schools will have reduced from 747 to 444, and that all posts should be filled by skilled and experienced individuals. Governing bodies will themselves decide by vote which local authority governors continue in post based on the skills and experience required to make them effective. The local authority will not have a role in this reduction in number.

#### **GAP Duties from September 2014**

1. Shape and influencing future protocols and decisions
2. Select suitable nominees for the post of local authority governor and create a pool of expertise
3. Oversee the matching and appointment of nominees to governing body vacancies
4. Make decisions about the removal from office of a local authority governor

#### **Guiding principles for the selection of local authority governor nominees in Kent**

The local authority

- makes decisions about local authority governor representation on the governing bodies of maintained schools based on the skills they require to be effective governors
- has established clear criteria and expectations for the role and function of a local authority governor

## Appendix B

- has fair open and transparent procedures for selection and nomination
- has established a robust procedure for matching individual nominees with the skills requirements identified by each governing body
- ensures that local authority governors are provided with access to information outlining Kent's education policy, aims, objectives, and targets
- has established clear and fair criteria and procedures for the removal of local authority governors

### **Selection of nominees for vacant posts**

1. Elected members are provided with recruitment resources and vacancy information
2. The GB identifies skills required for a particular vacancy and provides additional information about their governing body needs
3. Potential nominees receive further information (role expectations, an application form and a skills audit) and returns completed forms to Governor Services
4. Initial matching exercise undertaken by Governor Services and GAP report prepared
5. Nominations are discussed and approved by GAP members
6. Nominees provided with any additional school based information and encouraged to make contact with the Chair of Governors and/or make a visit to the school/observe a governing body meeting
7. Approved nomination(s) passed to the school for appointment
8. Nominee appointed by the governing body and LA notified
9. Nominee rejected – decision and reasons in writing to the LA, and to the person rejected

### **The role of elected members**

1. Attend an annual briefing on school governance
2. Receive regular vacancy reports
3. Have access to appropriate resources
4. Share recruitment materials and invite nominations
5. Sign application forms

## Appendix B

6. Be proactive in encouraging nominee applications

### **Supporting Resources**

1. Individual Governor Application form accompanied by an National Governors' Association (NGA) skills audit
2. Disqualification Criteria (appendix F)
3. Governing Body request for LA governor nomination form (appendix C)
4. Member's recruitment resources (role expectations, marketing materials etc)
5. Protocols for an Annual Briefing session for local authority governors
6. Procedure for removing surplus local authority governors

### **Appointment Form overview**

- Disqualification criteria
- Evidence of the skills and experience (skills audit)
- Role expectations shared
- Their commitment to undertake training to develop or acquire the skills to be an effective governor
- How they plan to contribute to the work of the governing body

### **Governing Body request for nominee form**

- Outline of skills required
- Other eligibility criteria (Code of Conduct etc)
- Term of office (if less than 4 years)
- Frequency and time of meetings
- Committee structure and any additional requirements