



Appointment/Re-appointment – Quick Guide

Type of Governor	Who Appoints?	How are they appointed?	Term of Office
Parent Governor	Parent Body	Election	<p>Term of office starts from the date nominations close (if no ballot) or the date of the count.</p> <p>If a re-election, the term of office continues from the end of their previous term of office</p> <p>An election can take place before a term of office comes to an end. A new governor's term of office will start the day after the outgoing governor's term ends.</p>
Staff Governor	Staff Body	Election	The same as parent governors
Authority Governor	Governing Body	At a full governing body meeting – agenda item	Term of office starts from the date of the meeting where the appointment was agreed
Co-opted Governor	Governing Body	At a full governing body meeting – agenda item	<p>Term of office starts from the date of the meeting where the appointment was agreed</p> <p>The agreement at a meeting can be done in advance – A re-appointed governor's term of office will continue from the end of their previous term of office and a new governor's term of office will start the day after the outgoing governor's term ends.</p>
Foundation Governor	Identified in the instrument of government	The process will vary depending on	Determined by the appointing body

	(usually the school's founding body, diocese or an organisation). Foundation Governors can also be 'ex officio'	the appointing body	
Associate Member	Governing Body	At a full governing body meeting – agenda item	The governing body agrees the term of office of the associate member at the point of the appointment – between 1 and 4 years.

The number of each type of governor on a governing body is outlined on the school's Instrument of Government. Governing bodies **cannot** appoint over the numbers outlined on their Instrument of Government. Governing bodies can decide to reconstitute to change the numbers of co-opted or parent governors – see separate guidance note.

Types of Governors

Parent Governors

- If a vacancy has arisen due to a parent governor's term of office ending or a resignation, governing bodies **must** make all necessary arrangements to fill it **through an election**.
- A parent governor cannot be automatically reappointed
- If a parent governor's child leaves the school, they may continue to hold office until the end of their term of office.
- The election procedure can be found on the Schools Extranet.

Staff Governor

- If a vacancy has arisen due to the staff governor's term of office ending, the staff governor has left the school or has resigned their position on the governing body, governing bodies **must** make all necessary arrangements to fill it **through an election**.
- Teaching and support staff who, at the time of election, are employed by the school are eligible to be staff governors.
- The election procedure can be found on the Schools Extranet. The procedure outlines the election process.

- If no candidates are forthcoming, the position on the governing body remains vacant and an election should be held as soon as an eligible candidate is identified.

Authority Governor

Local authority governors are nominated by the local authority but appointed by the governing body.

Governor Services does receive applications from new prospective governors, however governing bodies can also look to recruit a prospective authority governor as long as they complete the require nomination form and approved through the nomination process outlined below.

When an authority governor's term of office is coming to an end, Governor Services write to them asking whether they wish to re-nominate.

Once the authority has an application or re-nomination form, Governor Services will seek approval from the Lead Member for Education and the Director of Children's Services. Once received, the Governor Services Manager will write to the Headteacher, Chair of Governors and Clerk to Governors informing them of the nomination/re-nomination and that the appointment now had to be considered by the governing body at a full governing body meeting.

The appointment should be included on the agenda of a full governing body meeting:

- To consider the appointment of NAME as authority governor
- The decision needs to be clearly minuted.

Co-opted Governor

- Co-opted governors are appointed by the governing body.
- They are people who in the opinion of the governing body have the skills required to contribute to the effective governance and success of the school.
- Staff members can be co-opted governors (as long as the total number of staff on the governing body does not exceed a third of the total, including the Headteacher).

The appointment should be included on the agenda of a full governing body meeting:

- To consider the appointment of NAME as co-opted governor
- The decision needs to be clearly minuted.

Foundation Governor

The appointment is made by the person identified in the instrument of government (usually the school's founding body, church or an organisation other than a local authority) or they are 'ex-officio', which means they are governors by virtue of their office.

Headteacher

- The headteacher is a member of the governing body by virtue of their office.
- The headteacher may at any time resign as a governor, and withdraw their resignation, in both cases by notifying the clerk in writing.

Associate Members

- Associate members are appointed by the governing body to serve on one or more governing body committee.
- They may also attend full governing body meetings.
- **They are not governors** and therefore do not have a vote in governing body decisions but may be given a vote on decisions made by committees to which they are appointed.
- Associate members should be appointed because of the specific expertise and experience they can contribute to the effective governance and success of the school.