

ESSA FOUNDATION ACADEMIES TRUST

RECRUITMENT PACK FOR NEW PARENT GOVERNOR STAFF GOVERNOR AND CO-OPTED GOVERNOR APPOINTMENTS

(Version 2- 21/05/15)

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Introduction

The composition of EFAT Local Governing Bodies (LGB) includes:

- A majority of Sponsor Governors
- 2 Parent Governors
- A Staff Governor
- An unspecified number of Co-opted Governors
- The Principal – ex officio

Sponsor Governors are appointed by the Board of Directors to ensure that the academy operates in accordance with the trust's vision and values: Sponsor Governors comprise the majority of Governors on LGBs.

Parent Governors are elected as representatives of the interests of parents of pupils/ students currently attending the academy. The academy Principal will organise a ballot. Parent Governors can continue to serve as governors until the end of their term of office, even if their child leaves the academy during the period. The Local Governing Body can if no parents, or too few parents, stand for election appoint parents of a child of compulsory school age as parent governors.

A **Staff Governor** is elected from amongst the staff (teaching and support staff).

The Principal of the academy is an **ex-officio Governor**. He/she is a Governor by virtue of his/her post and remains a Governor whilst employed as the Principal.

Co-opted Governors are recruited for a particular skill or area of expertise by the Local Governing Body. They are appointed by the LGB for a specific time limited task. They may be appointed to a particular working group where their expertise is needed. Co-opted governors may not vote.

The procedure to be followed by the Chair of the LGB and the Clerk to the LGB for recruiting and appointing /electing Parent Governors, a Staff Governor, and Co-opted Governors is set out in this pack.

Procedure for Recruiting and Appointing/Electing Parent Governors onto A Local Governing Body

- The composition of an EFAT academy Local Governing Body (LGB) includes 2 Parent Governors.
- A parent with a child attending an EFAT academy is eligible for election as a Parent Governor at that academy.
- Parents with a child attending the academy are eligible to vote. One vote per family.
- Once elected/appointed a Parent Governor can continue to serve as a governor until the end of his/her term of office even if his/her child leaves the academy during this period.
- All governors must be 18 or over.
- The term of office for Parent Governors is 4 years.
- A person appointed as a Parent Governor may stand for re-election as long as they are still eligible.

The Clerk will notify the LGB, at each meeting, of any Parent Governor vacancies or upcoming ends of terms of office.

In the case of a vacancy for a Parent Governor, or both vacancies, the Principal of the academy will:

- | | |
|-----------|---|
| Weeks 1&2 | Notify all eligible parents of the vacancy or vacancies and the application process and invite expressions of interest in becoming a Parent Governor. |
| Week 3 | Make available to interested parents copies of EFAT's Information for Prospective Governors together with an Expression of Interest Form . |
| Weeks 4&5 | Receive completed Expression of Interest Forms .
Check the eligibility of applicants from the information provided.
If there are more eligible applications than vacancies- circulate the Personal Statement sections of the relevant expression of interest forms to all parents together with a voting slip, details of how to vote, and the deadline for returns.
Make arrangements for prospective Parent Governors to meet with parents if requested by candidates.
If the number of eligible applicants is the same as the number of vacancies no voting is required. |
| Week 6 | Receive voting slips.
Arrange for votes to be counted: the applicant(s) with the most votes will be elected to the vacant Parent Governor post(s). |

Notify the Chair of the LGB of the outcome.
Notify the Management Team Director of the outcome.
The Management Team Director will arrange DBS checks if required.

The Principal will report the outcome to the next meeting of the LGB.

The LGB will formally appoint the elected parent as a Parent Governor.

The Principal will report the outcome to all parents.

New parent governor(s) in office.

NB Where it is not reasonably practical to appoint/elect a parent of a child at the academy the LGB may appoint a parent of a child of compulsory school age to be a Parent Governor following the procedure for Co-opted Governors.

Procedure for Recruiting and Appointing/Electing a Staff Governor onto a Local Governing Body

- The composition of an EFAT academy Local Governing Body (LGB) includes 1 Staff Governor.
- Any member of staff employed to work at the academy on a permanent contract is eligible for election to the LGB of that academy.
- A Staff Governor who ceases to be employed to work at the academy may not continue as a Staff Governor.
- All governors must be 18 or over.
- The term of office for a Staff Governor is 4 years.
- A person appointed as a Staff Governor may stand for re-election as long as he/she is still eligible.

The Clerk will notify the LGB, at each meeting, of a Staff Governor vacancy or upcoming end of term of office.

In the case of a vacancy for a Staff Governor the Principal of the academy will:

- | | |
|-----------|--|
| Weeks 1&2 | Notify all eligible members of staff of the vacancy and the application process and invite expressions of interest in becoming a Staff Governor. |
| Week 3 | Make available to interested staff copies of EFAT's Information for Prospective Governors together with an Expression of Interest Form . |
| Weeks 4&5 | Receive completed application forms.
Check the eligibility of applicants from the information provided.
If there is more than one eligible applicant- circulate the Personal Statement sections of the relevant expression of interest forms to all members of staff together with a voting slip, details of how to vote, and the deadline for returns.
Make arrangements for Staff Governor applicants to meet with staff if requested.
If there is only one eligible applicant no voting is required. |
| Week 6 | Receive voting slips.
Arrange for votes to be counted: the applicant with the most votes will be elected to the Staff Governor post.
Notify the Chair of the LGB of the outcome.
Notify the Management Team Director of the outcome.
If no member of staff stands for election the LGB can directly recruit a Staff Governor from amongst eligible staff as it sees fit. |

The Principal will report the outcome to the next meeting of the LGB.

The LGB will formally appoint the elected member of staff as a Staff Governor.

The Principal will report the outcome to all staff.

New Staff Governor in office.

Procedure for Recruiting and Appointing Co-opted Governors onto a Local Governing Body

Co-opted Governors are recruited for a particular skill or area of expertise by the Local Governing Body.

Co-opted Governors are appointed by the LGB for a specific time limited task.

Co-opted Governors may be appointed to a particular working group where their expertise is needed.

A person who has been co-opted to an LGB may be re-appointed.

Co-opted Governors may not vote.

All Governors must be 18 or over

The LGB will routinely seek expressions of interest from appropriately skilled and experienced persons in becoming Co-opted Governors.

In seeking to recruit new Co-opted Governors the LGB will:

- Seek assistance from director and governor recruitment organisations
- Seek interest from local companies and organisations
- Advertise in local media and on the trust's/ academy's website
- Seek recommendations from current directors and governors
- Seek interest from the sponsor's partner organisations

Where a decision has been taken by the LGB to recruit a Co-opted Governor for a specific time limited task the process of recruiting and appointing a Co-opted Governor will be as follows:

Arrangements for the recruitment of Co-opted Governors will be made by the Chair of the LGB.

The Clerk to the LGB will make contact with and will send out copies of EFAT's **Information for Prospective Governors** together with the **Expression of Interest Form** to interested persons and organisations.

The Clerk will take up references from persons nominated by applicants.

Completed application forms and references for persons expressing an interest in becoming a Co-opted Governor will be considered by the Chair of the LGB.

Arrangements will be made by the Clerk, for all suitable applicants for the LGB's appointment as a Co-opted Governor, to meet with the Chair of the LGB.

Following such a meeting the Chair will make a recommendation, for or against, a prospective Co-opted Governor's appointment to the LGB.

The LGB must approve all appointments.

The Management Team Director will arrange DBS checks, as required, for all new Co-opted Governors.

Newly appointed Co-opted Governors will take up appointment.

Arrangements will be made by the LGB for the induction of newly appointed Co-opted Governors.

Information for Prospective Governors

Thank you for choosing to register an interest in becoming a **Governor** of **Essa Academy**, part of the Essa Foundation Academies Trust (EFAT).

EFAT Governors have a very important role to play in helping to provide our children and young people with the best opportunity to achieve their potential and develop into independent learners who are able to actively enjoy and contribute to the ever changing society and wider world.

Before you begin to complete the attached **Expression of Interest Form**, please take time to read below about the role and responsibilities of Governors and some of the things that will be expected of you if you are appointed as a Governor to the Local Governing Body (LGB) of **Essa Academy**.

We expect Governors to know and understand their academy and their community and be well informed about their academy's strengths and weaknesses, know how well their academy is doing compared with similar academies and schools, support the Principal and staff who work in the academy - challenge them to aim high and do better, and hold them to account for the academy's overall performance.

Governors attend meetings of the Local Governing Body (LGB). The LGB usually meets once or twice a term or more frequently if required, for example if there is a major change in government policy or when there are other important issues to consider.

Governors are also often members of a working group or an ad-hoc sub-committee of the LGB. Much of the work of the LGB is done in its working groups and Governors use their particular knowledge, skills, and experience to contribute to the specialist work of working groups- which may include matters relating to educational attainment, financial management, audit and risk, procurement, human resources, buildings and sites, and health and safety. Working group meetings typically take place once or twice a term, in between the LGB meetings, or more frequently when there are important issues to address such as the outcome of an Ofsted inspection of the academy. Ad-hoc sub-committee meetings, for example for staffing related matters, take place as an when required

Governors also make formal visits to their academy during the working day, at least annually, to observe their academy in action and to increase their knowledge and understanding of the area in which they have a specific interest or a specific role to play. Governors often also take part in academy events and celebrations.

We also expect Governors to attend induction events and training courses, which are offered free of charge and at convenient times, to enable Governors to fulfil their role to best effect.

EXPRESSION OF INTEREST FORM- GOVERNOR RECRUITMENT

Please complete and sign this form and return it to the Clerk to the Board of Directors.

Category of Governor you are expressing an interest in:

Please tick one category.

Parent Governor	
Staff Governor	
Co-opted Governor	

Personal Details

Full Name: Mr/Mrs/Miss/Ms/other:

Address:

Tel No: Home Work Mobile

Email Address:

If you have a child or children at present attending this or another EFAT academy, please state their names/ages and the name(s) of the academy (ies):

Reference

Please provide the contact details of a person (other than the Chair of the LGB) who is prepared to provide a reference for you:

Name:

Address:

Tel No: Status:

PERSONAL STATEMENT

Please explain briefly- **in no more than 500 words**- why you are interested in serving as an EFAT Governor and provide brief details of your life experiences, such as your professional and/ or personal skills and interests, community activities, employment or work experience, or any other information you consider relevant.

NB:

This information will be made available to the Chair of the LGB and the Principal.

Information provided by **successful applicants** will be made available to all Governors and to the Management Team Director and may be published on the academy's and the trust's website or in other media.

EQUAL OPPORTUNITIES MONITORING FORM

The information below will be used only for monitoring purposes and will not be used in the selection process. Please tick correct boxes:

Date of birth:

Age:

Nationality:

Sex:

Male

Female

What is your religious belief?

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No religion

Other _____

Marital status:

Married

Not married

Other _____

Sexual Orientation:

Heterosexual

Gay

Lesbian

Bisexual

Other

Ethnic Origin: How would you describe your ethnic origin?

White

English, Scottish, Welsh, Northern Irish

Irish (Republic of)

Any other White background (please state)

White and Black Caribbean

Mixed

White and Black African

White and Asian

Any other Mixed background (please state)

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please state)

Black or Black British

Caribbean

African

Any other Black background (please state)

Chinese or other Ethnic group

Chinese

Any Other background (please state)

Do you consider yourself to have a disability?

Yes

No

Do you have needs that will require special arrangements to carry out your role as a Governor? If so please provide brief details.

If you have any queries before submitting this form, please contact Theo Williams, Clerk to the Local Governing Body of Essa Academy by email to theo.williams@bolton.gov.uk

Declaration

I understand and agree that completion of this application form does not automatically mean I will be placed as an EFAT Governor.

I have read the information for prospective Governors and I am willing to meet the obligations expected of an EFAT Governor.

I have read the attached notes detailing the grounds for disqualification from being a Governor and confirm that I am not disqualified on any of these grounds.

Please sign below to confirm that the information you have provided is correct and you are aware of the above.

Signed: _____

Date: _____

Please note that if your application is successful, your appointment/ election will be subject to a satisfactory clearance in accordance with the procedures current at the time of your appointment/election for safeguarding children.

PLEASE RETURN THIS FORM TO:
Theo Williams, Clerk to the LGB of Essa Academy
by Email to Theo.williams@bolton.gov.uk
or return to the Academy via Deborah Wright at wright@efatrust.org

Disqualification from becoming a Governor of the Essa Foundation Academies Trust (EFAT)

A person is disqualified from being a Governor or continuing to hold office as such, in line with EFAT's articles:

- If he/she is not aged 18 or over at the date of his/her election or appointment.
- If he/she is a current pupil/student at any EFAT academy.
- If he/she becomes incapable by reason of illness or injury of managing or administering his/her own affairs.
- If he/she is absent without the permission of the LGB from all their meetings held within a period of six months and the Directors resolve that his/her office be vacated.
- If his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- If he/she is the subject of a bankruptcy restrictions order or an interim order.
- At any time when he/she is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- If he/she ceases to be a Director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a Trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- If he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or which he/she by his/her conduct contributed to or facilitated.
- Where he/she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.

- If he/she has not provided to the Chairman of Directors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chairman of the Directors or the Management Team Director confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

LETTER TEMPLATE FOR TAKING UP REFERENCES

[Template to be amended as appropriate]

Essa Academy
Lever Edge Lane
Bolton
BL3 3HH

Reference for: _____ [Name of applicant]

Dear [name of referee]

[Name of applicant] has expressed an interest in becoming a Governor of Essa Academy, part of The Essa Foundation Academies Trust (EFAT), and has given your name as a referee.

The Essa Foundation Academies Trust is a charitable company and is responsible for setting up and running state funded academy schools that provide children with a good standard of education and a broad and balanced curriculum. Academy Governors have an important role to play in ensuring that EFAT's academies are well run, financially sound, operate in line with their objectives, and meet the needs of the pupils and the communities they serve.

Please could you provide details of:

- How long and in what context you have known (Name of applicant)
- (name of applicant) skills and experience; and
- Any reason why (name of applicant) should not be considered suitable for this role.

Thank you for taking the time to provide this information: it is very important to us.

Please send your reply to: The Clerk to the LGB, Essa Academy or Email your reply to to Theo.williams@bolton.gov.uk.

Signature _____

Chair of the Local Governing Body
Essa Academy

VOTING SLIP TEMPLATE FOR THE ELECTION OF PARENT GOVERNORS

[Template to be amended, as appropriate, for use for online voting, emailed voting, or as a paper voting slip.]

VACANCY FOR A PARENT GOVERNOR- ESSA PRIMARY ACADEMY

The following parents have expressed an interest in becoming a Parent Governor on the Local Governing Body. Please vote for one candidate by ticking the relevant box.

Name 1.....

Name 2.....

Name 3.....

VOTER DETAILS

Name

Name(s) of the child/ren attending the academy

.....

NB- ONE VOTE ONLY PER FAMILY

Online votes should be cast by and/or emailed voting slips should be returned by:

[add Time].....

[add Date].....

Paper voting slips/ should be returned to the Clerk- [add details of method and address e.g. given in at the academy's office] by:

[add Time].....

[add Date].....

VOTING SLIP TEMPLATE FOR THE ELECTION OF A STAFF GOVERNOR

[Template to be amended, as appropriate, for use for online voting, emailed voting, or as a paper voting slip.]

VACANCY FOR A STAFF GOVERNOR- ESSA PRIMARY ACADEMY

The following members of staff have expressed an interest in becoming a Staff Governor on the Local Governing Body. Please vote for one candidate by ticking the relevant box.

Name 1.....

Name 2.....

Name 3.....

VOTER DETAILS

Name

Online votes should be cast by:

[add Time].....

[add Date].....

or

Emailed voting slips should be returned to :

[add Email address]

by:

[add Time].....

[add Date].....

Paper voting slips/ should be returned to the Clerk to the LGB- [add details of method and address e.g. given in at the academy's office] by:

[add Time].....

[add Date].....

