

APPENDIX A – PROPOSED NEW CODE OF PRACTICE

The current code of practice is attached to the regular application cabinet report.

CODE OF PRACTICE FOR THE APPOINTMENT OF LOCAL EDUCATION AUTHORITY (LEA) GOVERNORS IN THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD.

December 2007

Introduction and Background

This Code of Practice is written in accordance with the School Governance (Constitution) (England) Regulations 2007 and the School Governance (Federation) (England) Regulations 2007 and the School Governance (New Schools) (England) Regulations 2007 (“The Constitution Regulations”).

School governors are the largest volunteer force in the country. The role of school governors has changed significantly over the past decade. They now have three main areas of responsibilities that are judged through the school inspection process (OFSTED)

- Strategic leadership of the school.
- Providing support and challenge for school leadership and management teams.
- Public accountability for all aspects of the school’s impact on pupils.

The appointment of LEA governors is made by Cabinet. The Cabinet will appoint LEA governors on the basis of the contribution they are able to make to a specific school based on the School’s expressed needs in terms of experience and skills and are encouraged to appoint high calibre governor candidates to the schools, which need the most support irrespective of their political affiliation or preference. Whilst encouragement to appoint high calibre governors is not given in the statutory guidance for federation schools, it is still suggested this ethos is followed for federation schools. LEA Governors, once appointed, fulfil the duties as any other governor would do. As with all governors, they should be appointed with a view to their commitment to raising standards. They should keep in touch with those who appoint them but should vote according to the best interests of the school. In making any appointment RBWM will have regard to the skills and experience of which the school has greatest need and to the candidates’ support for the school’s ethos and mission. LEA governors are appointed for a term of four years.

Members will be kept abreast of current vacancies which will be posted monthly on the RBWM website and will be sent to them electronically at the same time. There will be adverts placed quarterly in the Local Press and recruitment website. Whilst LEA governors do not need to be serving Members of the Council, Members who feel they would make a positive contribution to the governance of schools and meet the selection criteria may forward their applications to the Strategic School Leadership Team. Information will also be available in the Customer Service Centre (CSC). Members may

also wish to encourage members of the public to apply to be LEA governors if they meet the selection criteria.

The Strategic School Leadership Team receives LEA Governor application forms from a variety of sources;

- Councillors, Headteachers, and Governors
- Prospective candidates who apply directly to the Strategic School Leadership Team
- The School Governors' One Stop Shop (SGOSS) – a charity that provides a school governor recruitment service

The Application Process for Becoming a Governor

One of the significant changes within school governance that has occurred in recent years is that:

'The governing body's own contribution to the school's leadership will be assessed through the inspection.' (OFSTED & DfES 2006, A New Relationship with Schools: Next Steps)

These skills will contribute to helping the school meet the Every Child Matters agenda which aim's for every child, whatever their background or their circumstances, to have the support they need to:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

As a result of these raised expectations and assessments, it has become even more important that governors can demonstrate the following attributes:

- | | |
|---|--|
| • An ability to respect confidentiality | • An interest in education |
| • Tact and diplomacy | • An ability to work as part of a team |
| • A commitment to dedicate time to the school | • A commitment to equal opportunities |
| • An open mind | • A willingness to undertake training |

To comply with the national standards for school governors, this code of practice has been based upon guidance by The National Audit Office, in A Guide for School Governors (2006), which identifies the following list of skills which governing bodies require. These core skills requirements for the appointment of LEA appointed governors and apply to all schools.

- | | |
|----------------------|-----------------------------|
| • Strategic planning | • Financial management |
| • Decision making | • Buildings and maintenance |

- Project management
- Team working
- Human resources
- Communications and marketing
- Law
- Information and Communications Technology (ICT)
- Basic understanding of statistics
- Theories and methods of teaching
- Key areas of the curriculum
- Special needs
- Behaviour management

Potential governors can locate RBWM application forms through the Strategic School Leadership Team (governors@rbwm.gov.uk or 01628 796960) or by following this link: http://www.rbwm.gov.uk/web/ed_gov_school_gov_home.htm

Appointment Process

The Strategic School Leadership Team monitors all governing body vacancies, including LEA governors, and will update them on the RBWM's website on the first Friday of each month (or next working day if a Bank Holiday), to ensure that all interested parties are able to make their applications. Each vacancy will show the school's needs in terms of experience and skills. Closing dates for application forms to reach the Strategic Leadership Team will also be posted on the RBWM's website, and sent to members, alongside the vacancies. The Closing date will be three weeks before the Scrutiny Panel meeting prior to the Cabinet meeting at which appointments will be considered. At this point all applications and any views from the school will need to have been received, in writing, by the Strategic School Leadership Team. Where a federation includes schools, which are maintained by more than one LEA, the LEAs must agree amongst themselves who shall appoint the LEA governors and in what proportion.

The applicants must demonstrate that they fulfil the following criteria on their application form.

1. A genuine interest in education and school improvement
2. A good knowledge of the local community and its need
3. Ability to commit their time, skills and energy to the school
4. Willingness to undertake training related to the ever changing nature of the governance of schools
5. The candidate's skills and experience against those listed for that particular vacancy.

Applications will only be considered from individuals who have submitted a completed RBWM LEA Governor application form to the Strategic School Leadership Team by the date specified on the RBWM's website and notified to Members.

The Strategic School Leadership Team will offer meetings with the Head Teacher and the Chair of Governors of the School (or their representatives) for all prospective LEA governors and forward all applications to the relevant schools. For specific applications (where a prospective governor has made a targeted application for a specific school), the Strategic School Leadership team will offer a meeting with the school and the prospective governor. The LEA wishes to work in partnership with the schools in appointing Governors who will meet the schools needs analysis and have experience and skills relevant to the school.

Chairs of Governors (or their representatives) will submit their comments on whether the prospective governor(s) meets the needs of the school identified prior to the appointment, having first considered the person specification, the application form and preferences and any meeting with the prospective governor. This will be in terms of experience and skills, preferred choice of governor along with the current skills and experience of the existing school governors to Cabinet for their consideration. These recommendations will be sent in writing at least two weeks prior to Scrutiny Panel.

Under no circumstances must either governing bodies or schools make an offer to a potential applicant as they have no legal power to do this. Where this is found to have occurred a formal letters will be issued by the Strategic School Leadership Team advising the school and the potential applicant of the correct process of appointment, in addition to withdrawing any offer. Further the matter will be reported to Cabinet in the bi-monthly Appointment of Prospective LEA governors report .

Cabinet Process for the Appointment of LEA Governors

Applicant forms (Appendix B) will be completed by all applicants. The details of all applicants received, irrespective of how well they match the school's needs analysis, will be submitted to Cabinet accompanied by a completed skills analysis, showing the existing and required skills of the board (see Appendix C). Application forms will be passed to Council Members but will not form part of the public information of the Cabinet Meetings in accordance with the Data Protection Act 1998. Cabinet should acknowledge the needs for particular experience and skills as identified by the individual school's own needs analysis, when making appointments.

Applications to become a LEA governor will be assessed against the following criteria:

1. Cabinet will take account of the applications for current vacancies for LEA governors with reference to the identified needs of the schools and the skills and experience of the applicants (Appendix A on the report contains a synopsis of skills and reasons for application for each prospective governor).
2. Cabinet should not appoint where applicants cannot meet the identified needs of the school. Where a LEA governor is appointed and the respective school are not satisfied with that appointment, it is possible for the School to request reasons for the appointment from Cabinet.

LEA Governor – Removal from Office

Cabinet may remove an LEA appointed governor from office at any time if the following occurs;

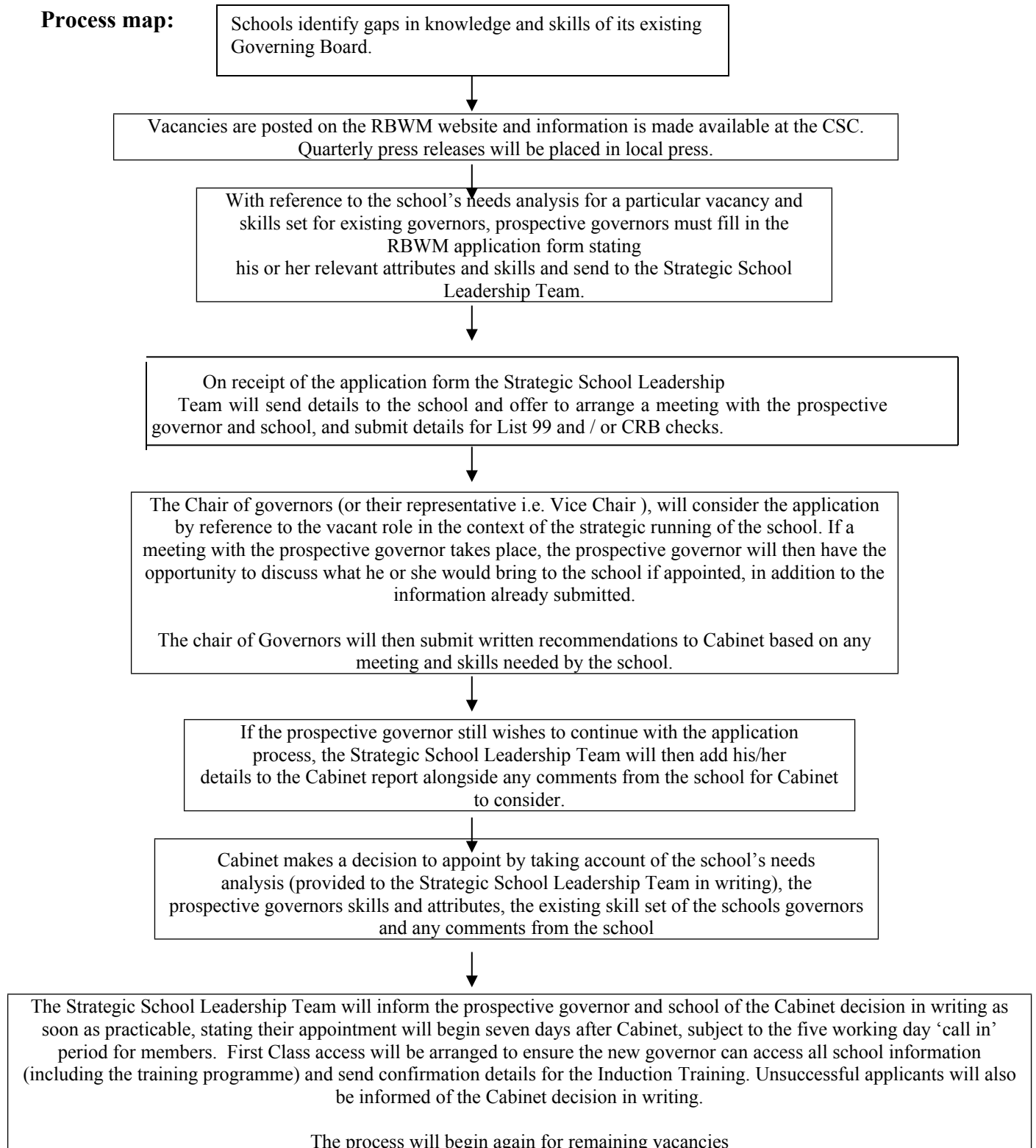
- Failure to attend meetings for a period of 6 consecutive months without the consent of the governing body will be notified of their removal from office. Apologies for absence only count towards attendance if the governing body formally accepts the apologies.

Such cases of removal may also involve, but may not be limited to, any of the following:

- Conduct or bias that is clearly not in the best interest of the school.
- Serious failure to co-operate with the LEA, governors or the governing body as a whole.
- An irretrievable breakdown in relationship between the governor and the governing body.
- Disqualification, as provided in the Constitution Regulations

Any LEA governor who is removed from office may not be appointed to a governing body as a LEA governor for a period of twelve months from removal (subject to the provisions as to disqualification in the Constitution Regulations). Should the governor concerned hold office on another governing body that position may or may not be affected by her/his removal from this governing body dependent on the reasons for removal.

Process map:



For further information please contact the Strategic School Leadership Team.

Libby Dineley on 00628796960 or libby.dineley@rbwm.gov.uk

APPENDIX B

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

APPLICATION FORM FOR EDUCATION AUTHORITY GOVERNOR APPOINTMENTS

Please read the attached notes before completing this form. The completed form must be returned to the address overleaf before candidates can be considered for appointment.

Name of School(s) : (see notes)		
Is this application a re-appointment to an existing post? Y / N		
Do you, or will you, have a child attending the above school during the term of office? YES / NO If YES, when will your child (or youngest child, where there is more than one) leave the school?		
Title :	First Name(s) :	Surname : Other names:
Date of Birth (for List 99 / CRB check) :		Occupation :
Address : Post Code :		Tel No (Day) : (Eve) : Email :
Previous service and current appointments Have you ever been or are you currently a school governor? YES / NO If YES, please give details of the school(s), type of governor and period of office : Name of school: Governor category: Term of office ends:		
Reasons for application : Please state briefly why you would like to become a governor. 		
Training : Are you willing to attend training sessions to help with the development of your role? YES / NO		

RELEVANT EXPERIENCE

SKILLS AND KNOWLEDGE	Tick if can demonstrate	Please give example
Strategic planning		
Decision making		
Project management		
Team working		
Human resources		
Communications and marketing		
Law		
Information and communication technology (ICT)		
Financial management		
Buildings and maintenance		
Basic understanding of statistics		
Theories and methods of teaching		
Key areas of the curriculum		
Special needs		
Behaviour management		
Other		

I certify that to the best of my knowledge and belief the information provided above is correct and complete. I am willing to accept the appointment if offered.

Signed :

Date :

Referee :

(This section is optional)

I support this nomination and recommend
for appointment as a school governor.

Name of referee :

Address :

Tel :

Signed :

Date :

Capacity in which known:

Once completed, this form should be returned to :

Governors'
Services
Town Hall
St Ives Road
Maidenhead
Berkshire SL6
1RF

Please note that the information supplied by you may be subject to electronic processing in accordance with the Data Protection Act. If you have any queries relating to the computerising of personal data, please contact this office.

APPENDIX C- SKILLS GAP ANALYSIS PRO-FORMA

NAME OF PROSPECTIVE GOVERNOR

The prospective governor meets the following criteria:

An ability to respect confidentiality
 Tact and diplomacy
 A commitment to dedicate time to the school
 An open mind
 An interest in education
 An ability to work as part of a team
 A commitment to equal opportunities
 A willingness to undertake training

Demonstration
 of where the

prospective governor's skills set will be utilised:

	Existing Governing Body strengths:	Governing Body requires:	Prospective Governor demonstrates the following:
Strategic planning			
Decision making			
Project management			
Team working			
Human resources			
Communications and marketing			
Law			
Information and communication technology (ICT)			
Financial management			
Buildings and maintenance			
Basic understanding of statistics			
Theories and methods of teaching			
Key areas of the curriculum			
Special needs			
Behaviour management			

The governing body **SUPPORT / DO NOT SUPPORT*** this application
 (*please delete as appropriate).

Comment: