**Co-opted Governor Appointment Process**

Co-opted governors are appointed by the Local Governing Body (LGB) by a majority decision at a LGB meeting. The appointment is subsequently confirmed by the Diocese of Gloucester Academies Trust (DGAT) via an appointment/confirmation letter.

The Scheme of Delegation details how many co-opted governors the LGB must appoint. All co-opted governors are appointed for a 4-year term of office.

A person who is employed at the academy cannot be appointed as a co-opted governor if this results in the number of staff on the LGB exceeding one third of the total number of governors (including the Headteacher/Principal)

Co-opted governors who have come to the end of their term of office may be re-appointed. Their willingness to stand again needs to be ascertained before the appointment process takes place.

All DGAT forms and templates mentioned in this guidance can be found in the clerk’s area of the DGAT website – if you have difficulties accessing any resources, please contact Nicki Wadley, Governance Lead, at [nwadley@glosdioc.org.uk](mailto:nwadley@glosdioc.org.uk)

**The appointment process:**

1. The prospective governor must complete the DGAT Co-opted Governor Application form and the DGAT Local Governing Body Declaration of Eligibility Form. This form must be completed by prospective co-opted governors who would be new to the LGB and any governor seeking reappointment.
2. The consideration and decision to appoint, or re-appoint, a co-opted governor must be an agenda item of a full Local Governing Body meeting. It is good practice to have this as an early item so that later items that need a vote are not impacted by issues of the meeting not being quorate.

**N.B.** The individual(s) being considered for appointment or re-appointment as a co-opted governor should not be present for this item.

1. The case for appointing, or re-appointing, an individual as a co-opted governor needs to be put forward, often by the Chair, and the LGB should discuss the merits of this.
2. The LGB then votes whether, or not, to appoint or re-appoint. In the event of an equal division of votes the Chair has the casting vote. The LGB’s decision must be minuted.

**N.B.** If the LGB decides not to re-appoint or appoint then the LGB will need to seek replacements and follow the same process at a subsequent meeting.

1. The Co-opted Governor’s term of office will commence from the date the last term expired if a re-appointment, or the date of the meeting where the appointment was made if a new appointment.
2. The clerk to the LGB is responsible for issuing the appointed governor with:

* The Co-opted Governor Appointment Letter
* A copy of the Local Governor Code of Conduct for signing and return
* A copy of the DGAT Declarations of Interest form for completion and return
* Details of future meetings
* Details of how to set up their school email address
* Details of access to any membership services and the Local Governor area on the

DGAT website

1. If the Local Governing Board decide not to appoint or re-appoint the clerk should send the applicant the DGAT Unappointed Governor Letter.
2. The clerk to the LGB should forward the following documents to the Governance Lead at [nwadley@glosdioc.org.uk](mailto:nwadley@glosdioc.org.uk) within 14 days of the Co-opted Governor’s appointment:

* A copy of the Co-opted governor’s DGAT Co-opted Governor Application
* A copy of the Co-opted governor’s Local Governing Body Declaration of Eligibility

Form

* A copy of the Co-opted Governor Appointment Letter

The clerk should retain copies for the local governing board’s own records and store securely in line with Data Protection requirements and GDPR.

1. The chair of the LGB must ensure that the appointed governor’s Section 128 check and DBS check is completed within 21 days of appointment and confirm either completion or non-completion via email to the Governance Lead within 14 working days. Re-appointed governors must have a new Section 128 check and DBS check undertaken on appointment.
2. The chair of governors should ensure the Co-opted Governor commences an induction process.
3. The Co-opted Governor’s term of office will commence from the date the last term expired if a re-appointment, or the date of the meeting where the appointment was made if a new appointment.

**Please be aware that a co-opted governor is not officially appointed until the vote concerning their appointment has taken place at an LGB meeting, until then a** **potential co-opted governor may attend LGB meetings** **with the permission of the LGB as an observer.**

1. The Governance Lead will ensure that all records held at DGAT are updated and stored securely in line with Data Protection requirements and GDPR.

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