



Appointment of Academy Governors and Directors Procedure

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Glossary

DBE	Diocesan Board of Education
LA	Local Authority
LGB	Local Governing Body (Academy)
HoO	Head of Operations

This document details the procedures that should be followed for the appointment or re-appointment of members of local governing bodies and the Trust Board. In respect of LGBs, there are different requirements for church and non-church academies, the former being determined by the Diocesan Board of Education for Foundation Governors.

Although LGBs and the Trust Board have a responsibility for finding appropriately experienced and skilled individuals to be considered for membership of the respective bodies, final approval for these appointments rests with the Trust Board for LGB appointments, and with Trust Members for Trust Board appointments, as laid down in the Articles of Association of the Aspire and Shine Education Trust.

Procedures

1. LGB - Church schools

a. Foundation Governors

- DBE approval with DBE documentation (application form) – Appendix 1
- DBE approval notification and DBE application form emailed to Trust Head of Operations (HoO) and then to Board members within 7 days.
- Ratification back from Board members within 7 days or at Board meeting if scheduled for next 7 days – approval by simple majority of Trust Board.
- Notification of Board approval to DBE and LGB Chair within 7 days.
- Term of office commences at same time as step <1a.iv>.
- Decision minuted at next Trust Board meeting.

b. Non-Foundation Governors

- Applicant completes Aspire application/skills form – **Appendix 2**.
- Once checked and signed off by LGB Chair, form emailed to HoO and then to Board members within 7 days.
- Ratification back from Board members within 7 days or at Board meeting if scheduled for next 7 days – approval by simple majority of Trust Board.
- Notification of Board approval to LGB Chair and Headteacher within 7 days.
- Term of office commences at same time as step <1b.iv>.
- Decision minuted at next Trust Board meeting.

2) Non-church schools

- As 1b.

3) Elected LGB members (parents/staff)

- As 1b
- Expectation is that Board will not object to a locally elected LGB member unless under exceptional circumstances. In this case approval will be withheld until discussion with academy LGB Chair and/or Headteacher takes place.
- Term of office commences at same time as step <1b.iv>.

4) Trust Board (Director/Trustee)

- Applicant completes Aspire application/skills form – **Appendix 2**.
- Application form emailed to Trust Chair or HoO and then to Board members within 7 days.
- Normally, discussion and recommendation for approval at next Board meeting OR
Exceptionally, recommendation for approval back from Board members within 7 days – simple majority of Board.
- Notification of Board recommendation to Trust Members within 7 days with request for reply of approval/rejection/deferment within two weeks. This process can take place at a meeting of Members (normally AGM) if timing is convenient.
- Term of office commences from date of Members' formal approval.
- Decision minuted at next Board meeting and Members' meeting/AGM.

5) New and renewing Trust Board and LGB members.

- Process will be same for Trust Board and LGB members. All LGB members renewing their membership will be required to complete full documentation – DBE or Aspire as appropriate – Appendices 1/2.

6) Board compliance monitoring

- The Board (HoO) will maintain a register of Board and LGB members' terms of office to facilitate reminders of pending expiry.
- LA Governor Services will only notify members whose academies buy in to Governor Services support.
- Board and LGB membership will cease on the day of expiry, unless prior temporary approval has been sought from the Board (Chair's action) which will last a maximum of two months. Such approvals will be minuted at next Board meeting. Such extensions will be by exception and will be granted only once (i.e. a further extension request will not be granted).
- Board or LGB members holding a Board or LGB office (chair, vice chair, committee lead etc) will cease to hold that office from the day of Board/LGB membership expiry until formal renewal approval.
- Policy implementation to be monitored through Trust Board for Board members and through Aspire LGB Chairs' Group for LGB members.

Appendix 1

Academies - Diocesan Governor Appointment Process

Form available separately from Diocesan Education Office,

Appendix 2

Application Form and Skills, Experience & Knowledge Audit for the Aspire Trust Board and Local Governing Bodies (LGB)

Form available separately from Aspire Trust Office