**Co-opted Local Governor Appointment Process**

Co-opted Local 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 local 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 local governor if this results in the number of staff on the LGB exceeding one third of the total number of local governors (including the Headteacher/Principal)

Co-opted local 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, Head of Governance and People, at nwadley@cen.dgat.org.uk

**The appointment process:**

* The prospective local governor must complete the DGAT Co-opted Local Governor Application form. This form must be completed by prospective co-opted local governors who would be new to the LGB and any governor seeking reappointment.
* The consideration and decision to appoint, or re-appoint, a co-opted local 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.

* The case for appointing, or re-appointing, an individual as a co-opted local governor needs to be put forward, often by the Chair, and the LGB should discuss the merits of this.
* 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.

* The Co-opted Local 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.
* The clerk to the LGB is responsible for issuing the appointed governor with:
* The Co-opted Local 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

* If the Local Governing Board decide not to appoint or re-appoint the clerk should send the applicant the DGAT Unappointed Local Governor Letter.
* The clerk to the LGB should forward the following documents to the Head of Governance and People at nwadley@cen.dgat.org.uk within 14 days of the Co-opted Local Governor’s appointment:
* A copy of the Co-opted governor’s DGAT Co-opted Local Governor Application
* A copy of the Co-opted Local 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.

* The chair of the LGB must ensure that the appointed local 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 Head of Governance and People within 14 working days. Re-appointed local governors must have a new Section 128 check and DBS check undertaken on appointment.
* The chair of governors should ensure the Co-opted Local Governor commences an induction process.
* The Co-opted Local 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 local governor is not officially appointed until the vote concerning their appointment has taken place at an LGB meeting, until then a** **potential co-opted local governor may attend LGB meetings** **with the permission of the LGB as an observer.**

* The Head of Governance and People 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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