

# Recruitment Toolkit



**A Guide for the Appointment of New Governors  
in Local Authority Maintained Schools**

**Your part in achieving exceptional leadership and  
governance across Suffolk.**

# Introduction

Dear Colleague,

We have created this Recruitment Toolkit to aid you in the appointment of new governors. The Toolkit includes guidance on what to consider when thinking about recruiting new governors, how to advertise your vacancies, how to introduce prospective candidates to the governing body and how new governors should be appointed depending on the position they are filling.

It is important that you identify the right candidates to join your governing body. If you aren't sure where to start then undertaking a skills audit will highlight any skills gaps you have as a governing body and can assist you in your recruitment.

The Govern Suffolk campaign is still in existence although due to budget constraints our advertising has been curtailed, but [#governussuffolk](#) will direct prospective governors to [our website](#) and we can introduce interested parties to you.

Links to all resources mentioned in this Toolkit can be found on the Resources page at the end of the document.

If you need further assistance please contact us by emailing [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) or phoning 01473 263972.

Yours sincerely,

The Leadership and Governance Team

# First Steps

- Make sure you've notified the Suffolk County Council Leadership and Governance team of any governor resignations so that we're aware of the vacancies on your governing body. If we don't know you have a vacancy we won't be able to send over any suitable applications that we receive. If you have a Foundation vacancy make sure the Diocese is aware.

To report a resignation please return the following form to [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk)

## [Report a Governor Resignation](#)

- Consider reconstitution. If you have an excess of vacancies but your governing body composition is within the legal requirements and is working effectively, you may not feel the need to recruit. In which case you may want to think about reconstituting and changing your Instrument of Government (IoG) instead. To do this you'll need to discuss the proposed amendments and agree to them at a minuted full governing body meeting. Your changes can then be sent to [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) so that we can redraft your IoG and send it to our legal team for processing. If you are a Church school your new IoG draft will also have to be approved by the Diocese. If you would like to find out more about how reconstitution can work for your governing body please contact us at [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) or by phone at 01473 260063.
- Look at the vacancies you have on the governing body and ensure that all existing governors are filling the right governor role for them. For example, you might have a long-standing parent vacancy but have a current co-opted governor eligible to fill this role. If you find it easier to recruit co-opted governors than parent governors you may want to move this individual over to fill the parent vacancy.
- Do you have any associate members who would be prepared to become governors?
- Carry out a skills audit with your existing governing body. You can either create your own document or use [our version](#) . This will help you to determine what skills you may be lacking and therefore what skills you would be looking for from applicants.
- Consider what additional roles you may like a new governor to fill, for example Safeguarding, and make sure you consider which skills a new governor would need to have in order to fulfil these roles.
- Make sure you have an application form that you ask potential governors to complete. If you would like to use our Local Authority governance application form you can find it [here](#), however you may like to formulate your own.

# Advertising a Vacancy

- Methods of recruitment should suit the type of governor you are trying to attract. For example parent governor positions could be advertised in your school newsletter/noticeboard and staff governor positions in the staffroom or by internal email.
- Have governors available at school fetes and other events to generate interest from the wider community. Statistics from our Govern Suffolk recruitment campaign show that some of the most interest we've received has been from people who have been encouraged to apply by current or former governors.
- Have a governor on hand at parent's evening to discuss parent vacancies.
- Create your own materials if you'd like your governor advert to be more personal to your specific school. This could include some brief information about the school itself, what the role would entail and who to contact if interested.
- Contact local businesses and see if they'd advertise your vacancy. Advertise your vacancy at your workplace, or a family members' or a friends' – noticeboard, internal newsletter.
- Contact your parish council to see whether they could advertise the vacancy.
- Is there a village newsletter/flyer that would advertise your vacancy?
- Make use of the Govern Suffolk recruitment films and other resources available on our [Suffolk County Council webpage](#) by circulating these wherever suitable. Have a link to our website in your school newsletter. If you would like printable copies of our leaflets to distribute please contact [governance@suffolk.co.uk](mailto:governance@suffolk.co.uk) .
- Make sure your correct vacancy information is visible on our [Govern Suffolk website](#). Again, this can be ensured by contacting us at [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) and keeping us informed of any resignations.

# Introducing a Candidate to the Governing Body

- You should have in place an agreed process of contacting and introducing candidates to the school and the governing body.
- You could nominate a governor to be the first point of contact for potential candidates. This can be the Chair but could also be a link governor or another experienced member. It is advisable that the candidate be contacted within 48 hours and a meeting arranged with them at the school where they can be shown around and discuss a position. This meeting could include the nominated contact governor, the Chair of Governors and the Headteacher and can also be an opportunity for an 'informal' interview.
- The candidate should be given the opportunity to meet with the rest of the governors and observe a full governing body meeting. They can be asked to leave the room if anything confidential needs to be discussed. They should have the opportunity to ask questions and the other governors should feel able to question the candidate.

# Appointing a New Governor

- Once you've identified a suitable candidate you should carry out the appropriate method of appointment for their governor role. Make sure you're clear on the processes for appointing different types of governor:
  - **Parent Governors:** parent governors are elected by the parent body of the school and can include any individual with parental responsibility for a registered pupil at the school at the time of election. Parent governors can continue until the end of their term-of-office even if their child leaves the school. Whilst governing bodies must make all necessary arrangements to fill parent governor vacancies through elections, they can directly appoint parent governors if not enough parents stand for election.
  - **Staff Governors:** staff governors are also appointed by election. Teaching and support staff who at the time of election are employed by either the governing body or Suffolk County Council to work at the school under a contract of employment are eligible to be a staff governor. They are elected by the staff body and cease to be a governor if their employment at the schools ends.
  - **Local Authority (LA) Governors:** Whilst it is the responsibility of the LA to source LA governors, they can also be identified by the governing body. Any identified candidate needs to have their nomination approved by Suffolk County Council's Lead Cabinet member for Education, Children's Services and Skills before they can be formally appointed by the governing body. Therefore details of individuals sourced by the governing body need to be shared with the Leadership and Governance Team so that the nomination process can be carried out. We can be contacted at [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) . Any individual eligible to be a staff governor at the school cannot be appointed as LA governor.
  - **Co-opted/Community Governors:** Co-opted or community governors are appointed directly by the governing body and are people who the governing body consider to have the correct skills to contribute effectively to the governance of the school.

Further information on the different governor types and their appointment procedures can be found in the [Department of Education's Constitution of Governing Bodies of Maintained Schools: Statutory Guidance](#).

- Notify the LA governance team at [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) of new appointments so that we're able to update our records, send induction materials to new governors and add them to the Governor Headlines mailing list.

To help you report a new governor or reappointed governor please use the following form:

### **[Report a New Governor Appointment/Reappointment](#)**

- If you subscribe to Schools' Choice update your governing body's records on Governor Hub and enrol your new governor on the appropriate training courses. We would strongly suggest that each new governor completes the Schools' Choice Welcome to Governance course. A list of all available Schools' Choice courses can be found in their **[online training brochure](#)**.
- Guidance given in the National Governors' Association **[Welcome to Governance handbook](#)** (available for purchase) states that the following documents should be provided to new governors upon their appointment to the governing body:
  - a copy of the schools' Instrument of Government or Articles of Association
  - a list of the members of the governing body
  - a list of the governing body's committees and terms of reference
  - the school's current prospectus (if applicable) or a link to information on the school's website
  - information about the performance standards in the school including any necessary login details
  - the school and governing body's most recent self-evaluation or facilitated review
  - the code of conduct
  - a calendar of meetings for the year, for both the full governing body and its committees
  - the current strategy document
  - the most recent Ofsted inspection report
  - access to the statutory and non-statutory policies adopted by the governing body
- You may like to allocate a 'mentor' to your newly appointed governor. This doesn't have to be the Chair, it could be the Link governor or any other experienced member of the governing body who can be on hand with advice. New governors often find it reassuring to have someone who can advise on the role and the school during their initial few months.

# Resources

Govern Suffolk Twitter page:

<https://twitter.com/GovernSuffolk>

Govern Suffolk Website:

<http://www.stssp.co.uk/governors/home>

Report A Governor Resignation form:

[http://www.stssp.co.uk/docs/default-source/governor-headlines-12-april-2018/20-11-2015-101314\\_school\\_complaints\\_procedure-15-09.pdf?sfvrsn=2](http://www.stssp.co.uk/docs/default-source/governor-headlines-12-april-2018/20-11-2015-101314_school_complaints_procedure-15-09.pdf?sfvrsn=2)

Report a New Governor Re/Appointment form:

<http://www.stssp.co.uk/docs/default-source/governor-headlines-12-april-2018/report-a-new-governor-appointment---reappointment8ca44f1e0c8663e39143ff00009d7e70.docx?sfvrsn=2>

Suffolk County Council Leadership and Governance skills audit form:

<http://www.stssp.co.uk/docs/default-source/governor-headlines-12-april-2018/skills-matrix.docx?sfvrsn=2>

Suffolk County Council Leadership and Governance application form:

<http://www.stssp.co.uk/docs/default-source/governor-headlines-12-april-2018/governor-application-form.docx?sfvrsn=2>

Schools' Choice Training Brochure:

<https://view.pagetiger.com/Gov/Gov2018>

Constitution of Governing Bodies of Maintained Schools – Department of Education Guidelines:

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

National Governance Association - Welcome to Governance guide:

<https://www.nga.org.uk/Publications/Welcome-to-Governance-Resources.aspx>

# Useful Contacts

## **Leadership and Governance, Suffolk County Council**

[governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk)

Carol Hitchman – Strategic Lead – 01473 263953  
Paul Calver – Interim Strategic Lead as of January 2019 – 01473 263942  
Joanna Howell – Senior Governance Advisor – 01473 263972  
Lyndsay Cook – Governor Development Advisor – 01473 260163  
Emma Eynon – Headteacher Recruitment – 01473 263943

## **Schools' Choice**

**Catherine Barratt – Head of Governor Services – 01473 263982**  
**Enquiries – [governor.support@schoolschoice.org](mailto:governor.support@schoolschoice.org) / 01473 263993**

## **Education and Learning Team, Suffolk County Council**

**Adrian Orr – Assistant Director Education and Learning – 01473 264709**  
**Janice Lee – Strategic Lead – Resolution, Complaints complex HR, Critical incidents, Headteacher wellbeing, support on LADO referrals – 01473 263940**  
**MASH Professional Consultation Line – 0345 606 1499**  
**Christine Fogg and Julia Grainger – Strategic Leads – Challenge and Support – Christine Fogg – 01473 260539 / Julia Grainger – 01473 264143**  
**Nina Bickerton - Suffolk Schools Health and Safety Advisor – Health and Safety – 01473 260399**  
**Michael Quinton – Senior Service Accountant – Finance – 01473 265596**  
**Jan Welsh – Headteacher, Outreach Services – Inclusion – 01473 264914**  
**Jan Scott – Senior Infrastructure Officer – Admissions – 01473 264657**  
**Mark Bennett – Assessment and Training Officer – Assessment – 01473 264192**  
**Stuart Hudson - Troubled Families' Co-ordinator – Attendance and Welfare – 01473 265200**  
**Celia Moore – NQT and Appropriate Body Standards and Excellence Officer – NQT Appropriate Body – 01473 264005**  
**Judith Moore – County Parenting Co-ordinator – Parenting – 01284 758805**  
**Nadine Coleman – Senior Manager, Client Support – Property – 01473 265147**  
**Bethan Stott - School Nursing Lead – 07506 683238**  
**Tracey Vobe – School Transport – 01473 265057**  
**Pete Mumford – Schools Planning Manager – Schools Infrastructure, Academisation, Free Schools – 01473 260767**  
**Peter Frost – Head of Internal Audit – Internal Audit – 01473 264247**  
**Matthew Cooke - Virtual School Head - Virtual School for Looked After Children – 01473 260818**  
**Skills Team – 01473 263969**