



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

## Appointing new members to a Local Governing Body

### Guidance

Best practice advice from the NGA

The NGA guidance 'The right people around the table' offers a full model for skills audit and governor recruitment.



NGA-The-Right-People-2018.pdf

The key points are as follows:

1. Governors should be appointed following a review of current skills on the board so that gaps can be addressed.
2. Where governors are to be elected, the NGA guidance on elections may be useful for reference and resource: <https://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Model-Policies/Electing-governors/Electing-Staff-Governors-maintained-schools.aspx> .
3. Consideration should be given to the diversity of the board so that a variety of experiences and interests are represented - try to avoid 'group-think' or cliques.
4. Appointments should be made by a panel of governors and not the chair acting alone.
5. Vacancies should be advertised widely e.g. school communications and local media. Advertisements should indicate that the appointment is subject to DBS clearance.
6. The NGA offers a model role description which can be adapted to suit an individual vacancy.
7. Candidates should be interviewed to explore their experience and values (model questions in NGA guidance).
8. Two references and DBS should be taken up after appointment but prior to ratification by the Board of Trustees. References can be very short and are for safeguarding purposes alone. The referee should be asked to state whether, to the best of his/her knowledge, the person is appropriate to hold a position of leadership in a school.
9. The selection panel should report the proposed appointment to their LGB and submit their decision to the Clerk to the Board of Trustees ([jnorris@lsp.org.uk](mailto:jnorris@lsp.org.uk) ) who will seek ratification from the Board.
10. Appointment should be followed by a process of induction.
11. Governors will not be eligible to vote at LGB meetings until the above process has been completed and in the case of appointed Community/Co-opted Governors until ratified by the Board of Trustees.



Governor-role-description-2017.pdf

In Lighthouse Schools Partnership support/advice with an appointment can be obtained from Gary Lewis (Chief Executive Officer) [glewis@lsp.org.uk](mailto:glewis@lsp.org.uk) or Adele Haysom (Chair of the Trust) [ahaysom@lsp.org.uk](mailto:ahaysom@lsp.org.uk) . Adele is a National Leader of Governance.



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