

Committee:	Date:
Education Board	11 September 2014
Subject: Appointment of Governors	Public
Report of: Director of Community and Children's Services	For Decision

Summary

The Education Board is responsible for recommending to the Court of Common Council the appointment of governors to the City's academies and representatives on school governing bodies where nomination rights are granted and they do not fall within the remit of any other committee. This paper sets out two processes that the Education Board could follow when exercising these responsibilities.

To enable the Education Board to make recommendations in an efficient and effective way and to ensure that Members are able to fully assess the requirements of the vacancy and skills of the candidates, it is proposed that standard application documents are used throughout the appointment process.

Both the proposed application processes and application documents are outlined in the main report and its appendices.

Recommendations

It is recommended that Members of the Education Board approve the two appointment processes for governor appointments which are outlined in this report and that Members endorse the supporting templates which are submitted as appendices to this report.

Main Report

Background

1. The Education Board is responsible for the oversight and monitoring of the City of London's sponsorship of its academies, including recommending to the Court of Common Council the appointment of governors. It is also responsible for recommending to the Court of Common Council candidates for appointment as the City of London Corporation's representatives on school governing bodies where nomination rights are granted and they do not fall within the remit of any other committee.






Purpose

2. This paper recommends two processes that the Education Board could follow when exercising its responsibilities in relation to governor appointments. The first proposal outlines a process for the appointment of external candidates as

governors and the second addresses the appointment of Members to governing bodies.

3. In addition to establishing clear processes for governor appointments, this paper also recommends that standard application documents should be used throughout the appointment process to enable the Education Board to conduct a rigorous skills-based assessment of candidates.

Appointment process for external representatives

4. The Education Board is responsible for recommending the appointment of governors at City academies to the Court of Common Council. This includes the appointment of external representatives, where it is proposed that the process set out below is followed:
 - i. The school informs the City of a vacancy and provides a person specification, information about the school, the constitution of the Governing Body and the time commitment that is required.

 - ii. The City searches for appropriate candidates by consulting its database, contacting relevant organisations (e.g. SGOSS), considering expressions of interest the school has received, and advertising the position.

 - iii. The City provides up to three candidates for the lead City Member to review/meet.

 - iv. The lead City Member indicates which individual is their preferred candidate.

 - v. The Education Board recommends a candidate to the Court of Common Council.

 - vi. The Court of Common Council takes a decision.

Appointment process for Members

5. The Education Board is responsible for recommending to the Court of Common Council candidates for appointment as the City of London Corporation's representatives on school governing bodies where nomination rights are granted and they do not fall within the remit of any other committee. This includes the appointment of Members, where it is proposed that the following process is followed:

- i. The school informs the City of a vacancy and provides a person specification, information about the school, the constitution of the Governing Body and the time commitment that is required.



- ii. The vacancy is sent to all Members.



- iii. The Education Board recommends a candidate to the Court of Common Council.



- iv. The Court of Common Council takes a decision.

Application format

6. It is proposed that, when the City is exercising its rights in relation to governor appointments, it should request that the school provides it with the following information: a person specification, summary information about the school, the constitution of the Governing Body and the time commitment that will be required. To assist with this process, and ensure consistency, it is recommended that the Education Board endorse the templates appended to this report.
7. To enable the Education Board to assess the skills of each candidate, it is proposed that all applicants should complete a standard application form and it is therefore recommended that the Education Board endorse the template appended to this report. In addition, external candidates will be asked to identify a suitable referee.

Recommendations

8. It is recommended that Members of the Education Board approve the two appointment processes for governor appointments which are outlined in this report and that Members endorse the supporting templates which are submitted as appendices to this report.

Appendices

- Appendix 1 – City governor appointments – person specification
- Appendix 2 – City governor appointments – school summary
- Appendix 3 – City governor appointments – constitution of the Governing Body and time commitment
- Appendix 4 – City governor appointments – application form

Background paper

Education Board Terms of Reference

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