## Local Authority Governor Nominee Flow Chart

The Governing Body (GB) has a vacancy for a LA governor.

The GB will discuss and agree the criteria that they are seeking in a nominee for the LA governor role. The GB will complete this form and return it to the <u>London Borough of Hillingdon</u> (LA) who will use eligibility form for to find a prospective LA governor.

The LA will seek a suitable candidate using the criteria contained within Local Authority Governor Nominee Eligibility Criteria form. The LA will ask the candidate to complete a governor application form and invite the candidate to meet the LA school governance officer to discuss the role, check photo and address ID and obtain GDPR permission.

If a suitable candidate has been recommended by the school, then please ask the candidate to complete a governor application form and carry out the necessary security checks.

When a match is made, the LA will submit the LA governor application to the GB to consider.

The Clerk and Chair will arrange a school visit to meet the candidate. If both parties are happy to proceed and satisfied with the match, the candidate is asked to observe one FGB meeting.

If the candidate and FGB agree to proceed with the formal nomination, the FGB should ask the LA Governance Team to process this for approval by the Director of Education and Cabinet Member, by providing a copy of the GB minutes clearly highlighting the agreement to process the application (either as a draft or final copy) with the application form.

If the application is successful then the term of office will begin **5 days (clearance period)** from the date that the request is approved by the Cabinet Member for Families, Education and Wellbeing. Upon approval a link to the executive decision will be provided to the school for their records.

The FGB will formally record this appointment in the minutes at the next FGB, stating the nominee's term of office.

GB to undertake relevant DBS checks and induction and confirm term of office to LA governance team.

