



## Local Authority Governor Nominee Eligibility Criteria Form

***The School Governance (Constitution) (England) Regulations 2012, Local authority governor, Regulation 8***

*In these Regulations “local authority governor” means a person who -*

*(a) is nominated by the local authority; and*

*(b) is appointed as a governor by the governing body having, in the opinion of the governing body, met any eligibility criteria that they have set.*

### Outline of the process

1. 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 London Borough of Hillingdon (LA) who will use eligibility form for to find a prospective LA governor.
2. The LA will seek a suitable candidate using the criteria contained within this 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 also carry out the necessary security checks. Then proceed to step 4.

3. When a match is made, the LA will submit the LA governor application to the GB to consider.
4. 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.
5. 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.
6. When formal approval is granted the school will be notified by the LA Governance Team and the term of office will start from the date provided in the formal acknowledgement. A letter will also be sent by the LA Governance Team to the applicant welcoming them as the new LA Governor.

7. The FGB will formally record this appointment in the minutes at the next FGB, stating the nominee's term of office.
8. GB to undertake relevant DBS checks and induction and confirm term of office to LA governance team.

