



[Name of Board]

## Standing Order for the Appointment of Co-opted Governors

**This model document may be amended for use in multi academy trusts in line with their Articles of Association**

### Guiding Principles

The Governing Board (GB) may decide the process for the appointment of co-opted governors.  
*The process must be agreed by the board prior to use.*

### Factors the board should consider in agreeing their appointment process:

- The skills required to support the GB at the time of the vacancy
- How and where the vacancies, together with the identified skills required, should be advertised
- Whether a candidate will self-nominate or be proposed [and seconded if wished] by governors
- Information the GB needs from each candidate to support their nomination i.e., a statement of so many words, interview with, or presentation to the GB or alternatives as appropriate
- Whether after full GB discussion, there will be a **secret ballot or show of hands (delete as required)**, and whether this would vary depending on the circumstance i.e., in all circumstances or only where there is more than one candidate.
- How the results will be notified to the successful candidate/s and the rejected candidate/s and by whom.
- How often the agreed process for seeking nominations and making appointments will be reviewed (if not part of the annual review of Terms of Reference/Standing Orders; annually is recommended).
- How the GB will ensure that the processes are fair, open, and transparent.

### Example

1. *Co-opted governors are appointed by the Governing Body (GB). They are people who in the opinion of the GB have the skills required to contribute to the effective governance and success of the school.*
2. *The board may choose to advertise the vacancy locally and also as broadly as possible in order to reach as wide an area as possible; this should include the services of Inspiring Governance and Governors for Schools as advocated by DfE in the Governance Handbook.*
3. *When advertising, the GB should consider including the skills that the GB has identified that it needs via its current skills audit in the advert. This expertise would enable the GB to work more effectively.*
4. *Priority should be given to candidates who can demonstrate and/or evidence that they have the skills that the GB has identified that it needs; the GB could agree that this is by interview or presentation to the GB or alternatives as appropriate (see 5 below)*

5. *Where there are more candidates than vacancies, the candidates could be asked to prepare a brief statement of no more than (suggested) 250 words, explaining why they wish to be appointed and their suitability for the role.*
  6. *Candidate statements should be circulated to all members of the GB prior to the full GB meeting at which any appointment will be considered.*
  7. *At the subsequent full meeting of the GB, governors are to be invited to vote as agreed by the GB (by either a show of hands or by secret ballot); the process is to be managed by the governance professional.*
  8. *In the event of a tie, the governors may agree to discuss the nominations in more depth and take a further vote; however as explained in 2013 Roles, Procedures and Allowances Regulations (14.4) where there is an equal division of votes, the chair, or the person who is acting as chair for the purposes of the meeting (provided that such person is a governor), will have a second or casting vote.*
- *The governance professional/clerk should announce the result, with the candidate polling the most votes being duly appointed.*
  - *The minutes should clearly reflect the process of voting and the outcome.*
  - *The governance professional/clerk should be tasked with advising the successful candidate/s and unsuccessful candidate/s.*
  - *The governance professional/clerk should be tasked with commencing the legally required documentation (Governor legal declaration, declarations of interest etc.) and requesting governor email to be set up.*
  - *The governance professional/clerk should inform the school of the appointment and provide contact details so that the school can make contact to commence the [DBS](#) and section 128 check (must apply within 21 days of appointment/election for LA maintained schools and 14 days of appointment/election for academies) The progress and timeline should be monitored by the governance professional/clerk for compliance.*

*The GB should arrange to commence the Governing Body's own induction process including ensuring the DBS and section 128 processes are completed.*

**Agreed by the board:** dd/mm/yyyy

**Review date:** dd/mm/yyyy