

## 1 Procedure

- 1 All Local Authority Governor Appointments shall be made by Cabinet following a recommendation from the Director of Education in conjunction with the relevant Cabinet Member for Education and the Councillor(s) representing the ward(s) in the catchment area of the schools' views will be sought to input into the decision-making (Referred to within this document as Local Councillor(s)).
- 2 The Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s) will consider any applications in line with the governing body skills matrix alongside each individual governor application which will include a brief description by the applicant about the experience and knowledge they can offer the governing body.
- 3 The Local Authority Governor Application Form will be amended to include opportunity for applicants to include details (up to 300 words) of experience, knowledge and skills to demonstrate how their appointment will help address any skill gap identified within the school governing body skill matrix.
- 4 The Director of Education, and Cabinet Member and Local Councillor(s) will make recommendation on the appointment of the governor who is deemed to have the most appropriate skills and expertise to support and challenge the governing body, and make recommendations to Cabinet for filling LA vacancies on Governing Bodies.
- 5 The Councillor(s) representing the ward(s) in the catchment area of the schools' views will be sought to input into the decision-making.
- 6 The following criteria shall be used in considering applications:
  - a) Firstly the Councillor(s) representing ward(s) in the catchment area of the relevant school if they meet the skills criteria provided by the school. The School and Governor Unit shall assist Councillors in acquiring those skills where possible by utilising the training courses available within the Authority. Each Councillors training record is available at [www.swansea.gov.uk](http://www.swansea.gov.uk);
  - b) Secondly, if the Councillors(s) representing ward(s) in the catchment area of the relevant school do not express an interest, the vacancy be offered to other Councillors of the Local Authority if they meet the skills criteria provided by the school;
  - c) Following application of the above criteria, vacancies be offered to persons who, in the opinion of the Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s), would be suitable to the role of governor and who would contribute effectively to the school in terms of skills and experience in meeting the skills criteria provided by the school.

- 7 In each of the above categories whenever there are more candidates than vacancies, Local Authority representatives will be recommended to Cabinet on the basis of whom, in the opinion of the Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s), will make the most effective contribution to the management of the school concerned as provided for in the skills criteria provided by the school.
- 8 The Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s), shall receive, discuss and determine any representations made to them whenever they make any change to representation on a particular Governing Body.
- 9 The Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s), shall hear any request made to them to remove an LA Governor in Accordance with Regulation 27 of the Education (School Government) (Wales) Regulations 2005 and make a recommendation to Cabinet for approval.
- 10 The Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s), will expect all newly appointed Governors to undertake mandatory governor training in accordance with Welsh Government requirements within a year of them taking up the position in order to prepare them for their role and improve understanding of their responsibility to both challenge and support the school and Head teacher.
- 11 Applications must be submitted no later than 7 clear working days before the date of the Director of Education in conjunction with the relevant Cabinet Member for Education and Local Councillor(s) meeting / discussion and late applications will only be considered at their discretion.

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