

**PROCEDURE FOR THE NOMINATION AND APPOINTMENT OF LOCAL AUTHORITY
GOVERNORS ON SCHOOL GOVERNING BODIES
(APPLICABLE TO SCHOOLS THAT HAVE RECONSTITUTED SINCE SEPTEMBER 2012
AND NEW SCHOOLS)**

Under powers vested in them by The Education Act 2011, Part 5, Paragraph 38, Section 4a, the Local Authority has a duty to nominate representatives to serve as governors on the Governing Bodies of all schools who have reconstituted under The School Governance (Constitution) (England) Regulations 2012.

The procedure is:-

1. The Governing Body of the said school, if having reconstituted, will inform the Local Authority (Director of Children, Education and Social Care) of a vacancy on the Governing Body for a Local Authority representative and will include the eligibility criteria applicable to the vacancy. (Part 2, section 8, of the 2012 Regulations).
 2. The vacancy, along with the eligibility criteria, will be notified to all Party Secretaries, all schools and any other stakeholders requesting nominations.
 3. Nominations when received in line with prescribed deadlines will be detailed on the Cabinet report and uploaded, via Democratic Services, to E-genda, in advance of the pre-agenda meeting.
 4. Each nomination will be considered against the individual governing body's eligibility criteria and preferred nominee(s) approved.
 5. Where a nomination has been approved by Cabinet, this will be forwarded to the Governing Body for consideration and approval. It is for the Governing Body to decide whether the nominee meets their eligibility criteria, and therefore confirm the appointment.
 6. The relevant checks will be carried out in accordance with statutory requirements.
- NB: In the absence of any written nominations the vacancy will be automatically referred to the next Cabinet meeting.