**Camblesforth Community Primary Academy**

**Guidance for the Appointment of Community Governors and Non-Elected Parent Governors**

**September 2019**

**Pre-amble**

The governing body consists of governors appointed from various members of the school and local community.

The categories of governor are;

Staff (one off), Parent (two off), Ebor Appointed (four off). The Headteacher may also elect to be a governor. All governors are of equal status, irrespective of category and shall have a term of office of four years. Further details regarding the various roles and responsibilities can be found on the school and Ebor websites.

Staff governors are elected from and by the salaried staff of the school, whether teaching or non-teaching.

Ebor appointed governors are nominated locally for approval by Ebor Trustees.

Parent Governors are elected from and by parents of pupils attending the school at the time of election.

In the event of no candidates being elected by parents, following a bona fide election, the governing body may invite and nominate parents of current pupils, parents of past pupils, or parents of prospective pupils (in that order) to fill the parent governor vacancy(ies) arising.

In order to ensure a consistent approach to Ebor appointed and non-elected parent governor appointments, Camblesforth Academy Governing Body has adopted the following protocol;

Any prospective candidate, whether they approach the governing body, or the governing body approaches them, will be asked to make a written submission to the Governing Body, care of the Headteacher, Camblesforth School. The submission will briefly outline their experience, skills, and any other information they deem appropriate. A pro–forma is available from Ebor central services.

Each candidate will then be invited to discuss their submission with the Headteacher and Chair of Governors, such that as much information as possible can be gathered for consideration by the full Governing Body, and to ensure that the candidate is aware of the duties of the role of governor, and of the demands and expectations which will be placed upon them.

The Headteacher and Chair of Governors will then brief the full governing body at the next full meeting of the governing body

The governing body will consider the various abilities of the candidate(s) and will determine whether or not to recommend such candidate(s). They shall take into account the governing body skills matrix

In the event that the number of candidates exceeds the number of vacancies, the successful candidates will be selected by the Ebor Trustees in consultation with governing body.

The result of the consultation shall be recorded in the minutes of the first subsequent full meeting of the governing body.

The candidate(s) shall be advised by the school whether they have been successful or not within seven working days of the consultation and invited to attend the next meeting of the full governing body subject to a full DBS(et seq) check being initiated for each successful candidate by the school and there being found no reason not to appoint such candidate. Ebor central services will also issue the successful candidate(s) with a governors’ introduction pack.