

HAZELWICK SCHOOL

GOVERNOR RECRUITMENT AND INDUCTION POLICY

Version 6 – Effective March 2025

Review required March 2028

1. Introduction

The composition of Hazelwick's Governing body is defined in the Articles of Association approved by the DfE.

The remit of the Governing body sub-committees is defined in the Scheme of Delegation document.

The Hazelwick Governing body has the right to set the recruitment criteria and endorse Governing body appointments for all positions with the exception of the Headteacher ex officio role.

This policy covers the minimum requirement for Governor selection and appointment and subsequent induction and training.

Governor appointments, with the exception of ex officio Headteacher and Associate members, are for a four-year term of office. By invitation or election, as appropriate to the Governor, category/type, Governors can support the school for repeated terms of office periods.

All appointments are subject to satisfactory DBS checks for all Governor positions.

Governors are required to attend all Full Governing Body meetings and both Committee meetings. (Curriculum & Standards & Resources).

2. Appointment of Governors

2.1 Staff Governors [excluding the ex officio Headteacher]

Hazelwick's Governing body has two Staff Governor posts, one for a teaching staff member and one for an associate staff appointment.

Staff Governor vacancies will be subject to an election process managed by the school. Candidates will be asked to self-nominate, and the Headteacher in conjunction with the Clerk to the Governors, will manage an equitable election process for the staff group requiring a Governor appointment.

Staff Governors are appointed on a four-year term of office.

2.2 Community Governors [may be known as Co-opted Governors]

Hazelwick's Governing body has five Community Governor positions. These are invitation appointments and are generally made based on skills that can be brought to the Governing Body.

Community Governors are appointed on a four-year term of office.

2.3 Parent/Carer Governors

Hazelwick's Governing body has four Parent/Carer Governor positions. When a vacancy occurs in this Governor category, parents and carers of students enrolled at Hazelwick are invited to stand for election to the Governing body.

The election process will be administered by the School and controlled by the Clerk to the Governors. Parents and carers will be invited to participate in the nomination and election process via letter/email, where stages of the election process will be described.

The election process will invite the potential candidates to generate an election statement supported by two parent/carers of students at the school.

Due to the supportive, but professionally challenging, nature of the Governor position, parents or carers in dispute with the school will not be accepted as Parent/Carer Governor candidates, and self-nomination forms will be returned to the individual without progression in the process. This decision will be made unanimously by the Chair of Governors, the Vice-Chair and the Headteacher.

The interview panel will feedback the numbers of candidates excluded from and progressed through the process to the Full Governing body.

In the event of there being more candidates than positions the Clerk to the Governors will act as the returning officer in an election process, which will invite all parents/carers to vote for their preferred candidate[s].

2.4 Associate Members

Associate members may be appointed on a temporary fixed term to support an activity or project or to mitigate a skills deficit on the Governing body. Any such appointment should be reviewed at least annually.

The appointment of Associate members requires the approval of the governing body. This may be obtained at any Full Governing body meeting prior to appointment. Associate members may include staff or people in the community with specific areas of expertise useful to the school. They can have voting rights as defined by the Governing body provided they are 18 or over, but they cannot vote on the following matters - admission of students, student discipline issues, election or appointment of governors, budget and financial commitments of the governing body or salary review issues.

3. Governors' Personal Financial Pedigree

Due to the financially autonomous nature of an Academy school, financial competency of all Governors is paramount; therefore governor applicants, for any Governor category, who have been declared bankrupt or have high court or county court judgements relating to financial irregularities or bankruptcy will not be eligible to stand for an elected post, nor invitation position.

Failure to provide information of this nature which later comes to light will result in a governor being immediately removed from post.

4. Governor Skills Audit

The Governing body will undertake a periodic skills review of the full Governing body.

The information generated from the review will be used to support recruitment of Associate Governors on a fixed term appointment or to focus/prioritise recruitment of Parent/Carer or Community Governors, in order to ensure the skills coverage of the Governing body is appropriate for its broad remit or to deliver specific projects/initiatives.

5. Governor Induction

All Governors will be expected to attend an induction session soon after appointment, arranged by the Clerk. The induction session will cover, as a minimum:

- completion of DBS checks [using the on-line system where possible]
- tour of the school and introduction to members of the SLT
- introduction into the Governing body activity and sub-committee remit

- issuing of a school identification badge and car park key fob
- completion of a 'Declaration of Business Interest' form
- completion of a declaration of previous financial competency

6. Governor Training

In order to support the Governing body and the school, Governors will be expected to undertake training as required. Depending on the content or scope, training may be offered as an in-school session, or by an external provider at school or at a training venue, or via an on-line course.

Governors should notify the Clerk of all training undertaken which should then be recorded in a training record maintained by the Clerk.

7. Revision History

Version Effective - 17 th September 2012	1 New document
Version 2 Effective – 1 st August 2013	Removal of the statement limiting parent governor elections being held prior to the October half term – elections can be held at any time Addition of section 3.0 relating to financial status of Governors – renumbering of subsequent sections 4.0 Removed ANNUAL from skills review, replaced with PERIODIC
Version 3 Effective – 8 th December 2015	Sentence added to the introduction 'By invitation, or election, as appropriate to the Governor category/type, Governors can support the school for repeated terms of office periods. Sentence added to the introduction 'All appointments are subject to satisfactory DBS checks for all Governor positions.' Section 2.3 – 'Parentmail' amended to 'email'
Version 4 Effective March 2019	2.1(paragraph 2) – change word SLT to Headteacher. 2.2 (paragraph 1) – remove word 'appointments' and replace with 'that can be brought to the Governing Body'. Replaced the word 'guardian' with 'carer' and replaced the word 'pupil' with 'student' throughout the document. 2.4 (paragraph 2) – remove pupils from the sentence about who associate members can be.
Version 5 Effective March 2022	Removed sentence in section 2.2 regarding community governors being supported by two other governors. Removed paragraph in section 2.3 regarding accepted candidate attending an interview which is no longer required

	<p>Changed the number of community and parent governor positions as number of governors was reduced to 12 in total.</p> <p>Included a sentence regarding attendance at governor meetings. Changed parent to parent/carer throughout.</p> <p>Corrected the apostrophe error on page 2.</p>
Version 6 Effective March 2025	Document reviewed and no changes required.