



Diocese of Norwich
Education and
Academies Trust

St Peter & St Paul Carbrooke Church of England Primary Academy

Policy and Procedure for the Re-Appointment of Trustees and Local Governors

Policy Type:	Trust Core Policy
Approved By:	DNEAT Board of Trustees
Approval Date:	17/07/2018
Date Adopted by LGB:	09/10/2018
Review Date:	July 2021
Person Responsible:	DNEAT Governance Manager

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change

Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Principles

The importance and significance of outstanding governance and leadership across our education system, in every school in England, has never been greater. The role of governing boards in defining and implementing strategy whilst holding the leaders of schools and trusts to account has to be the foundation upon which a world class education system is built. Governors or trustees who work as a team, who are able to bring their skills and experience to the role and who blend challenge and support to hold their workforce to account, will improve standards.

Sir David Carter, National Schools Commissioner, 2017

The Diocese of Norwich Education and Academies Trust (DNEAT) recognises the importance of maintaining a high standard of governance at both Trust and Local level. It is therefore important that those individuals who have volunteered their service in such roles take their responsibilities seriously and fully commit in terms of participating in the work of the Local Governing Body/Trust Board and in their own professional development.

In accordance with the Governance Handbook 2017, DNEAT's primary consideration in appointment decisions is whether the applicant has the skills and experience which the board needs to be effective, and whether they are willing to uphold and support the ethos of the Trust. It is important that everyone on the LGB/Trust Board has a strong commitment to the role and to improving outcomes for children, inquisitiveness to question and analyse and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand basic data. All governors/trustees wishing to be re-appointed will be requested to complete a skills audit and their contribution to governance to date will be reviewed, including their attendance history.

DNEAT sets an ethos of professionalism and high expectations of everyone involved in governance, including an expectation that governors/trustees undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance. Importantly, this includes their ability to understand and interpret educational and financial performance data. Everyone on the board should be able to engage fully with discussions on these matters and if they cannot, they should undertake appropriate training or development to enable them to do so. A review of each governor's training record will be undertaken prior to re-appointment.

Procedure

Re-Appointing a Trust Appointed Governor/Trustee for a Second Term of Office

- Each term, the Governance Manager will ascertain which Trust Appointed Governors/Trustees will be reaching the end of their term of office in the following term
- The Governance Manager will write to the Governor/Trustee to find out if they would like to renew their term of office
- If the Governor/Trustee wishes to continue, they are requested to complete a re-appointment form which includes a skills audit and a statement about what the governor/trustee feels they have contributed to the LGB/Board during their term of office (Appendix A)
- On receipt of the re-appointment form, the Governance Manager will add information regarding the governor/trustee's training history and meeting attendance record for the previous 2 years
- If the applicant is a:
 - Governor - the Governance Manager will pass the completed form to the relevant Chair and request them to add a statement to say if they support the governor/trustee serving a second term of office.
 - Chair of Governors – the Governance Manager will pass the completed form to the two Regional Trustees for their endorsement
 - Trustee - the Governance Manager will pass the completed form to the DNEAT Members for their endorsement.
- The governor/trustee will be advised of the outcome of their application.
- Where an appointment is renewed, the Governance Manager will update the term of office on GovernorHub and DfE's Get Information About Schools system
- The Trust Board will be advised of re-appointments via the Trust Governance Report at the next Board Meeting

Re-Appointing a Trust Appointed Governor/Trustee for a Third Term of Office

When a governor/trustee has served for two terms (ie 8 years) and is put forward for a third term, the procedure above will apply, but in addition the Governance Manager will meet with the governor to discuss their work. This will give the opportunity for the governor to be personally thanked for their long service, to gain insight that comes from that long service and it will allow feedback to the governor on their work. In the case of Trustees, this meeting should be conducted by one of the Members.

Re-Appointment of Parent/Staff Governors

- The clerk to the Local Governing Body will advise the parent/staff governor that their end of term of office is approaching.
- The Headteacher will be requested to invite nominations from the parent/staff body (using the appropriate DNEAT Parent or Staff Governor Election pack available on GovernorHub)
- If the current parent/staff governor wishes to be re-appointed they will follow the normal nomination process and in their election statement, will provide details of their contribution to the work of the board during their previous term of office

Monitoring and review

The Governance Manager will review this policy on a three-yearly basis in conjunction with the Board of Trustees, and will make any changes necessary, in line with the latest educational policy advice.

Re-Appointment Form for Trust Appointed Governor/Trustee



Name of Academy : _____

Basic Information	
Title	
First Name	
Last Name	
Previous Surname (if none, please state 'None')	
Date of Birth	
Nationality	

Contact Information	
Address	
Postcode	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email	
Preferred form of contact	

Data Protection

Under the General Data Protection Regulations 2018, we have a legal duty to protect any personally identifiable information we collect from you. We do not pass on your details to any third party unless you give us permission or if DNEAT is legally obliged to do so. Our website contains a copy of the DNEAT Data Protection Policy.

These details will be held on computer and registered under the General Data Protection Regulations 2018, in compliance with its principles. All information will be destroyed if your application to become a governor is unsuccessful.

Please note it is mandatory for information about governors to be shared with the Department for Education (DfE) via the 'Get Information About Schools' database – please see overleaf for more details.

If your application to be a governor is successful, the information on this application form will be shared with the following parties:

Department for Education (DfE)

From September 2016 the Academies Financial Handbook requires academy trusts to provide information about their members and trustees as well as those sitting on any local governing bodies that may be in place. The data which is collected in 'Get Information About Schools' (GIAS) and made publicly available is:

- full name (including title)
- appointing body (eg board, foundation, parents etc)
- date of appointment
- date term of office ends / ended if in last year
- whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing body

In addition, for all these individuals, the DfE will collect within GIAS, but not publish, a range of information to help them to identify specific individuals:

- postcode
- date of birth
- previous names
- nationality and country of birth
- direct email address for chair

This governance data that is not publicly available will be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair. Subject to successful pilots, the DfE will also use the email address to send to chairs information about the issues that national performance data suggests the board needs to address with its senior leadership team.

GovernorHub (Ortoo Technologies Ltd)

GovernorHub is the website which DNEAT uses to manage governance at Trust and Local level. All governors are expected to use GovernorHub. The information from this form which we will share with GovernorHub is:

- First and Last name
- Email address

National Governance Association (NGA)

All of our governors are given membership of the National Governance Association (NGA). In order for you to receive the weekly newsletters from NGA and the magazine (if applicable), the information from this form which we will share with the NGA is:

- Title
- First and Last name
- Address and Postcode
- Email address

Academy Website

It is a DfE requirement that the following information is published on the academy website for each governor and any associate member who has served at any point in the past 12 months:

- Name
- Category of governor
- Term of Office
- Names of committees the governor/member serves on
- Attendance record at full LGB meetings the previous academic year
- Pecuniary and Personal Interests
 - Relevant business interest of governors and details of any other educational establishments they govern
 - Relationships between governors and members of the school staff including spouses, partners and relatives

The Diocese of Norwich Education and Academies Trust places data protection requirements on third party processors to ensure data is processed in line with governors' privacy rights.

By submitting your application to be a governor, you are giving informed consent to sharing your information with the Department for Education, GovernorHub, NGA and being published on the academy website as outlined above.

Employment Information	
Employment Status	Employed / Self-Employed / Retired / Unemployed
Occupation (if retired/ unemployed, please provide previous occupation)	
Employer Name	
Work Postcode	

Qualification Information	
Qualification (Highest)	
Subject	
Institution	

Are you a parent of a pupil at a DNEAT Academy? If Yes, please state which Academy	Yes / No
Are you a Governor at any School or Academy? If Yes, please state which School or Academy	Yes / No
Are you related to a member of staff at a DNEAT Academy? If Yes, please state name and which Academy	Yes / No

Please describe the contribution you feel you have made during your term of office

Skills Analysis

It is essential to DNEAT that governors are appointed who have the necessary skills to carry out their function effectively, with every governor actively contributing relevant skills and experience. Listed below are skills/experience which have been identified as desirable in a governor. An individual governor is not expected to have all the skills listed, but they should be covered across the governing body. We therefore request that you complete the table below so that your skills can be added to those of the other governors and we can build a skills profile across the governing body.

Knowledge, experience, skills and behaviours	Level of experience/ skills 1 = none, 5 = extensive
I. Strategic leadership	
I am committed to improving education and welfare for all pupils.	
I understand current national education policy and the local education context.	
I have an understanding of the distinctiveness of church schools	
I have experience of charity law and governance.	
I have previous experience of being a governor/trustee in another school or being a board member in another sector	
I have experience of chairing a board/governing board or committee.	
I have experience of strategic planning and applying this to set and preserve the culture of the organisation.	
I am committed to the organisation's vision and ethos.	
I am able to question and challenge, working as part of a team to identify viable options through collective decision making.	
I am able to work in a professional manner, avoiding conflicts, acting with transparency and integrity.	
I am confident I can identify when to seek independent/professional advice.	
I have experience of stakeholder management and engagement including communicating with and taking account of the views of parents and pupils.	
I have experience of promoting community cohesion.	
I am proficient in prioritising, assessing and mitigating risk.	
I have experience of school sector risk management, including managing conflicts of interest/loyalty.	

2. Accountability	
I understand the importance of collecting high quality data and have expertise using data to interpret/evaluate performance and identify trends to target improvement.	
I have expertise in curriculum development, school assessment and progress/attainment.	
I have experience of working with leaders to establish expectations for improvement and outcomes.	
I have experience of agreeing the range and format of information and data needed in order to hold leaders to account.	
I have experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety.	
I have an understanding of the board's duties in relation to safeguarding including Prevent.	
I have an understanding of special education needs and disabilities (SEND).	
I have financial management expertise, with experience of funding allocation/budget monitoring and contributing to financial self-evaluation and efficiency drives.	
I have experience of basing funding decisions on organisational priorities and the ability to interpret financial data and question financial performance against strategic priorities.	
I have experience of procurement/purchasing.	
I have experience of property and estate-management.	
I have experience of HR policy and processes, including employment legislation, recruitment, performance management and pay.	
I have experience of school sector HR policy and processes.	
I have experience of change management (overseeing a merger or an organisational restructure).	
I have experience of preparing for and responding to external oversight.	
I have experience of inspection and oversight in the school sector.	
3. People	
I have links with the Church of England or other religions.	
I am willing to devote time, enthusiasm and effort to the duties of and responsibilities of a governor/trustee.	
I am a strong communicator and committed to building strong collaborative relationships.	

I am able to discuss sensitive issues with experience of conflict resolution and influencing consensus.	
I am able to demonstrate a commitment to ethical behaviour and values, honesty, independence of thought and sound judgement.	
I am committed to equal opportunities and the promotion of diversity.	
I am willing to reflect, listen and learn from a diversity of views, to receive and provide feedback and accept impartial advice.	
4. Structures	
I am familiar with the strategic nature of the board's functions and how this differs from and works with others including senior leaders.	
I have experience of reviewing governance structures.	
5. Compliance	
I have experience of complying with legal, regulatory and financial frameworks and statutory guidance.	
I understand and accept the legal duties, responsibilities of a governor/trustee.	
Governing boards are responsible for ensuring schools comply with a whole range of legal responsibilities. I have experience ensuring legal compliance in this way and a commitment to understanding the full range of legal responsibilities.	
I understand the importance of adhering to organisation policies e.g. on parental complaints or staff-discipline issues.	
I have the confidence and ability to speak up when concerned about non-compliance.	
6. Evaluation	
I am aware of my own strengths and weaknesses and committed to personal development.	
I have experience of evaluating board decisions and am willing to contribute to board self-review.	

Declaration

- I declare that I am not disqualified from serving as an Academy Governor (please see disqualification criteria overleaf)
- I give informed consent to my information being shared with the Department for Education, GovernorHub and the NGA, and published on the academy website as outlined on page 2
- I agree to uphold the ethos of the Diocese of Norwich Education and Academies Trust

Signed

Date

This form must be returned to:

**Jill Wakefield, DNEAT Governance Manager,
Diocesan House, 109 Dereham Road, Easton Norwich NR9 5ES**

jill.wakefield@dnearg

Tel: 01603 881722

Disqualifications (Scheme of Delegation, Section 5)

- No person shall be qualified to serve on the LGB unless he is aged 18 or over at the date of his election or appointment. No current pupil or student of the Academy shall be entitled to serve on the LGB.
- A person serving on the LGB shall cease to hold office if they becomes incapable by reason of illness or injury of managing or administering their own affairs.
- A person serving on the LGB shall cease to hold office if they are absent without the consent of the Chair of the LGB from three consecutive full meetings of the LGB and the LGB resolves that their office be vacated.
- A person shall be disqualified from serving on the LGB if:
 - their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - they is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from serving on the LGB at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A person serving on the LGB shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- A person shall be disqualified from serving on the LGB if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from serving on the LGB where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.
- After the Academy has opened, a person shall be disqualified from serving on the LGB if he has not provided to the Directors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- Where, by virtue of this Scheme, a person becomes disqualified from serving on the LGB; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Directors.
- This clause 5.6 [and paragraph 2 of Appendix One] shall also apply to any member of any committee of the LGB who is not a member of the LGB.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the local governing body.

For Completion by DNEAT

Training attended during previous term of office

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Attendance History

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Statement of Support for Re-Appointment by current Chair of Governors

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Trust Appointed Governor Administration

Period served as governor	
Date statement of support requested from Chair of Governors in support of re-appointment	
Date of Board Meeting when re-appointment approved	
Date Re-Appointment letter sent	
New Term of office	
GovernorHub updated	
GIAS updated	