



Recruitment of Governors to the Local Advisory Boards Policy

This policy is applicable to our current schools, Khalsa Secondary Academy (KSA), ATAM and The Khalsa Academy Wolverhampton and for any further schools we open.

Document control	
Date Approved	April 2020
Date for Review	April 2022
Authorised By	Board
Published Location	Trust Website
Document Owner	Secretariat

TABLE OF CONTENTS

Introduction.....	3
Scope & Aims.....	3
Advertising process.....	4
Selection Process.....	4
Safer Recruitment checks.....	4
Induction of Governors.....	5
Data Protection.....	5
Reappointment Process.....	5
Parent Governors.....	5
Staff Governors.....	6
Monitoring and Review.....	6

Introduction

The Khalsa Academies Trust ("the Trust") is committed to ensuring the best possible environment for the children and young people in its care. The education, safeguarding and wellbeing of children and young people are our highest priorities. The school ethos is based upon Sikh values.

The Board of Trustees have an approved Governance Handbook with a Scheme of Delegation (SoD) which outlines the roles of Members, Trustees and the Local Advisory Boards for each school. The Governors are members of the Local Advisory Boards and have clear responsibilities as defined in the Governance Handbook and SoD which can be accessed at <https://www.khalsaacademiestrust.com/1282/governance>

Definition: the term "Governor" shall refer to a school Governor of the Local Advisory Board (LAB).

The School seeks to recruit Governors who share and understand our commitment to the aims of the Trust and the School. All Governors are volunteers.

All queries regarding the School's recruitment process for Governors should be directed to the Clerk to the Board of Trustees.

Scope & Aims

This policy offers guidance to anyone who may wish to become a Governor of a Trust School or make a nomination. It also provides information to those wishing to understand the process by which Governors are appointed. The Trustees are committed to complying with the Equality Act 2010 and the Data Protection Act 2018.

The policy and processes that follow are intended to be fair and transparent and with clear accountability to the Board of Trustees.

The Board of Trustees are responsible for the selection and appointment of new Governors.

Our requirements are based on a LAB skills audit which is reviewed annually, and we are aware of the importance of identifying an appropriate mixture of skills and experience as is required to manage the multi-faceted affairs of a modern school in line with the SoD.

Each Governor has a role (or roles) with specific responsibilities as well as a collective responsibility for ensuring outstanding governance in pursuit of the strategic aims of the Trust.

The Board of Trustees may make appointments based on a temporary need for specific expertise from time to time and in those circumstances, they may seek to co-opt someone with appropriate skills and experience to help the Trust School for a limited period of time,

This policy also serves:

- To ensure consistency in the appointment of Governors;
- To ensure transparency in the recruitment process;
- To ensure that Safer Recruitment and compliance with the relevant legislation around background checks is consistently adhered to; and

All potential Governors are subjected to a selection process, which requires the submission of a resumé and covering letter, the completion of a Governor skills audit, and an interview with members of the Board of Trustees.

Every potential Governor must undertake an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board for a period which is usually of 4 years. The School arranges for all new Governors to receive a comprehensive induction at the school.

New Governors spend a day, or equivalent amount of time, at the School during their first term of service to meet key personnel, gain an insight into the curriculum and interact with groups of pupils.

Advertising process

When a vacancy occurs, an advert will be placed on the vacancies page of the school's website and any other site used by the Trust e.g. inspiringgovernance.org. The Governor role description and skills specification will be published on these websites.

School staff and parents are encouraged to send in nominations for potential Governors.

Steps may also be taken to communicate in the most effective way with a target pool of potential applicants to draw their attention to the opportunity. Those steps may vary from opportunity to opportunity.

A prospective Governor will be invited to submit a resumé and covering letter to the Trust.

Selection Process

Prospective Governors will then be interviewed by a panel consisting of a minimum of three members which must include two Trustees with delegated responsibility for selecting the preferred candidate. The panel may be a standing panel, or one convened as and when needed for a specific recruitment.

At least one member of the panel will have had Safer Recruitment training.

The panel shall interview candidates, assessing best fit against the skills, knowledge and experience outlined in the skills specification.

Panel members will take their own notes at interview and these can be used when giving feedback to candidates but may also be viewed upon request under data protection legislation.

On request, the Chair of the Panel will provide feedback to candidates who are not successful.

All new appointments are formally recorded in the minutes of the full Board meetings, and a formal letter of appointment is sent out by the CEO, specifying the term of the appointment.

Safer Recruitment checks

The School will obtain the following for each prospective Governor before their appointment is confirmed:

- an enhanced DBS certificate with a barred list check;
- evidence of their entitlement to work in the UK, where relevant;
- confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example because of an undischarged bankruptcy;
- evidence that the Governor has not been prohibited from participating in the management of independent schools;

- a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
- a signed declaration of eligibility to serve as a Governor as set out in the Trust Articles.

All paperwork shall be handled by the School/Clerk to the Trustee.

Further overseas checks are required if the person lives or has lived outside the UK.

The school is required to update the DFE GIAS system within 14 days with the details of the new governor once the appointment letter has been issued.

Induction of Governors

Governors will be provided with the Trust Induction Policy which includes training requirements along with the key policies and procedures which must be read, understood and adhered to.

Data Protection

The School will comply with its obligations under the relevant data protection legislation. Governors' attention should be drawn to the Staff Privacy Notice/ Policy which sets out details of how the School will process Governors' personal data.

Reappointment Process

In the event that a governor's term of office is due to expire, the Clerk of Trustee will notify the Board of Trustees at least one term in advance and the Board will receive recommendations from the Chair of the Local Advisory Board along with the CEO and will consider extending the term of office for a further term. Governors can be removed from the LAB any time as defined in the Trust Governance Handbook.

Parent Governors

Parent Governors are not subject to the above process as they shall be elected by parents of registered pupils at the School. He or she must be a parent of, or have parental responsibility for, a pupil at the School at the time when he or she is elected. The Trustees shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members. The Trustees may delegate the running of the election to the Principal.

Where a vacancy for a parent member is required to be filled by election, the Principal shall take such steps as are reasonably practical to ensure that every person who is known to them to be a parent of a registered pupil at the School is informed of the vacancy, that he or she is entitled to stand as a candidate to be elected, and given an opportunity to vote at the election.

Any election of persons who are to be the parent members which is contested shall be held by secret ballot. The arrangements made for the election of the parent members shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he or she prefers, by having his/her ballot paper returned to the School by a registered pupil at the School. Where the number of parents standing for election is less than the number of vacancies, the Trustees may appoint a person who is the parent of a registered pupil at the School.

Staff Governors

Staff Governors are not subject to the above process as they are elected from the staff at the school. The school headteacher follows a defined process for selecting the staff governor in conjunction with the Local Advisory Board.

Monitoring and Review

The Trustees of Khalsa Academies Trust have the responsibility to ensure that the Head teacher and Senior Leaders implement this policy consistently.

However, all staff are responsible for keeping themselves informed of the policies and procedures.

This policy will be reviewed every two years, or earlier, if necessary.

