

Wigan Council Local Authority (LA) Governor Appointment Process

The process for appointing Local Authority Governors is as follows:

- When a Local Authority vacancy arises, the Governing Body will be asked to identify the skills, knowledge and experience required for their LA Governor position. A standard pro-forma (appendix 1) issued by Governor Services and should be completed and returned as soon as possible.
- The vacancy will then be published on the Wigan Council Website at: www.wigan.gov.uk/Resident/Education/Schools/School-Governors/Governor-vacancies.aspx
- Potential candidates should read the qualifying criteria (appendix 2) and disqualification clauses (appendix 3) carefully.
- An application form (appendix 4) should be completed and returned to Governor Services. Application forms can be downloaded from: www.wigan.gov.uk/Resident/Education/Schools/School-Governors/Governor-vacancies.aspx or can be requested from the Governor Services Team.
- Applications will then be considered, and either a telephone or face to face interview will be arranged.
- A decision will then be made to either decline the application or progress the application to the next stage. All decisions will be based on the qualifying criteria and the skills, knowledge and experience required by the Governing Body.
- The candidate will then be informed of the decision.
- If the application is to be progressed to the next stage, Governor Services will endeavour to match the skills of the applicant with the requirements of a Governing Body. If there are no suitable vacancies the application will be held on file for 12 months and regular communication will take place with the candidate as the Governor Services Team try to identify a post.
- Applications will then be submitted to Council at their next meeting

Schools operating under School Governance (Constitution) (England) Regulations 2007

- Council will make the final decision to appoint a candidate to a Governing Body.
- The candidate and Governing Body will be informed of the decision by Governor Services

Schools operating under School Governance (Constitution) (England) Regulations 2012

- Council will agree the nomination and refer it back to the Governing Body for final approval
- Governor Services will write to the Clerk to the Governing Body with the nomination, and include the application form.
- At the next Full Governing Body meeting, the Appointment of Local Authority Governor will be named agenda item and the Governing

Body will make the final decision to appoint the candidate to their
Governing Body

- The candidate will be informed of the decision by Governor Services

**All appointments are subject to a satisfactory enhanced Criminal
Records Bureau Check**