

Appointing a co-opted governor

Who is eligible to become a co-opted governor?

Co-opted Governors are appointed by the governing board. They are people who, in the opinion of the governing board, *have the skills required to contribute to effective governance and the success of the school' (The School Governance (Constitution) (England) Regulations 2012).*

The board can appoint as many co-opted governors as they consider necessary, as set out in the schools instrument of government. There is no upper limit to the total number of governors that can be on a board, however boards should be no larger than they need to be to have all the necessary skills to carry out their functions effectively.

Those eligible to be staff governors can be co-opted governors, but when counted with the staff governor and the head teacher, school staff must not exceed one third of the total membership of the board. Parents and carers can also be appointed as co-opted governors if the board considers that they have the necessary skills and experience.

Co-opted governors act in the best interests of the school and wider community, but should not be required by others (such as the appointing board or community) to take a particular stance on issues discussed at board meetings.

Suggested appointment process

There is no set process for the appointment of co-opted governors and your board can decide how to do this. We recommend that you include some or all of these steps:

✓	Identify what skills your board needs
✓	Publicise your vacancy (newsletter, website, local groups/societies, community noticeboards, Inspiring Governance etc)
✓	Compile an information and application pack (including the disqualification document) for interested parties and allocate someone (another governor?) to have an initial chat with them and offer a chance for them to ask questions.
✓	Receive and review application forms.
✓	Take references
✓	Meet the applicants, either at an informal meeting or invite them to observe a meeting. Ask them what they can contribute to the governing board, and why they are interested in being a governor at your school.
✓	At a full governing board meeting agree and vote on the decision to appoint a governor and ensure that this is recorded in the minutes.
✓	Follow your normal governor induction procedure.

Co-opted governors can be automatically re-appointed if the governing board agrees. This should be recorded in the minutes

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