Cumbria County Council Local Authority (LA) governor nomination/appointment process

1. ‘LA governor candidate proposal form’ available on Governor Support Team (GST) website.
2. School Governing Body (GB) must inform GST of vacancy.
3. GB must send details of name of school and required skill set on the LA Governor Candidate proposal form. Name(s) of potential candidate(s) **must not** be included.
4. GST checks information provided; returns to school if incomplete; forwards to Area Manager if complete.
5. Area Manager must inform councillor(s) of vacancies and **forward form to them** to complete.
6. On receipt of the form, it is the responsibility of the Councillor to ensure a candidate name for nomination is added to the form.
7. Councillor may also contact the GB to discuss possible candidates who may have the required skills.
8. The Councillor must then return the form with the details of the proposed candidate to the Area Manager.
9. It is the responsibility of the Area Manager to report on all LA governor vacancies to Local Committee (LC).
10. Proposed candidate(s) and vacancies considered at subsequent LC meeting.
11. Candidate nominated by the LC.
12. Relevant section on form completed by Area Manager and returned to GST.
13. GST adds date to form and forwards to school GB.
14. At GB meeting, skill set of nominee is discussed.
15. Nominee appointed if GB’s requirements are met.
16. GB must complete remaining sections on form stating date GB met and name of person appointed.
17. Completed form to be returned to GST to be logged on database.