



The White Horse Federation

Parent Election

Local Governor Application Pack

“Values, culture and character through excellence in standards”

March 2021



ADD IN DATE

Dear Parent/Carer

PARENT LOCAL GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a local parent governor. In our school we have provision for 2 local parent governors and there is currently **ADD IN NUMBER OF VACANCIES** vacancies.

The role of a Local Governor is to contribute to the work of the Local Governing Body (LGB) to secure a high-quality education and good outcomes for all children at our school.

To be a Local Governor you must support the values and ethos of The White Horse Federation (TWHF). You should also be prepared to:

- ✓ Develop your knowledge of teaching, learning and assessment
- ✓ Know your school and its pupils, staff and parents
- ✓ Systematically challenge and support leaders
- ✓ Consistently communicate high expectations and ambitions
- ✓ Ask questions and have a clear commitment to effective challenge and support
- ✓ Regularly review your own performance and contribution

Role of the Local Governor

The role of a Local Governor is an important one. Local Governors monitor their school's key performance indicators and act as a critical friend to the Principal and the Senior Leadership Team, providing challenge and support, as appropriate. Its role is to provide focused local governance for the school at a local level.

What we need you to commit to

We are looking for **ADD IN NUMBER** Local Parent Co-opted Governor who is keen to join us on our journey developing our Academy year on year. We are looking for you to demonstrate a commitment to governance, to ask questions, to visit and to know our strengths and weaknesses and monitor progress. You will need to be able to work as a member of our team delivering the role as delegated by the Board of Trustees. We will support you with training and help you develop a sound knowledge of the Ofsted Framework as we progress through our exciting journey. You will need to be able to consider initiatives and outcomes in the best interests of the school and the White Horse Federation.

What we will offer you

- A good induction with other new Local Governors
- Support and guidance from a mentor
- Professional clerking support to facilitate good governance
- The opportunity to make a difference to the young people in our care from September and in the future

The White Horse Federation takes very seriously its responsibilities to safeguard children in our schools. The appointment process requires newly appointed Local Governors to undergo a DBS (Disclosure and Barring Service) check within 4 weeks of appointment. Refusal to comply leads to disqualification as a Local

Governor. We will also follow up your references and ask you to produce evidence of identity (e.g. a passport or photo driving license) prior to your first meeting.

If you would like to stand for election please complete the enclosed forms in Chapter 2 of this pack:

- 2.1 Application to join the Local Governing Body Parent Local Governor**
- 2.2 Skills Audit**
- 2.3 Local Governor Eligibility - Self-declaration**
- 2.4 LGB Code of Conduct**
- 2.5 Information on Annual Declaration of pecuniary and personal interest – LGB**
- 2.6 Annual Declaration of pecuniary and personal interest – LGB**

Please return them to the Returning Officer: **ADD IN LGB CLERK CONTACT DETAILS**

No later than **ADD IN DATE 7 SCHOOL DAYS FROM THE DATE OF THE LETTER**

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

ADD IN NAME OF CLERK
Returning Officer.

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This chapter contains all of the mandatory forms that need to be completed and emailed to your Clerk to the Local Governing Body who will then start your application process.

2.1 Application to join the Local Governing Body Parent Local Governor 9

The information used on your application form will be used to advise the LGB of your request to join the LGB and for the DBS process to be started.

Your personal contact detail on the form will only be available to the Clerk to LGB and Trust Board, Chair of LGB and Academy DBS Adviser.

2.2 Skills Audit 10

The skills audit is used to develop a highly effective Local Governing Body in order to best serve the children in our school and meet the functions delegated to us by the Board of Trustees of The White Horse Federation.

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The self-declaration ensures applicants are eligible to become a Local Governor.

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The purpose of the Code of Conduct is to ensure Local Governors have a clear understanding of their role, which whilst voluntary comes with expectations and commitment.

2.5 Information on Annual Declaration of pecuniary and personal interest – LGB 16

2.6 Annual Declaration of pecuniary and personal interest – LGB 17

All Local Governors must declare any pecuniary or personal interests and are listed on the Academy website.



Chapter Three – On boarding process information

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This chapter contains useful information on your on boarding process, you do not need to complete any of the forms. They are used by the Clerk and School Administrator to ensure your on boarding is smooth.

3.1 On boarding Flowchart

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The flow chart is used by the Clerk to LGB and Academy DBS Adviser to ensure the correct process is followed for your on boarding and your information is kept secure.

3.2 LGB Clerk - New Local Governor Induction Check List 2020 – 2021 (Non-Foundation Local Governor)

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The Clerk uses the check list to ensure you receive all the information and checks required.

3.3 Useful Contact Information

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Your first point of contact should be you Clerk to LGB.

Chapter One

Local Governing Body Information

This chapter gives you the information you will find useful to know to help you make your decision to apply as a Local Governor.

1.1 Information for those expressing an interest in joining a Local Governing Body (LGB)

The White Horse Federation (TWHF) Board of Trustees has clearly identified the areas of responsibility that they delegate to the LGBs. Although not in any way legally responsible and not itself accountable for the statutory functions, the LGB has an important role to play in assisting the school to operate effectively in line with the wishes of TWHF as communicated to the LGB. The act of delegation from the Board of Trustees to the LGBs is a delegation of powers and duties, and not a delegation or shedding of responsibilities.

TWHF has a very clear and shared understanding of what constitutes good and effective governance. Schools within TWHF will be judged to have outstanding governance when Local Governors:

1. Are able to talk confidently about teaching and learning.
2. Are extremely knowledgeable about the school and its community.

Acting as a “critical friend” to the school by evaluating and challenging under performance, supporting and understanding progress and being consistent in the drive for educational excellence at all levels of school life.

3. Are ambitious for the school and its community
4. Ask questions which make Local Governor and staff colleagues reflect and that these discussions lead to delivering the very best outcomes for every child and adult within the school community.

Working with the school to build a unique vision for the school to create and further develop policies and procedures to increase the pace of the schools’ development and improvement. Fulfilling an outward facing role by using the collective knowledge and skills to promote the school and to enhance relationships with all key stakeholders, the local community and local business. It is an essential role of the LGB to provide local knowledge - the school, its community and its market.

5. Maintain strong and effective relationships within TWHF.

Promoting the values of TWHF and being part of one organisation through adherence to TWHF principles.

The LGB is responsible for understanding the Inspection Framework. The development of this understanding will normally need to be the subject of on-going training sessions to ensure all members are familiar with all sections of the most up to date framework, not just those that describe the inspection of governance or leadership and management. The LGB is also responsible for knowing and understanding the school’s response to the recommendations of the last inspection and any significant changes since the last inspection in the quality of education and care.

Local governors are expected to commit to attending a minimum of 4 of 6 meetings a year, agreeing to the Code of Conduct and playing an active role as set out in the Code.

I.2 The Role of a Local Governor

The role of a Local Governor is to contribute to the work of the Local Governing Body (LGB) to secure a high-quality education and good outcomes for all children at our school.

To be a Local Governor you must support the values and ethos of The White Horse Federation (TWHF). You should also be prepared to:

- ✓ Develop your knowledge of teaching, learning and assessment
- ✓ Know your school and its pupils, staff and parents
- ✓ Systematically challenge and support leaders
- ✓ Consistently communicate high expectations and ambitions
- ✓ Ask questions and have a clear commitment to effective challenge and support
- ✓ Regularly review your own performance and contribution

Role of the Local Governor

The role of a Local Governor is an important one. Local Governors monitor their school's key performance indicators and act as a critical friend to the Principal and the Senior Leadership Team, providing challenge and support, as appropriate. Its role is to provide focused local governance for the school at a local level.

What we need you to commit to

We are looking for Local Governors who are keen to join us on our journey developing our Academy year on year. We are looking to you to demonstrate a commitment to governance, to ask questions, to visit and to know our strengths and weaknesses and monitor progress. You will need to be able to work as a member of our team delivering the role as delegated by the Board of Trustees. We will support you with training and help you develop a sound knowledge of the Ofsted Framework as we progress through our exciting journey. You will need to be able to consider initiatives and outcomes in the best interests of the school and the White Horse Federation.

What we will offer you

- A good induction with other new Local Governors
- Support and guidance from a mentor
- Professional clerking support to facilitate good governance
- The opportunity to make a difference to the young people in our care from September and in the future

The White Horse Federation takes very seriously its responsibilities to safeguard children in our schools. The appointment process requires newly appointed Local Governors to undergo a DBS (Disclosure and Barring Service) check within 14 days of appointment. Refusal to comply leads to disqualification as a Local Governor. We will also follow up your references and ask you to produce evidence of identity (e.g. a passport or photo driving license) prior to your first meeting.

Chapter Two

Application forms for completion

This chapter contains all of the mandatory forms that need to be completed and emailed to your Clerk to the Local Governing Body who will then start your application process.

2.1 Application to be a Parent Local Governor

Title: Surname:

Forenames: Date of Birth:

Home Address:

Home Tel No: Work Tel No:

Mobile: Email:

Please outline below your reasons for showing an interest in becoming a Local Governor. Please include details of personal qualities, experience of skills you feel you could bring to a school governing body.

Have you been a School Governor before?

Name and contact details of 2 people we can contact for a references.

2.2 Skills Audit

- We aim to develop a highly effective Local Governing Body in order to best serve the children in our school and meet the functions delegated to us by the Board of Trustees of The White Horse Federation. For this to happen we need to be proficient in a range of areas such as those listed below. Please indicate what your level of understanding is in these areas. No individual local governor is expected to have all the skills listed in the audit, but it is hoped these skills should be covered across the local governing body.
- Each local governing body is best placed themselves to assess which areas outlined in the skills audit are most important for them.

Personal qualities and behaviours (please rank your strengths in this section 1-5, 5 being the highest)	
Objectivity	Choose an item.
Team player	Choose an item.
Reliability	Choose an item.
Ability to question and challenge	Choose an item.
Decisive	Choose an item.
Problem solver	Choose an item.
Good communicator	Choose an item.
Commitment to visiting school once a term	Choose an item.

Experience and knowledge (Please tick in relevant box)	Professional Knowledge/work experience	Basic knowledge
Governance in any sector	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of performance data	<input type="checkbox"/>	<input type="checkbox"/>
Special Educational Needs	<input type="checkbox"/>	<input type="checkbox"/>
Child Development/Health	<input type="checkbox"/>	<input type="checkbox"/>
Handling complaints	<input type="checkbox"/>	<input type="checkbox"/>
Community engagement	<input type="checkbox"/>	<input type="checkbox"/>
Primary/secondary education	<input type="checkbox"/>	<input type="checkbox"/>
Secondary/Further education	<input type="checkbox"/>	<input type="checkbox"/>
Financial management	<input type="checkbox"/>	<input type="checkbox"/>
Public relations/marketing	<input type="checkbox"/>	<input type="checkbox"/>
Equality and diversity	<input type="checkbox"/>	<input type="checkbox"/>



Legal	<input type="checkbox"/>	<input type="checkbox"/>
Building management	<input type="checkbox"/>	<input type="checkbox"/>
Project management	<input type="checkbox"/>	<input type="checkbox"/>
Well-being	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding	<input type="checkbox"/>	<input type="checkbox"/>
IT	<input type="checkbox"/>	<input type="checkbox"/>

Please list skills you bring that are not listed above (these can be personal or professional)

Are you free for meetings?

In the morning	
In the afternoon	
Around 4-5pm	
After 6pm	

Twice a year are you available for a governor afternoon/morning?

In the morning	
In the afternoon	
Around 4-5pm	
After 6pm	



2.3 Local Governor Eligibility - Self-declaration

Name:

	YES / NO
FAILURE TO ATTEND MEETINGS/DISQUALIFICATION	
Have you ever been disqualified as a School Governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body?	
Have you ever been disqualified as a School Governor at any other school?	
BANKRUPTCY	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim debt relief restriction order?	
DISQUALIFICATION OF COMPANY DIRECTORS	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
DISQUALIFICATION OF CHAIRTY TRUSTEES	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?	
PROHIBITED OR RESTRICTED EMPLOYMENT	
Are you included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children or young people)?	
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?	
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?	
Are you disqualified from working with children or disqualified from registration for child minding or providing day care?	
Are you disqualified from being an independent school proprietor, teacher or employer?	
CRIMINAL CONVICTIONS	



Have you, in the five years prior to becoming a Local Governor, or since becoming a Local Governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?	
Have you, in the twenty years prior to becoming a Local Governor, received a prison sentence of two and a half years or more?	
Have you, at any time, received a prison sentence of five years or more?	
Have you been fined, in the five years prior to becoming a Local Governor or since becoming a Local Governor, for causing a nuisance or disturbance on school or education premises?	
SCHOOL EMPLOYMENT- Parent Local Governors only	
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?	

I have read the reasons for disqualification listed above and confirm that none of them apply to me. I understand that if appointed I will be required to provide proof of identity.

X

Signature

Date



2.4 LGB Code of Conduct

Introduction

The purpose of the Code of Conduct is to ensure Local Governors have a clear understanding of their role, which whilst voluntary comes with expectations and commitment.

The Clerk to the Local Governing Body (LGB) will ask all new Local Governors to sign this document at the commencement of their term of office and all Local Governors will make an annual commitment. The signed declaration will be kept with LGB records.

Local Governors must: -

- a) Support the aims and objectives of the school and safeguard the interests of The White Horse Federation (TWHF) and its students in the wider community
- b) Work co-operatively with other Local Governors in the best interests of TWHF placing a high priority on attending and contributing to meetings, sending apologies to the Clerk to the LGB in advance of the meeting when unavoidable absence is necessary. Local Governors are expected to attend at least 4 of the 6 meetings planned per annum.
- c) Remain loyal to the consensus decisions reached, even if these go against personal preference.
- d) Base opinion on matters before the LGB on an impartial assessment of the available facts.
- e) Take due account of views of parents, pupils, staff and other interested parties.
- f) Complete work as set out in the TWHF Scheme of Delegation, which will be reviewed annually as legally required.
- g) Not act or speak on behalf of the LGB without delegated authority to do so. In exceptional circumstances the Chair may act on behalf of the LGB but must report these actions to fellow Local Governors as soon as possible after action has been taken.
- h) Treat each other with respect at all times, valuing each other's contributions to the work of the governing body, accepting that all Local Governors have equal status, and although appointed or elected by different groups (e.g. parents, staff) the overriding concern will be the welfare of the school and TWHF as a whole.
- i) Be confident that TWHF will respect the Local Governors' monitoring and oversight role and will provide the LGB with the information it needs to hold leadership to account for the standards achieved.
- j) Refer parents to the school's complaints procedure in the event of receiving complaints
- k) Resist the temptation or outside pressure to use their position of Local Governor to benefit himself or herself or other individuals or agencies. Local Governors will make known any personal or pecuniary interest that might affect their ability to participate in particular discussions or decisions. This will be done through an annual declaration of interest, and also through the standard declaration on each agenda.
- l) Visit the Academy, with all visits arranged in advance with the staff.
- m) Involve themselves actively in the work of the LGB, and accept a fair share of responsibilities.
- n) Be mindful of the criteria disqualifying individuals from being a Local Governor and immediately stand down if any of the criteria should apply.
- o) Observe the confidentiality of any matters deemed confidential by the LGB.
- p) Seek to be good ambassadors for TWHF in the wider community particularly considering the impact of any use of Social Media on the Academy, TWHF, pupils, staff and overall reputation.
- q) Make every effort to get to know the Academy well and respond to opportunities to involve themselves in school activities.
- r) Complete at least 3 face to face or online training courses each year.



- s) Accept that in the interests of transparency, the names, terms of office, roles on the LGB and category of Local Governor will be published on the academy’s website.
- t) Accept that in the interests of transparency, the names, terms of office, roles on the LGB and category of Local Governor will be published on the academy’s website.
- u) Agree to declare all business interests – including any relationships between Local Governors and members of the school staff including spouses, partners and relatives and offer information about other governorships of other schools so that it can be published on the website. Any Local Governor failing to reveal information to enable the LGB to fulfil its responsibilities will be in breach of this Code of Conduct and as a result will be bringing the LGB into disrepute.
- v) Agree to use a TWHF or TWHF school email address for all correspondence relating to TWHF.
- w) Agree to use Governor Hub for storing LGB information and to keep personal information up to date including declarations of interest.

Breach of this code of conduct

- If it is believed that a Local Governor has breached this code, Local Governors will raise this issue with the Chair and the Chair will investigate; the LGB will only use removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that Local Governors believe has breached this code this will be reported to TWHF who will investigate.

Safeguarding

I confirm that I have read and understood the most recent DfE publications

- Keeping Children Safe in Education September
- Working Together to Safeguard Children

New Local Governors

I confirm I will complete a DBS application within 14 days of commencing the role of Local Governor.

All Local Governors – annual declaration

I confirm that there has been no change to my DBS certification in the past 12 months

Signed by:

Date:



2.5 Information on Annual Declaration of pecuniary and personal interest - LGB

Any Local Governor who has any personal interest that conflicts or may conflict with the Academy's work must declare it.

In an annual declaration Local Governors must provide details relating to:

- Ownership or partnership of a company or organisation which may be used by TWHF/the Academy to provide goods or services;
- Goods or services offered which may be used by TWHF/the Academy;
- Any close relation the Local Governor has to someone who satisfies either of the above;
- Any close relationship with someone who is employed by the TWHF.

However, making an annual declaration does not remove the requirement to make an oral disclosure of the interest and temporarily leave a meeting, where the interest is relevant to something being discussed.

If the Local Governor does not withdraw from a meeting for that item because he/she has been expressly invited to remain in order to provide information he/she must not be counted in the quorum for that part of any meeting and will not be given a vote on the matter.

Pecuniary interests

Generally, Local Governors should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the Articles of Association has authorised this. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit a Local Governor may have by virtue of a relationship to someone who stands to gain from a decision of the LGB. Both direct and indirect interests must always be declared.

Non-pecuniary interests (Conflicts of loyalty)

There may be a non-pecuniary interest whereby the Local Governor does not stand to gain any benefit but a declaration should still be made. For example, this might be where a Local Governor has a family member working in the Academy. While the Local Governor might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

The list of the Local Governors' pecuniary interests is published on each Academy's website.

2.6 Annual Declaration of pecuniary and personal interest - LGB

Name:

School:

Position:

I [Name], declare as a Local Governor of _____ that I hold the following personal and/or pecuniary interest(s):

Pecuniary interests **Please provide details of the interest**

Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a trustee	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	
Gifts or hospitality offered to you by external bodies while acting in your position as a Local Governor/Trustee and whether this was declined or accepted in the last 12 months	
Contracts offered by you for the supply of goods and/or services to the trust/school	
Any other conflict	

Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to Local Governor/Trustee				
Company directorships or trusteeships of family/close connections to Local Governor/Trustee				

Are you a Governor of another school or a Local Governor on another LGB?

If yes, please give details

Name of school/school: _____
Position held: _____
Date appointed/elected to post: _____
Date of termination to post: _____

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the Academy where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and to ensure my records on Governor Hub are accurate.

Signed _____

Date _____

Chapter Three

On boarding process information

This chapter contains useful information on your on boarding process, you do not need to complete any of the forms. They are used by the Clerk and School Administrator to ensure your on boarding is smooth.

3.1 On boarding Flowchart

	Task	Person Responsible	Completed
1	Applicant expresses an interest in joining LGB.	Applicant	
2	Clerk is informed of applicant interest by school/ chair/ applicant etc.	Applicant, Chair, School	
3	Clerk sends applicant (relevant) application pack, or if for a parent position, conducts an election as requested by LGB (see Governance handbook for process).	Clerk	
4	Applicant sends completed application pack to Clerk.	Applicant	
5	For church schools Clerk sends application pack to Diocese for approval. For other schools to school for distributing to staff or parents for election or just bio to LGB for Co-opted Local Governor.	Clerk	
6	Once appointment is confirmed by Diocese, LGB or election process, Clerk sends application forms to school DBS admin.	Clerk	
7	Clerk invites applicant to next LGB meeting.	Clerk	
8	Clerk informs Chair of LGB of applicant appointment, sends welcome pack to applicant, adds the applicant onto Hub, GIAS, ESG, SDBE website (if CofE school), requests applicant to complete safeguarding training via Governor Hub, requests twhf.gov.org.uk email address via https://whfit.freshdesk.com/support/tickets/new and sends LGBI form to Clerk to Trust Board.	Clerk	
9	Chair of LGB to contact applicant welcoming them to the LGB and inviting them to a school visit once ID badge has been received.	Chair	
10	Clerk to Trust Board requests Marketing to add the applicants details/ bio/ photo (when sent by Clerk) onto school website and sends CEO welcome letter/ pack to Gov	Clerk to Trust Board	
11	School DBS admin starts process of DBS/ 128 check and requests applicant to complete via DBS UCHECK link	School DBS admin	
12	Applicant completes the Section 128 online DBS contacts the school, via email to advise it has been completed	Applicant	
13	School DBS admin request applicant to come into school with ID and take photo for ID badge and website. On the UCheck Management back office, please ensure you enter the wording Management of Independent School in the Position Applied For section and complete the rest of the online form. Admin then and signs and dates all paperwork.	School DBS admin	
14	Once DBS number is received school DBS admin requests ID badge/ lanyard via id@twhf.org.uk and informs applicant once the badge/ lanyard has been received. School DBS admin completes all information on the School SCR and adds applicant to school updates and Newsletter mailing lists. School DBS admin emails applicant DBS number and photo to Clerk.	School DBS admin	
15	Applicant to collect ID badge/ lanyard from school.	Applicant	
16	If DBS is not approved, Clerk to remove applicant from Hub, ESG, GIAS, SDBE and email LGBI form (removal section) to Clerk to Trust Board who will remove them from website.	Clerk	
17	Clerk to inform school DBS admin when applicant has completed Safeguarding training. Clerk to send updated training record (downloaded from Hub for the whole LGB) to marketing@twhf.org.uk to be added onto the LGB webpage to replace current link.	Clerk	
18	Applicant to book on TWHF New Governor Induction Course via https://www.effectiveschoolgovernance.co.uk/ and Foundation Local Governor Induction Course if a Foundation Local Governor.	Applicant	
19	Once the applicant receives DBS and ID badge the applicant can start school visits.	Applicant	
	On-boarding process complete		

3.2 LGB Clerk - New Parent Local Governor Induction Check List 2020-2021

Actions are listed in order of completion, Clerk to complete unless otherwise stated.

	Name of Form/Action	Completed Yes/ No	Notes
	Name of applicant: LGB: Date: Contact number/ email:		
	Name of Clerk to LGB Email:		
1	Parent Local Governor application pack sent to applicant including adding information in red in the election letter on page 1 and contact information in section 3.3		
2	Parent Local Governor application pack completed forms received: <ul style="list-style-type: none"> • Application to be a Local Governor • Skills Audit • Local Governor Eligibility – Self Declaration • LGB Code of Conduct • Annual Declaration on Pecuniary and Personal Interests – LGB 		
3	Collect all Parent applications, conduct a secret ballot if more applicants than vacancies. Contact Clerk to Trustees if advice is required: sbowler@twhf.org.uk		
4	Once election has been completed advise the Chair of LGB		
5	Once Chair has been notified of election outcome, inform applicants.		
6	Parent Local Governor invited to next LGB meeting		
7	Send application Form to School DBS Admin to start process of DBS application		
8	Once DBS number has been received from the School DBS Admin the Local Governor can be added on to the following: <ul style="list-style-type: none"> • Governor Hub • GIAS • Effective School Governance Training Website • Teams • Clerk to request email address and photo ID from the Central Office for the Local Governor via ID@twhf.org.uk 		
9	New Local Governor Information Pack sent		
10	LGBI form sent to Clerk to Trustee Sarah Bowler sbowler@twhf.org.uk Sarah will request Local Governor to be added onto the Academy website including photo and Bio and will send the Local Governor a welcome pack from the CEO		
11	Send New Local Governor Welcome email to include meeting dates, LGB Governance Handbook, Governor Hub Handbook, Teams Handbook and link to TWHF Teams help desk https://teams.whfit.org.uk/ EGS instructions and login details (copied from manage govts page on egs), instructions on how to access the safeguarding training via Governor Hub, request to confirm DoI, CoC and add profile/ training information. There is a template for the email on GovernorHub.		
12	Welcome email from Chair		
13	Assign a Mentor: (if applicable)Mentor Name:		
14	Training needs: (if applicable)		

3.3 Useful Contact Information

First point of contact: Clerk to LGB

Name:

Email:

Contact Number:

Chair of LGB

Name:

Email:

TWHF Governance Consultant

Name: Karen Powell

Email: kpowell@gov.twhf.org.uk

TWHF Clerk to Trust Board

Name: Sarah Bowler

Email: sbowler@twhf.org.uk

TWHF Central Office

Plymouth Street

Swindon

Wiltshire

SN1 2LB

TWHF website: <https://thewhitehorsefederation.org.uk/>

Get Information About Schools - DfE information on schools:

<https://www.get-information-schools.service.gov.uk/>

Governor Hub – Online website TWHF use to store all LGB information:

<https://governorhub.com/#home>

Effective School Governance – Online training website run by our Governance Consultant:

<https://www.effectiveschoolgovernance.co.uk/>

Ofsted – DfE School's monitoring body:

<https://www.gov.uk/government/organisations/ofsted>