Governance Service – Project Management – Tier 2

Project Plan and Status Report

Project – **Managing Nominations and Appointments to School Governing Bodies**

Project Team: Sarah Koniarski, Governance Officer
            Andrew Charlwood, Head of Governance

Scope and outcome statement

1. **To implement efficient and reliable systems which will facilitate the nomination process in respect of local authority representatives on school governing bodies within the borough, including but not limited to:**
   i) **An accurate database detailing the status of appointments to school governing bodies (e.g. governing body and eligibility criteria, local authority governor, duration of appointment, origin of nomination, clerk to governing body, responsible officer, relevant contact details, pre-programmed renewal reminders, colour coded indication of status (eg nomination letters despatched / appointment confirmed / appointment refused)) – managed and updated by the Governance Team.**
   ii) **A body of template letters to manage the quality and frequency of correspondence to nominees and school governing bodies – accessible to the Governance Team.**
   iii) **Correspondence log recording the despatch and receipt of letters following consideration of nominations at council meetings – accessible to the Governance Team.**
   iv) **Uniform file structure to assist the navigation of relevant documentation.**

2. **To ensure compliance with the 2012 requirement that candidates are nominated based on their credentials and skills having regard to each governing body's eligibility criteria, to draft a recommendation to the Chair of the General Functions Committee and Head of Governance, which if agreed, would reconfigure the method of recruitment of local authority representatives.**

3. **Outline the responsibilities attributable to both the Governance Team in managing the nomination and appointment process.**

There will be no additional cost to the existing corporate budget arising from the above deliverables.

Activities and Resources

Actions/Activities	Timings
Meet with council stakeholders to review and understand the current process facilitating appointments to all school governing bodies with a view to identifying anomalies and inefficiencies.	Completed
Obtain a register of all school governing bodies within the borough and associated information.	Completed
Design a database which would accommodate the information discussed in deliverable 1(i) above and be maintained as the single data source for appointments to school governing bodies. Database should be easy to navigate, provide a search function and address the need to identify vacancies in a timely manner. Database will be key tool in tracking the status of all local authority reps on all governing bodies. Include provision to conduct a search for all councillors serving as governors on behalf of the local authority which can be reported to finance on an annual basis and cross-referenced with a member's register of interests if necessary.	In progress
Populate database.	30/11
Draft recommendation with suggested measures for referencing each governing body's eligibility criteria in the recruitment process. Submit to GFC Chairman and HoG.	In progress
Request school governing bodies to provide their eligibility criteria. Record this information on the database.	01/12
Agree the responsibilities attributable to the Governance Team. Include clarification of how and when: - interaction between external clerks will be managed - direct contact from councillors will be accounted for - feedback from school governing bodies will be communicated to the General Functions Committee.	In progress
Design template letters, correspondence log and file structure. Use process notes to record how these should be used. Use process notes to map out the overarching process of nomination and appointments.	In progress