



Make sure you have undertaken a skills audit and interview any prospective Governor before they are appointed. It is imperative they understand the commitment, role and responsibilities as a Governor. This should include attendance at meetings and undertaking training

Ask the Governor to complete the Nomination form; which includes a reference from their Incumbent or Church Leader. Check their ID documents and take a copy of the form before sending it (preferably by email)

If everything is complete the DBE will confirm the appointment by email to and the local authority and send the Governor a letter with term of office, welcome pack and details of training. It is requirement that they undertake our Induction course within the first year of appointment.

It is really important to remember SGOSS (School Governors One Stop Shop) www.sgo.org.uk and Inspiring Governance www.inspringgovernance.org websites. These organisations match schools and academies to Governors, people register who don't have a connection to a school and schools can register requirements for skills sets.