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| **CLERKS’ BRIEFING**  **AUTUMN TERM 2019** | | **ITEM NO. 15** | | | **Maintained School & Academy** |
| **TITLE** | | **Tips for Governor Recruitment** | | | |
| Clerks should regularly check their governing body details to ensure Chairs of Governors are aware which governors are coming to the end of their term of office. This ensures that good succession planning takes place and governing bodies plan ahead for elections, advertising and recruitment.  All Governing Bodies need to plan for recruitment. To encourage prospective governors, it is helpful to:   1. Work with the following organisations to promote your vacancies free of charge:  * [Inspiring Governance](https://inspiringgovernance.org/) (maintained schools) and [Academy Amabassadors](http://www.academyambassadors.org/) * [Governors for Schools](https://www.governorsforschools.org.uk/) * [Involve](http://bracknellforestgetinvolved.org.uk/)  1. Advertise vacancies with BFC here <https://schools.bracknell-forest.gov.uk/governors/becoming-a-governor/> and here <https://www.bracknell-forest.gov.uk/school-governors/current-school-governor-vacancies> by submitting an advert to Governor Services. 2. Send out annual newsletter summarising the work of the governors and encourage parents to show interest. 3. At school events, ensure that leaflets and posters are displayed encouraging parents to become governors. Parents’ evenings are a good opportunity for governors to be present and instigate conversations. 4. Identify from the Headteacher regular visitors to the school and whether they may be potential governors. 5. Approach local businesses maybe through mail outlining the two way benefits of being a school governor. Either request opportunity to advertise or find out if they would be interested in nominating governors from a corporate social responsibility standpoint. 6. Ask your headteacher to approach other schools to find out if there are any members of staff who would be interested in becoming a governor elsewhere as part of their professional development, especially senior leaders. 7. Ensure that your school website advertises the role of school governors and clarifies where to show interest. 8. Identify if your community have a local parish magazine or other newsletter where you can submit an article to advertise for new governors. 9. Ask a local charity if they have anyone who would be interested in becoming a school governor. 10. Ask at your local library & doctor’s surgery if they would be willing to put up a poster on becoming a school governor. 11. Use of social media.   Remember:  You need your Governing Body to have an appropriate range of skills and to represent all groups within the community. Respond immediately to any show of interest and ask them to complete a skills audit form, then keep a list of potential recruits even if you are full.  Your Governing Body needs to have a recruitment process. | | | | | |
| **ACTION POINTS:** | * Review vacancies and plan recruitment drive. * Send an advert to [Governors.helpdesk@bracknell-forest.gov.uk](mailto:Governors.helpdesk@bracknell-forest.gov.uk) * Register your vacancy with Inspiring Governance and Governors for Schools. | | | | |
| **DEADLINE FOR ACTION** | ASAP | | **CONTACT NAME** | Governor Services | |
| **TELEPHONE** | 01344 354036 / 4069 | |
| **EMAIL** | [Governors.helpdesk@bracknell-forest.gov.uk](mailto:Governors.helpdesk@bracknell-forest.gov.uk) | |