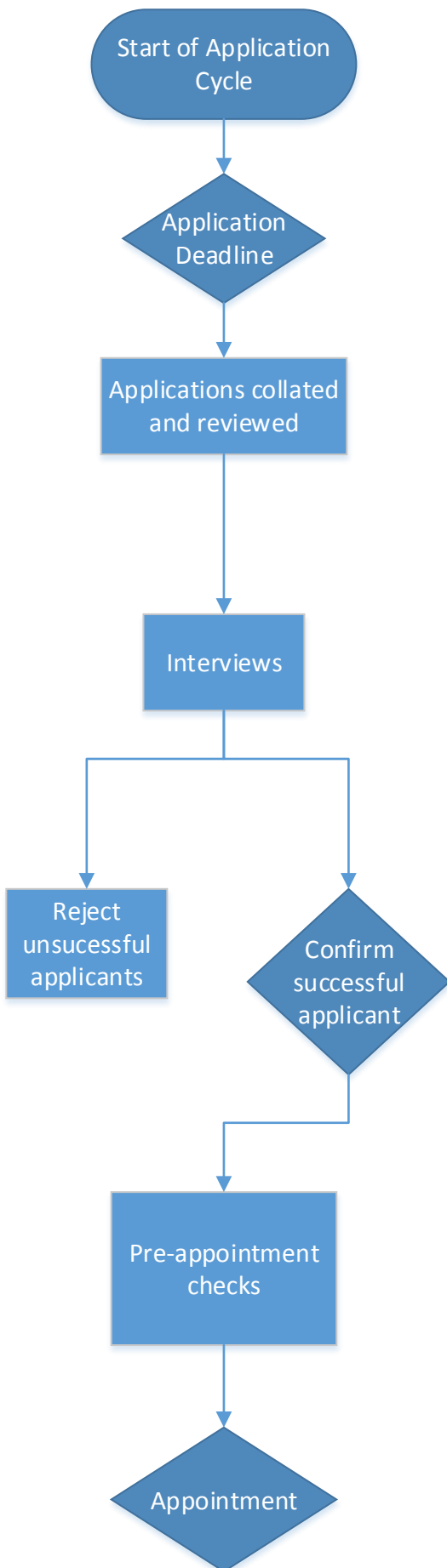


Parent Governor Appointments

Application Process

Notes & Admin



School to advertise vacancy and inform clerk of deadline. Templates and guidance available from the Governance Team. Applicants to complete the new governor application form on the Ark Governance website. **Deadline for applications must be clearly advertised by the school.**

Clerk to run report on Salesforce and send all applications to Regional Officer (RO), Chair & Principal. *N.B. If only one application is received the following process remains the same, including potential rejection.*

RO to interview all applicants (by phone/in person) and confirm a suitable candidate in consultation with the Chair & Principal. RO to put all interview notes onto Salesforce.

Chair & Principal to meet candidate and confirm they are happy to appoint, in consultation with the Head of Governance (HG). RO to ask Clerk to proceed with pre-appointment checks and reject unsuccessful applicants.

Clerk to administer all pre-appointment checks and keep checklist log on Salesforce up-to-date with progress. RO to audit through salesforce checklist log.

Clerk to email letter of appointment (signed by HG) to applicant, copying in Chair & Principal.