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## AGENDA

<b>Committee</b>	LOCAL AUTHORITY GOVERNOR APPOINTMENT PANEL
<b>Date and Time of Meeting</b>	THURSDAY, 19 MAY 2016, 5.15 PM
<b>Venue</b>	SYNDICATE ROOM I, FIRST FLOOR, CITY HALL, CARDIFF
<b>Membership</b>	Councillor Merry (Chairperson) Councillors Bowden, Chaundy, Hinchey, Hunt, Phillips and Dianne Rees

### 1 **Apologies**

To receive apologies for absence.

### 2 **Declaration of Interests**

To receive declarations of interests (such declarations to be made in accordance with the Members Code of Conduct).

### 3 **Minutes** (*Pages 1 - 4*)

To approve as a correct record the minutes of the meeting 21 January 2016.

### 4 **Panel Recruitment Process and Selection Criteria** (*Pages 5 - 6*)

### 5 **Local Authority School Governor Vacancies List** (*Pages 7 - 8*)

### 6 **Exclusion of the Public**

Information included in the following item is not for publication by virtue of Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

### 7 **Nominations to Local Authority Governor Vacancies** (*Pages 9 – 10*)

The appendix to this report is confidential and will be provided under a separate cover. (*Pages 11 – 374*)

### 8 **Date of Next Meeting** - the timetabling of future meeting to be established.

**David Marr**

**Interim Monitoring Officer** Date: Friday, 13 May 2016

Contact: Gill Nurton. Tel: 02920873432 Email: g.nurton@cardiff.gov.uk

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LOCAL AUTHORITY GOVERNOR APPOINTMENT PANEL

21 JANUARY 2016

Present: County Councillors Bowden, Chaundy, Hinchey, Hunt, Merry, Phillips and Dianne Rees.

20 : APOLOGIES

Councillor Hinchey, Merry and Dianne Rees were delayed at the Cabinet Meeting.

21 : ELECTION OF CHAIR FOR THE MEETING

In the absence of the Chair of the Committee who had been delayed at the meeting of Cabinet a nomination was sought for Chair of the meeting.

RESOLVED – That Councillor Bowden be appointed as Chair of this meeting.

22 : DECLARATIONS OF INTEREST

There were no declarations of interest under the Members Code of Conduct and the Local Government Act 1972.

23 : MEMBERSHIP

The Panel noted that the County Council at its meeting 22 October 2015 appointed Councillor Hinchey to the vacancy on this Panel.

24 : MINUTES

The minutes of the meeting 15 October 2015 were approved and signed as a correct record.

25 : PANEL RECRUITMENT PROCESS AND SELECTION CRITERIA

Members received a copy of the Recruitment and Selection criteria to support the decision making process.

26 : LOCAL AUTHORITY SCHOOL GOVERNOR VACANCIES LIST

Members received a list of existing and future vacancies up to 7 January 2016.

27 : EXCLUSION OF THE PUBLIC

AGREED – That the public be excluded from the meeting by virtue of paragraph(s) 12 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972:

(12) Information relating to a particular individual.

## 28 : APPLICATIONS TO GOVERNOR VACANCIES

The Committee considered applications received to existing and future Local Authority vacancies up to 7 January 2016 and assessed each application against the adopted selection criteria. There were no contested vacancies.

In addition the Committee received and considered applications the Temporary Governing Bodies for the proposed new Secondary School in the West of Cardiff and the new Welsh Medium Primary School in Butetown/ Grangetown area. In view of the calibre of application the Panel expressed it wish that where there were contested Local Authority Governor seats that applicants be invited to take up Community Governor vacancies.

RESOLVED – That the Council be recommended to

- (1) agree the following appointments to Local Authority School Governing Bodies:

School	Start of Vacancy	Appointment
Fairwater Primary School	24/02/2016	Councillor Paul Mitchell
Fitzalan High School	27/01/2016	Shashikala Mansfield
Gladstone Primary School	04/11/2015	Sarah Crosbie
Glan Yr Afon Primary School	14/09/2015	Emma Haygarth
Grangetown Nursery School	18/05/2016	Councillor Lynda Thorne
Kitchener Primary School	05/07/2015	Ceri Veysey
Radyr Comprehensive School	27/01/2016	Gary Johnson
Radyr Primary School	18/03/2016	Ceri Evans
Springwood Primary School	24/02/2016	Della Perrins
St Monica's C/W Primary School	27/01/2016	Daniel Caunt
The Court School	22/07/2015	Joshua Parmar
The Hollies School (Pentwyn)	23/03/2016	Brinley Groves
Trelai Primary School	04/11/2015	Rachel Maycock
Tremorfa Nursery School	20/09/2014 02/12/2015	Charlotte Squire-Davies Natalie Stork
Willows High School	26/11/2015	Rachel Jones
Woodlands High School	10/12/2015	Ann Cocchiara
Ysgol Gyfun Gymraeg Glantaf	09/01/2016	Rhodri ab Owen
Ysgol Gymraeg Coed-Y-Gof	11/02/2014 24/09/2015	Charmaine Smikle Ceri Landers
Ysgol Pencae	04/07/2015	Gwyn Roberts
Ysgol Pwll Coch	27/01/2016	Helen Sharkey

- (2) approve the following appointments to the Temporary Governing Body for the new secondary school for the West of Cardiff:

	Start of Vacancy	Appointment
Local Authority Governor (5 appointments)	01/02/2016	Keith Brooks Dewi Jones

		Janice Lane Cllr Jim Murphy Zenny Saunders
Parent Governor (6 appointments)	01/02/2016	Lorraine Clark Ruth Dophin Julie James Asha Singh

- (3) approve the following appointments to the Temporary Governing Body for the new Welsh Medium Primary School in Butetown/ Grangetown.

	<b>Start of Vacancy</b>	<b>Appointment</b>
Local Authority Governor (2 appointments)	01/02/2016	Mair Parry Jones Cllr Ali Ahmed
Parent Governor (3 appointments)	01/02/2016	Dylan Foster Evans Iona Edwards

- 29 : DATE OF NEXT MEETING - THURSDAY 21 APRIL 2016 AT 5.00PM IN COMMITTEE ROOM 4.

This date was subsequently revised to Thursday 19 May 2016 to avoid the pre-election period.

The meeting terminated at 18.15pm

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## **Local Authority Governor Appointment Panel Selection Criteria and Recruitment Process**

### **Selection Criteria**

The Council is required to publish criteria which are to be used for the identification and appointment of LA governors.

These criteria are:

- Demonstrable interest in education and understanding of the importance of education in the lives of children and young people;
- Able to offer and share skills and expertise that match the needs of the individual school;
- Evidence of ability to act in a critical friend role, providing support and challenge;
- Interest in the local community within which the school is situated;
- Commitment to regular attendance at meetings of the governing body and its committees;
- Committed to undertaking mandatory training and other forms of training in order to update knowledge and skills and to enhance effectiveness as a governor.

This information will be obtained from the application form completed by potential candidates when applying to become a school governor.

### **Advertising**

- Local Authority governor vacancies will be advertised on the Council website termly, with details of how to apply for the positions. This includes those whose terms of office are due to come to an end as well as any vacancies due to resignations.

### **Panel Recruitment Process**

#### **New Applicants**

- Panel receives completed application form from new applicant;
- Panel checks application meets selection criteria and considers any information in the form regarding eligibility and previous appointments;
- Panel considers character references and Disclosure and Barring Service check;
- Panel approves/does not approve the applicant as a LA Governor
- Panel reviews list of governor vacancies and allocates the LA governor to a school, taking into account the needs of the individual school/Governing Body in terms of challenges, skills and expertise. There will be schools that will be prioritised. The Director of Education/representative will provide the panel with this information.

### **Requests for Re-Appointments**

- Panel receives completed application form from governor seeking re-appointment;
- Panel checks application meets selection criteria and considers any information in the form regarding eligibility/previous appointments;
- Panel considers character references/statement from Chair of Governors and DBS form (where available);
- Panel approves/does not approve the applicant's request for re-appointment as a LA governor;
- Panel reviews LA governor's request to be re-appointed to their previous school, taking into account the needs of the school/Governing Body in terms of skills and expertise and supporting statement from Chair of Governors. The Director of Education/representative will provide this information.

### **Appointments**

- Recommendations for Local Authority governor appointments will be presented to the next available full Council meeting for ratification;
- Governor Support Services will notify candidates of the outcome of their application/request for re-appointment.



## Local Authority Governor Vacancies

### Current Vacancies – 3 May 2016

School Name	Area	Number of Vacancies
Baden Powell Primary School	Splott	1
Cardiff High School	Cyncoed	1
Creigiau Primary School	Creigiau	1
Eastern High	Rumney	1
Ely and Caerau Children's Centre	Ely	1
Gabalfa Primary School	Llandaff North	2
Glan Yr Afon Primary School	Llanrumney	1
Glyncoed Primary School	Pentwyn	1
Gwaelod Y Garth Primary School	Pentyrch	1
Howardian Primary School	Penylan	1
Lakeside Primary School	Cyncoed	1
Meadowbank Special School	Llandaff North	1
Oakfield Primary School	Trowbridge	1
Pen-Y-Bryn Primary School	Llanrumney	1
Pencaerau Primary School	Caerau	1
Peter Lea Primary School	Fairwater	1
Rhiwbina Primary School	Rhiwbina	1
St John Lloyd RC Primary School	Trowbridge	1
St Francis RC Primary School	Ely	1
Thornhill Primary School	Llanishen	1
Trelai Primary School	Caerau	1
Trowbridge Primary School	Trowbridge	1
Windsor Clive Primary School	Ely	2
Ysgol Glan Morfa	Splott	1
Ysgol Gyfun Gymraeg Bro Eder	Penylan	1
Ysgol Gymraeg Coed-Y-Gof	Fairwater	1
Ysgol Gymraeg Melin Gruffydd	Whitchurch	3
Ysgol Gymraeg Treganna	Canton	1
Ysgol Mynydd Bychan	Gabalfa	1
Ysgol Pen Y Pil	Trowbridge	1
Ysgol Pencae	Llandaff	1
Ysgol Pwll Coch	Canton	1
Ysgol y Berllan Deg	Pentwyn	1
Ysgol-Y-Wern	Llanishen	1

### Future Vacancies – up to 30 September 2016

School Name	Area	Number of Vacancies
Albany Primary School	Plasnewydd	1
Birchgrove Primary School	Heath	1
Bishop Childs C/W Primary School	Trowbridge	1
Bryn Deri Primary School	Radyr	1
Cantonian High School	Fairwater	2
Cardiff High School	Cyncoed	3
Cathays High School	Gabalfa	2
Christ the King RC Primary School	Gabalfa	1
Corpus Christi RC High School	Lisvane	1

Fairwater Primary School	Fairwater	1
Fitzalan High School	Canton	2
Gladstone Primary School	Cathays	1
Grangetown Nursery School	Grangetown	1
Grangetown Primary School	Grangetown	1
Greenhill School	Rhiwbina	2
Hawthorn Primary School	Llandaff North	2
Hywel Dda Primary School	Ely	2
Lansdowne Primary School	Canton	1
Llanishen Fach Primary School	Rhiwbina	1
Llysfaen Primary School	Lisvane	2
Mary Immaculate High School	Caerau	1
Meadowbank Special School	Llandaff North	1
Millbank Primary School	Caerau	2
Moorland Primary School	Splott	1
Mount Stuart Primary School	Butetown	2
Ninian Park Primary School	Grangetown	1
Pentrebane Primary School	Fairwater	1
Peter Lea Primary School	Fairwater	1
Radyr Comprehensive School	Radyr	1
Radyr Primary School	Radyr	1
Rhydypenau Primary School	Cyncoed	1
Roath Park Primary School	Plasnewydd	2
Rumney Primary School	Rumney	2
St Cadoc's RC Primary School	Llanrumney	1
St David's C/W Primary School	Pentwyn	1
St Joseph's RC Primary School (Cardiff)	Gabalfa	1
St Mary The Virgin C/W Primary School	Butetown	1
St Mary's Catholic Primary School	Riverside	1
St Mellons C/W Primary School	Llanrumney	1
St Phillip Evans RC Primary School	Pentwyn	1
The Hollies School (Pentwyn)	Pentwyn	1
Ton Yr Ywen Primary School	Heath	1
Tongwynlais Primary School	Whitchurch	2
Trelai Primary School	Caerau	1
Whitchurch High (Foundation) School	Whitchurch	1
Willows High School	Splott	1
Ysgol Glan Morfa	Splott	1
Ysgol Gyfun Gymraeg Bro Edern	Penylan	4
Ysgol Gyfun Gymraeg Glantaf	Llandaff North	1
Ysgol Gyfun Gymraeg Plasmawr	Fairwater	2
Ysgol Pen y Groes	Pentwyn	3
Ysgol y Berllan Deg	Pentwyn	1
Ysgol-Y-Wern	Llanishen	1

**The deadline for applications is 10 May 2016.**

Interested in applying for a school that is not listed?

Please contact Ruth Lock in Governor Support Services

(Tel: 02920873760 or E-mail: [Governor.Services@cardiff.gov.uk](mailto:Governor.Services@cardiff.gov.uk)), who will advise you on other vacancies that may be available and your eligibility to apply.

THE APPENDIX TO THIS REPORT IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 12 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972.

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**



**LOCAL AUTHORITY GOVERNOR  
APPOINTMENT PANEL:**

**19 MAY 2016**

**REPORT OF INTERIM MONITORING OFFICER**

**NOMINATIONS TO LOCAL AUTHORITY GOVERNOR VACANCIES**

**Reason for this Report**

1. To consider and make recommendations to Annual Council on 26 May 2016 on appointments to Local Authority Governor Vacancies.

**Background**

2. Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.
3. In November 2014, the Children & Young People Scrutiny Committee undertook a Task and Finish Inquiry into the effectiveness of Cardiff schools' governing bodies, including a review of the appointment process for Local Authority governors. The Inquiry recommended the setting up of a Member Governors Panel to oversee the process of recruiting Local Authority governors and to carry out a programme to recruit and support school governors.

This new approach was approved by the Constitution Committee and it was recommended that the Constitution be amended to establish a cross party Advisory Member Panel to consider and vet all applications to serve as a Local Authority Governor, making recommendations for appointment to the Council.

The Panel would also maintain an overview relating to the recruitment and training for governors, criteria for appointment and conduct. The Constitution Committee also recommended that the Panel would comprise up to seven

Cardiff Councillors and meet termly or more frequently as required to consider all Local Authority Governor applications or renewals. All applications would need to be accompanied with an enhanced Disclosure and Barring Check.

4. These recommendations were approved by Full Council at its meeting on 26th March 2015.

### **Issues**

5. The Panel under Item 5 attached has received the list of current and future vacancies as at 3 May 2016 and applications to these vacancies since its last meeting on 21 January 2016.

### **Reason for Recommendations**

6. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

### **Legal Implications**

7. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint Local Authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

### **Financial Implications**

8. There are no financial implications arising from this report.

### **Recommendation**

That the Local Authority Governor Appointment Panel considers and makes recommendations to Annual Council 26 May 2016 on applications to the current vacancies as at 3 May 2016.

**DAVID MARR**  
**Interim Monitoring Officer**  
13 May 2016

Appendix – Applications to Local Authority Governor Vacancies and re nominations.  
***This Appendix is not for publication by virtue of paragraph 12 of Part 4 of Schedule 12 A of the Local Government Act 1072 as it contains information relating to a particular individual***

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