

How to: Clerk in different types of school organisation

The different categories of membership

Individuals are elected or appointed to categories of membership in different ways and for specific periods (terms of office) according to the relevant legal framework.

Governors are appointed or elected to governing bodies in LA maintained schools.

Trustees are appointed or elected to academy trust boards. In some academies, these trustees are referred to as 'directors. Both terms are correct as academy trustees are legally charities and companies limited by guarantee. This is the case in church academy trusts where the term 'trustee' is reserved for those on the board of the separate trust that owns the land and assets.

Categories of governor/trustee:

Staff: Someone who is employed to work at the school or academy, elected to the board by the school or academy staff.	Co-opted: Appointed by the governors/trustees on the basis of the skills/experience/perspective they can bring to the governing board.
Parent: Usually parents, those with parental responsibility for or carers of children at the school. Most are elected by the parents of the school or academy, following nominations and a ballot.	Local authority (LA): Nominated by the LA to serve on the governing board of a maintained school. The governing board appoints them and can set eligibility criteria which nominees must meet.
Ex-officio: Someone who has a place on the governing board because of the position they hold. In the majority of schools and trusts, headteachers have the right to be a governor or trustee.	Partnership: Appointed by the governing board of LA maintained voluntary or foundation schools to contribute to effective governance and at schools with a religious character, ensure that the religious character is upheld.
Foundation: appointed by a foundation or charitable body associated with the school or academy. At schools or academies with a religious character, they help ensure that the religious character is upheld and promoted (in addition to their other governor responsibilities).	

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Associate members serving on committees

Governing boards of LA maintained schools can appoint individuals with specific skills to serve on their committees. These individuals are known as members. Associate members have committee voting rights which do not extend to meetings of the full governing/trust board.

How governors and trustees are recruited

Determining eligibility

Regardless of category and method of recruitment, individuals must be eligible for election or appointment to the governing board - they should not be disqualified from holding office under the relevant legal framework. An individual's eligibility to serve should be established in advance and monitored throughout their term of office. This includes applying for an enhanced criminal record certificate from the Disclosure and Barring Service (DBS).

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