

Outstanding Governance Awards 2025



Outstanding lead governance professional: nomination pack

About the award

This award is to recognise a lead governance professional or governance co-ordinator who has demonstrated outstanding leadership, management and practice and contributed significantly to improving governance.

Who can be nominated in this category?

Those who fulfil the responsibilities of lead governance professional or governance coordinator as set out in the [NGA career pathway](#), irrespective of job titles. Nominees may be employed by multi academy trusts, local authorities and other service providers or education bodies.

Who can make the nomination?

Governance professionals can self-nominate in this category.

Other individuals or organisations may nominate a governance professional providing they have a detailed enough knowledge of their work and achievements to complete the form. These include:

- Relevant leader or line manager within the respective body
- CEO
- Chair/co-chair
- Governor/Trustee (with the support of the chair)

Nomination process

To nominate a lead governance professional for this award you will need to complete the nomination form below and return this document via email. You will also be asked to answer four questions about the work of the individual you are nominating.

If your application is longlisted, we will contact you to provide all or some of the following evidence:

- Case study or short written summary that provides evidence of substantial contributions to the design and development of governance frameworks/structures
- Select templates, model documents, reports etc.
- Any further supporting information which demonstrates the impact of professional support and advice given in relation to the design and development of governance in your context and personal development achievements.

How to apply

Complete the [nomination form](#) and return this document via email to awards@nga.org.uk by 12pm Monday 14th April 2025

What are the criteria?

Nominations must provide demonstrable evidence of:

- How they have had a significant impact on improving governance at more than one school
- How they have supported the work and effectiveness of other governance professionals either within their organisation or more widely

And provide wider evidence of the following (Not all these criteria must be demonstrated in the questions answered on the nomination form, but questions should be answered with relation to as many as possible and the remaining evidenced in supporting information if requested at a later stage):

- A demonstrable positive impact on governance compliance, efficiency and effectiveness that is linked to outstanding clerking governing board practice across a number of schools.
- Ensuring governance at all levels enables the operational delivery of strategic objectives in the schools served.
- Successfully creating or maintaining a culture of compliance with the appropriate legal and regulatory framework.
- Managing and coordinating the delivery and ongoing improvement of governance support across the trust or organisation.
- Working collaboratively with colleagues to facilitate and support effective communication with relevant stakeholders.
- Being involved in and positively influencing the coordination and/or design of continuing professional development (CPD) for those governing in the schools served.
- Positively influencing and/or facilitating robust self-evaluation by governing boards.
- Demonstrating excellence in the recruitment, management, quality assurance and appraisal of a governance support team, including the coordination of effective CPD for clerks.
- Co-ordinating the promotion and recruitment of governors/trustees to boards.
- Continually assessing and acting on personal development needs to support professional growth.

Helpful hints for a successful nomination

- Demonstrable evidence of where the governance professional has embodied the competencies six key features of the role:
 - The role of the governance professional
 - Knowledge, skills and effective behaviours
 - Understanding governance
 - Administration
 - Advice and guidance
 - People and relationships
- Evidence of being responsible for delivery of these via a team of clerks across a number of schools, with evidence of outstanding leadership and management to support this.
- Particular attention will be paid to the level of impact on governance effectiveness and clerking practice achieved through the application of successful innovations and developments rooted in advanced governance knowledge and expertise.
- Note: The judges are not looking for perfection, but a commitment to improvement.



Nomination form

Please read the category information above alongside completing this form.

Please finish and submit this completed form by 12pm on Tuesday 14th April 2025.

Information about the clerk

Name of the nominee	
Job title	
Local authority, organisation, trust or federation served	

Your information

Your name	
Capacity in which you are aware of the governance professional's work	
Your email address	
Your contact number	
How did you hear about the Outstanding Governance Awards?	

Details of a referee

If your nomination is successful in reaching the next stage, we will contact a referee to provide additional evidence and endorsement in support of the application.

Please provide the details of an individual who will provide a reference. This should be a third party who has sufficient knowledge of the work of the clerk. This may include:

- Senior executive leader, chair/vice-chair, other governors/trustees, a governance professional or the clerk's line manager.

Please obtain permission from the individual to share these details with us for the purpose of corresponding with them regarding this nomination.

Name of referee	
Referee email address	
Referee phone number	
Capacity in which they are aware of the clerk's work	



Questions about the work of the lead governance professional

Please answer the following questions with reference to the category criteria above. Please do not include hyperlinks to web pages or documents in your answers to these questions.

(1) How has the nominee approached and overcome challenges associated with ensuring effective communication between the organisation they work for, those they manage and those governing. Please provide examples of positive outcomes directly linked to this. (500-word limit)

(2) Explain how the nominee's leadership, management and stakeholder engagement has successfully promoted the vision and values of the organisation/s they work for and in particular the equality, diversity and inclusion agenda of the board/s. (500-word limit)



(3) How has the nominee innovated to drive improvements in clerking practice in their context and what was its impact? (500-word limit)

(4) Sum up the nominee's impact on governance effectiveness in the context of their role. (500-word limit)



Privacy Notice

Before submitting this nomination, please ensure you have provided details for the chair of the governing board (if this is someone other than yourself) and a third-party referee. Please obtain permission from the individual chair and from your third-party referee before sharing their details with us. This data will be held securely by the National Governance Association to correspond with them regarding the Outstanding Governance Awards. This data, in respect of these awards, will be deleted by the National Governance Association on or before 15 April 2026.

If your nomination reaches the next stage, we will share your details with the award judges for the purposes of them contacting you to arrange a visit (either virtual or in-person) to the school, and to use your name for publicity purposes. All data provided by you and collected as part of the Outstanding Governance Awards will be stored in compliance with the General Data Protection Regulations (GDPR). For further information on how we protect personal data, please read our [Privacy Policy](#).

Before submitting this nomination, please read in full the terms and conditions.

All nominations, information, shortlists, judging processes and results must remain confidential until the National Governance Association advises that this can be made public.

This data will be held securely by the National Governance Association to correspond with you regarding the Outstanding Governance Awards. Your data, in respect of these awards, will be deleted by the National Governance Association on or before 15 April 2026.

By completing this form, you are confirming that you are consenting to the National Governance Association holding and processing your personal data for the following purposes (please click each box where you grant consent).

- *I consent to NGA contacting me by phone regarding the Outstanding Governance Awards.*
- *I consent to NGA contacting me by email regarding the Outstanding Governance Awards.*