

Guidance on School Governor Appointments



Co-opted Governors

Governing Board

The Education Act 2011 provides that:

- the conduct of a maintained school shall be under the direction of the school's governing board; and
- the governing board shall conduct the school with a view to promoting high standards of educational achievement.

Within this broad framework, the governing board:

- sets the broad strategy for the school's development;
- is accountable to those who established and fund the school, to parents and the wider community;
- must act in accordance with requirements laid down in Acts of Parliament, statutory regulations and the school's Instrument of Government; and
- must at all times act fairly and without prejudice.

For further information on being a school governor please refer to the document 'What do Governors do' published by the National Governors Association (NGA) or contact the headteacher at the school.

Co-opted Governors

All governing bodies are made up from people appointed or elected to different categories of governor.

Co-opted governors are appointed by the governing board. They are people who, in the opinion of the governing board, have the skills required to contribute to the effective governance and success of the school.

If you wish to be considered for a position of co-opted governor, please complete the pro-forma application form attached at Appendix B and the skills audit document and return to the Chair of Governors, c/o **Balshaw's Church of England High School, Church Road, Leyland, Lancs PR25 3AH** or via email to: s.haycocks@balshaws.org.uk by the closing date indicated.

Please note that co-opted governors cannot be pupils currently at the school (even if aged over 18).

APPENDIX A

Disqualification from holding a governorship

Regulations disqualify certain individuals from becoming a governor. Before your appointment can be considered you are required to confirm that you are not disqualified from becoming a governor. You are required to notify the clerk, in writing, if you subsequently become disqualified from continuing as a governor.

Further information on any of the criteria can be found in the School Governance (Constitution) (England) Regulations 2012. (Schedule 4 refers specifically to disqualification from governorship).

To qualify to become a Governor you must:

1. be aged 18 or over;
2. not hold more than one governorship at the same school;
3. not have had your estate sequestrated (temporarily repossessed) and the sequestration is not discharged, annulled or reduced; and not be the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
4. not be subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
5. not have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body;
6. not be included in the list of teachers or workers prohibited or restricted from working with children or young people;
7. not be disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
8. not be disqualified from working with children;
9. not have been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor;
10. not have received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
11. not at any time have received a prison sentence of five years or more;
12. not have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor; and
13. have a Criminal Records Check Certificate or make an application to the Disclosure and Barring Service (DBS) for a criminal records check within 21 days of appointment or election.

Additionally a co-opted governor at a school cannot be a pupil currently at the school (even if aged over 18).

Application to become a Co-opted Governor at Balshaw's Church of England High School



School No: 07/101 School Name: Balshaw's Church of England High School

*1. Surname _____ *2. First Name(s) _____

*3. Title (Mr/Mrs/Ms/Miss/Rev/Dr), or other _____

*4. Address (including postcode) _____

_____ Preferred contact []

*5. Telephone Number (home) _____

(work) _____

(mobile) _____

*6. Email Address (home) _____

(work) _____

7. Are you or have you previously been a governor at another school?:
(if yes please give the school name(s) and dates)

YES/NO *(delete as applicable)*

8. Please outline your experience of work with schools or in an educational settings (eg volunteer helper, member of PTA, governor etc)

9. Please outline any experience, at home, at work or elsewhere which may be relevant to you becoming a governor:

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10. Please set out below why you would like to become a governor, and any particular skills and areas in which you feel you would be able to contribute to the work of the governing board:
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Please complete and sign the following declaration (e-signature acceptable):

- I would like my application to become a Co-opted Governor to be considered.
- I agree to abide by any Code of Practice which has been adopted by the governing board which outlines the purpose of the governing board and describes the appropriate relationship between individual governors, the whole governing board and the school.
- I am willing for the information on my governorship to be made available to interested parties in relation to the purpose outline below.

Personal Data:

1. The information on the form will be made available to the governing board in order for the appointment to be considered.
2. If you are appointed the information marked* will be held and be used by the Governors Services only to allow the relevant parties to provide support to school governors.

- I certify that I have read and considered the criteria for the disqualification of governors set out in Appendix A and confirm that I am not disqualified from becoming a governor.
- I agree to inform the Clerk to Governors, in writing, immediately should I cease to be qualified to serve as a governor.

Signed: _____

Date: _____

Please return this form to: Chair of Governors, Balshaw's Church of England High School, Church Road, Leyland, Lancashire PR25 3AH or via email to: s.haycocks@balshaws.org.uk