**School Governor Application Form**

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| Title: | Gender: | Address:  Postcode: |
| Surname: | |
| Forenames: | |
| Any Previous Forenames / Surnames: | | Telephone:  Home:  Mobile:  Work: |
| Date of birth: | | Email address: |
| Nationality: | | |

I am happy for you to share my details with schools and academies: Yes  No

|  |
| --- |
| **Your Occupation:** |
| If a teacher or a school employee please state name of school: |
| If a WCC employee please state Department: |
| If a retired teacher, please state former school and date of retirement: |
| If you are related to a teacher, an employee or governor at any school please give details: |

**CURRENT GOVERNORSHIPS** -Please identify type of school i.e. LA / Independent

**PREVIOUS GOVERNORSHIPS** (please give dates of service)

**REASONS FOR APPLYING**

Please outline your reasons for showing an interest in becoming a school governor. Include details of personal qualities, experience or skills you feel you could bring to a school governing board. Please continue on a separate sheet if necessary.

**Do you have any children of school age:** Yes  No

**If yes, please list the school(s) they attend:**

**Preferred location: (specify town or area / postcode)**

*For various reasons it is not always possible to place volunteers at schools in their preferred location. We will use your preference as a guide but if you tick the “Yes” box it is possible your application may be sent to an area where you may be placed more quickly.*

Are you willing for us to pass your application to an alternative area Yes  No

Date from which you are available to serve as a Governor: \_\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

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| --- | --- | --- | --- | --- |
| **Preferred type of School** | | | | |
| **Primary** | **Secondary** | **Special** | **No preference** | **Specific School**  (please name the school) |
|  |  |  |  |  |

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| --- | --- | --- |
|  | **Yes** | **No** |
| I am interested in becoming a local authority governor  *Nominated by Governor Services* |  |  |
| I am interested in becoming a Co-opted governor  *Appointed by the Governing Board* |  |  |

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| **ETHNIC ORIGIN –** Please tick one box only, which best describes your ethnic origin | | |
| **White** | English |  |
| Welsh |  |
| Scottish |  |
| Irish |  |
| \*White Other (please specify) |  |
| **Mixed** | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| \*Mixed Other (please specify) |  |
| **Asian or Asian British** | Indian  Pakistani  Bangladeshi |  |
|  |
|  |
| \* Asian Other (please specify) |  |
| **Black or Black British** | Caribbean |  |
| African |  |
| \* Black Other (please specify) |  |
| **I prefer not to say** |  |  |
| **\*Other ethnic group** | If your ethnic group is not specified in the list, please describe it here | |

|  |  |  |
| --- | --- | --- |
| **DISABILITY:** | **YES** | **NO** |
| Do you consider yourself to have a disability? |  |  |

**SKILLS AUDIT: Please complete the audit below**

No individual is going to have all the skills listed in the audit. The governing board is a team, and the purpose of the audit is to ensure that each of the skills below are covered by at least one of the governors on the board.

|  |  |
| --- | --- |
| ***Essential for all governors / trustees*** | Level of experience /skill: rate on a scale of 1 (none) to 5 (extensive) |
| Commitment to improving education for all pupils |  |
| Ability to work in a team and take collective responsibility for decisions |  |
| Willingness to learn |  |
| Commitment to the school’s vision and ethos |  |
| Basic literacy and numeracy skills |  |
| Basic IT skills (i.e. word processing and email) |  |
| **Understanding / experience of governance** |  |
| Experience of being a board member in another sector or a governor/trustee in another school |  |
| Experience of chairing a board/ governing body or committee |  |
| Experience of professional leadership |  |
| **Vision and strategic planning** |  |
| Understanding and experience of strategic planning |  |
| Ability to analyse and review complex issues objectively |  |
| Problem solving skills |  |
| Ability to propose and consider innovative solutions |  |
| Change management (e.g. overseeing a merger or an organisational restructure, changing careers) |  |
| Understanding of current education policy |  |
| **Holding the head to account** |  |
| Communication skills, including being able to discuss sensitive issues tactfully |  |
| Ability to analyse data |  |
| Ability to question and challenge |  |
| Experience of project management |  |
| Performance management/ appraisal of someone else |  |
| Experience of being performance managed/appraised yourself |  |
| **Financial Oversight** |  |
| Financial planning/management ( e.g. as part of your job) |  |
| Experience of procurement/purchasing |  |
| Experience of premises and facilities management |  |
| **Knowing your school and community** |  |
| Links with the community |  |
| Links with local businesses |  |
| Knowledge of the local/regional economy |  |
| Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people) |  |
| Understanding of special educational needs |  |

**VETTING**

In the interest of safeguarding children, you will be asked to complete a DBS Form (Disclosure and Barring Service). “Spent” criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the Head teacher or Governor Services in advance of your application.

**The details below are a summary of the qualification and disqualification regulations that relate to governing boards.**

**DISQUALIFICATION CRITERIA**

The following list summarises the qualification and disqualification regulation, please seek advice from Governor Services if you think you may be affected.

A governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school *cannot* be a governor. A person cannot hold more than one governorship at the same school.

A Person is disqualified from holding or from continuing to hold office as a governor or associate member if they:

* have failed to attend meetings for six months;
* are bankrupt;
* are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
* have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
* are included in the list of those considered by the Secretary of State as unsuitable to work with children;
* are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
* are disqualified from working with children or from registration for child minding or providing day care;
* have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
* have received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
* have at any time received a prison sentence of five years or more;
* 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;
* refuse to make an application for a criminal records certificate.

In addition, the following disqualification criteria apply for the categories of governor listed below.

A person is disqualified from election or appointment as a parent governor of a school if the person –

(a) is an elected member of the local authority; or

(b) is paid to work at the school for more than 500 hours in any twelve consecutive months.

A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.

A person is disqualified from nomination or appointment as a partnership governor of a school if the person is –

(a) a parent of a registered pupil at the school;

(b) eligible to be a staff governor of the school;

(c) an elected member of the local authority; or

(d) employed by the local authority in connection with their education functions. This does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.

**DATA PROTECTION**

The information that you provide on this form will be held on a computerised database maintained by the data controller (Warwickshire County Council). Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.

Warwickshire Governor Services will only make candidate details available within the Local Authority; to Warwickshire County Council schools and their governing boards; the DfE or any other body involved with the recruitment of school governors in Warwickshire.

**DECLARATION**

I have read the summary of regulations above and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing board

I will notify the clerk to the governing board immediately should I become disqualified during my term of office

I understand that it is an offence to serve as a school governor whilst disqualified

I understand that this form will be used to meet the DfE requirements for use within the Edubase / National Database system

I agree to the information given on this form being recorded and used by Warwickshire Governor Services and the school at which I will be governor in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief

**Signed**: **Date**:

Completed forms should be returned to Warwickshire Governor Services

[governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)