**SCHOOL GOVERNOR APPLICATION FORM**

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| **Personal details** | | |
| Title: | First Name: | Surname: |
| Gender | D.O.B. | Previous Surname(s): |

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| **Contact Details** | | |
| Address and Postcode | | |
| Telephone daytime: | Telephone Evening: | Mobile: |
| Email Address: | | |

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| Preferred form of contact: |

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| **Education Details** (Please detail any relevant qualifications that you may hold) | | |
| Qualification | Date | Institution |
| Qualification | Date | Institution |
| Qualification | Date | Institution |
| **Employment Details** | | |
| Employment Status: (e.g Self Employed/Employed/Student/Retired/Other) | | |
| Current position/occupation: | | |
| Current Employer Name & Address: | | |

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| **References** (please do not include family members as referees. Second referee is optional) | |
| First referee name: | Second referee name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

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| **Personal Skills & Experience**  (please tick to specify the level of skill you have in the following areas) | | | |
|  | **Basic** | **Moderate** | **Extensive** |
| **Strategic Management** |  |  |  |
| **Budget / Financial Management** |  |  |  |
| **Governance** |  |  |  |
| **Human Resources** |  |  |  |
| **Safeguarding** |  |  |  |
| **Education, Teaching, Pedagogy** |  |  |  |
| **Parental Perspective** |  |  |  |
| **PR and Marketing** |  |  |  |
| **Premises / Facilitates Management** |  |  |  |
| **Health and Safety Management** |  |  |  |
| **Other** (please list any other relevant skills you may have) Give examples of experience |  |  |  |

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| **Further Information** | | |
| **What would make you an effective governor?**  *Please consider the Personal Specification and Role Description (Appendix 1) when framing your response. Please feel free to expand this box.*  *Please continue by expanding this box, or continue on another sheet.* | | |
| **Have you been a school governor before?** | **Yes** | **No** |
| If yes, which school were you a governor at and how long for? | | |

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| **Personal Preferences** |

**A Local Authority Governor**

Local authority (LA) governors are appointed to be a link between the LA and its schools, usually for a period of 4 years. They must therefore be aware of any local priorities and the reasons behind these, which are often part of a national agenda. LA governors are not delegates, so cannot be instructed how to vote at meetings. As with other governors, LA governors vote after hearing all the views, according to what is in the best interests of the pupils in the school. Once a collective decision has been made, all governors must accept it as being the majority view and be loyal to it outside the school.

**A Co-opted Governor**

A co-opted governor is a person appointed by the governing body and who, in the opinion of the governing body, has the skills required to contribute to the effective governance and success of the school. As a co-opted governor, you may have an area of specialist knowledge or experience or bring a wide range of skills and experience to your role as a governor. As a co-opted governor, you act in the best interests of the school and wider community and cannot be mandated to take a particular stance on issues

**An Interim Executive Board (IEB) Member**

An IEB is a highly professional governing board appointed for a temporary period (usually a maximum of 12 months) in exceptional circumstances with the specific task of ensuring rapid school improvement. The IEB replaces the governing board of a school and meets more frequently (usually every 3-4 weeks) in order to secure a sound basis for future improvement in the school.

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| **You will be considered for all types of Governor role, depending on your experience and skills. If you do not wish to be considered for a particular role, please state here with the reason why.** | | | | | | |
| *Please feel free to expand this box.* | | | | | | |
| **Do you have a school type preference? (Please tick)** | | | | **No Preference** | | |
| **Infant & Nursery** | | **Primary** | | **Academy** | | |
| **Special** | | **Secondary** | | **Church** | | |
| **Availability** | | | | | | |
| **Are you able to travel across the City for meetings?** | | | | **Yes** | | **No** |
| **What times of day are you available to attend meetings in school? Please delete accordingly** | | | | | | |
| **Any time of day** | **From late afternoon onwards (3pm +)** | | **Evenings only**  **(5pm +)** | | **Other:** | |

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| **Disability (Please note this information is optional)** | | |
| **Do you consider yourself to be a disabled person?** | **Yes** | **No** |
| **If yes, please give details of the facilities you require** (e.g. Ramped level access/Induction loop/large print documents etc) | | |

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| **Research** |
| **How and where did you hear about us?** |

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| **Declaration** |
| **Please read through the Eligibility Criteria and the Seven Principles of Public Life** |

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| I confirm that I have read the guidance notes headed **“Eligibility Criteria”** *(see below)*and Ideclare that I am eligible to become a school governor. | **Tick** |
| I confirm that I have read the **“Seven Principles of Public Life”** *(see below)*and that I will adhere to them as a school governor. | **Tick** |
| City of Wolverhampton Council will hold your personal data to share with schools, academy trusts and colleges in accordance with our objectives. We will not sell, distribute or lease your personal information to any third party without your consent. | **Tick** |
| I consent to this application form, including my contact details being shared with a prospective governing board. | **Tick** |

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| **I verify that the information given in this form is true and accurate** | **Signature:**  **Date:** |

**A Disclosure and Barring Service (DBS) check certificate is a mandatory requirement for all governors.**

**Once completed the form should be returned to;**

**Sarah McElduff, School Governance Co-ordinator, Education Excellence,**

**City of Wolverhampton Council, Civic Centre, St Peters Square,**

**Wolverhampton, WV1 1RT**

[**Sarah.mcelduff@wolverhampton.gov.uk**](mailto:Sarah.mcelduff@wolverhampton.gov.uk)

**PLEASE NOTE : You will be contacted as soon as possible regarding your application. However, we will not contact you if there are no current vacancies. Your application will be kept on file for a period of 3 months. At the end of this time we will make contact and ask you if you wish to still be considered.**

**GUIDANCE NOTE**

**Qualifications and Disqualifications**

(The School Governance (Constitution) (England) Regulations 2012; Regulation 17 Schedule 4)

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a parent governor if s/he:

* is employed at the school for more than 500 hours in any 12 consecutive months;
* is an elected member of the Local Authority.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

* is a registered pupil at the school;
* has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
* has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
* has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
* is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
* is subject to:
  + a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  + a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  + a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  + an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
* has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
* has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
* is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
* is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
* is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
* is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
* is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
* is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
* is disqualified from registration under Part 3 of the Childcare Act 2006;
* has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
* has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
* has been convicted of any offence at any time and received a prison sentence of 5 years or more;
* has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
* has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

**GUIDANCE NOTE**

**The Seven Principles of Public Life**

(originally published by the Committee for Standards in Public Life Chaired by Lord Nolan)

**Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.