

School Governor Application Form

Thank you for considering volunteering for the role of school governor. To help us find you the right school please complete all sections of the form. If you require any help in completing the form, please contact Governor Services on 01926 745120.

It is recommended that, to support your application, you familiarise yourself with the '[Governance Handbook](#)' and the '[Competency Framework for Governance](#)'.

Section A: Personal details	
Forename(s):	Surname:
Home address (including postcode):	
Preferred daytime contact number:	Preferred evening contact number:
Email address:	

Are you related to a councillor, an employee of Warwickshire County Council, an employee in a Warwickshire school or academy? **Yes** ☐ **No** ☐

If 'Yes', please provide their details:

Name:	Relationship to you:
Position:	Warwickshire County Council Directorate, School or Academy:
DBS number (if applicable)	DBS expiry date:

Section B: Current or most recent employment or voluntary role	
Position or title:	Organisation name, address and telephone number:
Dates of employment:	
Brief description of responsibilities / duties:	

Section C: Understanding of Governance

Please provide a brief summary of your understanding of the role of a school governor. This information will not be used to assess your application but will enable the governing board to identify the level of support and information new governors may need.

Section D: Previous experience of being a governor

School:	Dates from / to:
Type of governor:	Positions held:

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Section E: Reasons for applying

Please outline your reasons for showing an interest in becoming a school governor.
(This statement should be between 80 and 100 words).

Section F: Suitability for the Role of Governor

Have you ever been removed from the membership of a governing board or board of directors?

Yes: ☐

No: ☐

Please provide details:

Governance is a collective responsibility and governing boards are made up of people who bring a diverse range of skills, knowledge and experience. Effective governance requires the following skills and knowledge to be present in the membership of the board.

No individual governor is expected to have experience in all areas outlined below, and training and a full induction will be provided. Please indicate your areas of skill and knowledge below.

Section G: Skills and Knowledge			
Strategic leadership		Human Resources	
Setting organisational culture, values and ethos		Experience of external accountability	
Decision making		Building an effective team	
Collaborative working with key stakeholders		Working within statutory and contractual requirements	
Risk management		Self-review and evaluation	
Analysis of data		Managing and developing teams	
Financial management and monitoring		Legal knowledge	
Marketing / PR		Community engagement	
Procurement and contracting		Governance	
Education		Project Management	
Premises management		Health & Safety	
<p>Are there any other skills or experiences that you have gained which could support you in the role of governor?</p>			

Section H: Preferences

Your application will be considered for all types of schools (e.g. maintained, special, faith etc.) and all phases of school (e.g. primary, secondary)

Please state if there is a phase or type of school that you **do not** wish to be considered for and the reason.

Please state your preferred location and the distance you can travel:

Section I: References

Please provide details of **2 referees** (not family members) who have known you for at least 2 years, preferably in a professional capacity, who still know you and have agreed to supply a reference in support of your application to serve as a governor. *Please note a governor appointment will only be made on receipt of satisfactory references.*

Reference 1

First Name:

Title:

Surname:

Address *(including post code)*:

Contact Number:

Email address:

Their relationship to you:

Reference 2

Title:

First Name:

Surname:

Address *(including post code)*:

Contact Number:

Email address:

Their relationship to you:

Section J: Declaration

Warwickshire Governor Services will use your personal data in accordance with GDPR (General Data Protection Regulations) and the data protection responsibilities of Warwickshire County Council – www.warwickshire.gov.uk/privacy for the purpose of Governor recruitment.

Your personal data will only be shared with your consent to aid direct communication with recruiting schools. We will store your data until you have been successfully appointed to a Governing Board after which time we will remove and delete your application form and record. We ensure those responsible for processing the data understand the requirements of GDPR, their obligations, responsibilities and liabilities.

I confirm:

I consent to Warwickshire Governor Services recording and processing the information provided on this form	<input type="checkbox"/>
My commitment to the Seven Principles of Public Life (Appendix A)	<input type="checkbox"/>
I have read the summary of School Governors' Qualifications and Disqualifications Regulations (Appendix B) and that I am not disqualified from being appointed to a Governing Board.	<input type="checkbox"/>
<p>If I am appointed to a Governing Board I will:</p> <p>Notify the Clerk to Governors immediately, should I become disqualified during my term of office as it is an offence to serve as a school governor whilst disqualified</p>	<input type="checkbox"/>
I am aware that the personal data on this form may be used by the appointing school to meet the DfE requirements for use within the GIAS (DfE National Database) system.	<input type="checkbox"/>
The details and information provided is correct	<input type="checkbox"/>
Name:	
Signature:	
Date:	

Your information rights

To see how **Governor Services** use your personal data and what your information rights are, please read our privacy notice at <https://www.warwickshire.gov.uk/privacygs> . It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy. For general enquiries, contact Warwickshire County Council Customer Services Centre on 01926 410410.

Submitting your application

Please complete and **post** the form to:

Warwickshire Governor Services
Building 3, Saltisford Office Park
Ansell Way,
Warwick
Warwickshire
CV34 4UL

Or **email to:** governors@warwickshire.gov.uk

Or **if applying to a specific school** post or email the form directly to the school for the attention of the Clerk to Governors.

APPENDIX A: THE SEVEN NOLAN PRINCIPLES OF PUBLIC LIFE

1. 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 benefits for themselves, their family or their friends.

2. 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.

3. Objectivity:

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

4. 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.

5. 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 clearly demands.

6. 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.

7. Leadership:

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

APPENDIX B: SCHOOL GOVERNOR QUALIFICATIONS & DISQUALIFICATIONS

Note: A governor must be ages 18 or over at the time of their election or appointment. *This does not apply to an Associate Member.*

A person is disqualified from being a Governor or Associate Member if the following apply:

- the person is a registered pupil at the school;
- they cannot hold more than one governorship at the same school;
- has failed to attend the governing board meetings for a continuous period of 6 months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. *This provision does not apply to the Head teacher;*
- a foundation (other than ex-officio) local authority, co-opted, partnership governor who has been disqualified for failing to attend governing board meetings may not be nominated for election or appointed as a governor of any category at that school until 12 months has elapsed;

Bankruptcy

- his / her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or he / she is the subject of a bankruptcy restrictions order or an interim debt relief restrictions order;

Disqualification of Company Directors

- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order of the Companies Directors Qualification (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429(20(b) of the Insolvency Act 1986 (failure to pay under County Court Administration Order);

Disqualification of Charity Trustees

- has been removed from the office of charity trustee for a charity by an order made by the Charity Commission / Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body;

People with prohibited or restricted employment:

- is included in the list kept under section 1 of the Protection of Children Act 1999(b) – list of those considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children & Families (Wales) Measure 2010 for child - minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006€;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- 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;

Criminal Convictions

- has been sentenced to 3 months or more in prison (whether suspended or not and without the option of a fine) within the last 5 years before becoming a governor (whether in the UK or elsewhere);
- has received a prison sentence of 2½ years or more within the last 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted and fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election as a governor and has sentenced to a fine;
- A conviction for an offence given by a court outside the UK, which would not have constituted an offence in the UK must be disregarded.

Refusal to make an Application to the Disclosure and Barring Service (DBS)

- He / she refuses a request by the Clerk to the Governing Board to make an application for a Criminal Records Certificate

Disqualification criteria for Categories of Governor

- A person eligible to be a staff governor in a school is disqualified from being a Local Authority appointed governor.
- A person who is an elected member of the Local Authority or paid to work at a school for more than 500 hours in any school year cannot be elected or appointed as a parent governor at that school.
- A person is disqualified from nomination or appointment as a partnership governor of a school if he / she is:
 - ✓ a parent of a registered pupil at the school;
 - ✓ eligible to be a staff governor of the school;
 - ✓ an elected member of the local education authority, or
 - ✓ Employed by the Local Authority in connection with its functions as a local education provider.
- Upon ceasing to work at the school, a staff governor of a school will be disqualified from continuing to hold office as a such a governor.

EQUALITIES MONITORING (*Optional*)

Warwickshire Governor Services positively welcomes applications from all members of the community.

We are committed to a policy of equal opportunities under the Equalities Act 2010 and are committed to ensuring that there is no unjustified discrimination to the recruitment and / or placement of our volunteers.

Providing the following information helps us to monitor community representation and to encourage under-represented groups to come forward.

This information is used only for internal monitoring.

Age:

- | | |
|----------------|--------------------------|
| Rather not say | <input type="checkbox"/> |
| 18 – 24 | <input type="checkbox"/> |
| 25 – 34 | <input type="checkbox"/> |
| 35 – 44 | <input type="checkbox"/> |
| 45 – 54 | <input type="checkbox"/> |
| 55 – 64 | <input type="checkbox"/> |
| 65+ | <input type="checkbox"/> |

Gender:

- | | | | | | |
|-----------------|--------------------------|-------|--------------------------|---------|--------------------------|
| Rather not say: | <input type="checkbox"/> | Male: | <input type="checkbox"/> | Female: | <input type="checkbox"/> |
|-----------------|--------------------------|-------|--------------------------|---------|--------------------------|

Ethnicity – what is your ethnic group?

- | | | | |
|----------------|--------------------------|---------------------------------|--------------------------|
| Rather not say | <input type="checkbox"/> | Mixed White and Asian | <input type="checkbox"/> |
| White British | <input type="checkbox"/> | Mixed White and Black African | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Mixed White and Black Caribbean | <input type="checkbox"/> |
| White Other | <input type="checkbox"/> | Other Mixed Background | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Other Asian Background | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Other Black Background | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Do you consider yourself to have a disability?