

Warwickshire Governor Services Governor Application Form

Thank you for showing an interest in becoming a School Governor. To register your interest please complete all sections of the form.

PERSONAL DETAILS	
First Name(s):	Surname:
Home address (including postcode):	
Daytime contact number:	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:

CURRENT or most recent EMPLOYMENT or VOLUNTARY ROLE	
Position or title:	Organisation name and address
Dates of employment:	
Brief description of responsibilities / duties:	

PREVIOUS GOVERNORSHIP(S) <i>Have you been a governor before, if so, where?</i>	
School:	Dates from / to:
Type of governor:	Positions held:

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Type of governor:	Positions held:

SUITABILITY for the ROLE of GOVERNOR
<p>Have you ever been removed from the membership of a Governing Board or Board of Directors?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/></p> <p>If yes, please provide details:</p>

REASONS FOR APPLYING
<p>Why do you want to be a school governor and what skills and experience will you bring to the role? <i>This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.</i></p>

SKILLS AUDIT: Please tick (✓) to indicate how confident you are in the following areas:

SKILL	Professional level knowledge or experience	Confident but not to a professional level	Basic or working understanding	No experience
Strategic planning				
Setting a vision, values and goals				
Public sector or charity governance				
Knowledge of the education sector				
Teamwork and collaborative decision making				
Communication skills				
Financial management				
Fundraising / income generation				
Human resources				
Performance management				
Data analysis				
Legal skills				
Health and safety				

SKILL	Professional level knowledge or experience	Confident but not to a professional level	Basic or working understanding	No experience
Premises management				
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				
Approving and monitoring the implementation of policies				
Compliance				
Marketing / public relations				
Procurement				
ICT or technology skills				
Further or higher education				
Knowledge of the local community				

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:

REFERENCES

Warwickshire Governor services recommend that all governors 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. The reference will also ask if there are any safeguarding concerns about you and if you are suitable to work with children.

Please note a governor appointment will only be made on receipt of satisfactory references.

REFEREE 1

Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

REFEREE 2

Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

DISCLOSURE AND BARRING & RECRUITMENT CHECKS

Governing Boards are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s / trust’s privacy notice.

Do you have a DBS certificate? ☐ Yes ☐ No **Date of check:**

If you have lived or worked outside of the UK in the last 5 years, the school / trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, you may be contacted for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? ☐ Yes ☐ No

Your position as a governor will be conditional on the satisfactory completion of the necessary pre-employment checks.

You will not be asked for any criminal records information until the results of a DBS check have been received.

Any convictions listed on a DBS check will be considered on a case – by case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:

- Inclusion in the list of those unsuitable to work with children
- Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor
- Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor
- Having received a prison sentence of 5 years or more
- Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor

SECTION 128 CHECK

The school / trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

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.

Please read and complete to indicate that you have read, and agree to, this information:

I consent to Warwickshire Governor Services recording and processing the information provided on this application form.	<input type="checkbox"/>
I am aware that the personal data on this application form will be used by the appointing school / trust to meet the DfE requirements for use within the GIAS (DfE National Database) system.	<input type="checkbox"/>
I confirm my commitment to the Seven Nolan Principles of Public Life (<i>Appendix A</i>)	<input type="checkbox"/>
I confirm that if I am appointed to a Governing Board I will notify the School Governance Professional / 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	<input type="checkbox"/>
I have read the Governors' Self Declaration Form (<i>Appendix B</i>) and I am eligible to be a school governor and that I am not affected by any of the restrictions or disqualifications listed	<input type="checkbox"/>
The details and information provided is correct	<input type="checkbox"/>
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

If applying for a governor role **at a specific school**, please post or email the form directly to the school for the attention of the School Governance Professional / Clerk to Governors.

For **speculative enquiries**, please email the form to governors@warwickshire.gov.uk

Alternatively, please post the form to:

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

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

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: GOVERNORS' SELF-DECLARATION FORM

You are asked to read this declaration and sign the application form to confirm that you are not disqualified from holding either office.

By law, there are certain conditions that disqualify a person from being appointed as a Governor or Associate member.

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

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

- Is detained under the Mental Health Act 1983.
- Fails to attend Governing Board meetings, without consent of the Governing Board, for a continuous period of six months beginning with date of the first meeting missed, *this does not apply to ex officio governors.*
- Is the subject of a bankruptcy restrictions order or an interim order;
- Has had their estate sequestrated and the sequestration has not been discharged, annulled or reduced.
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
- Is subject to a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, or a disqualification undertaking accepted under the Company Director's Disqualification (Northern Ireland) Order 2002.
- Is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)
- Has been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, 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.
- Is disqualified from registration for child minding or providing day care.
- Is disqualified from working with children or subject to direction under Section 142 of the Education Act 2002.
- Is disqualified from registration under Part 3 of the Childcare Act 2006.
- Has, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine.
- Has received a prison sentence of two and a half years or more in the 20 years before becoming a governor.
- Has, at any time, received a prison sentence of five years or more.
- Has been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on school or education premises; or
- Refuses to allow an application to the Criminal Records Bureau for a criminal records certificate

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: How old are you?

- | | |
|----------------|--------------------------|
| 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: ☐ Male: ☐ Female: ☐

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?

Rather not say ☐ Yes ☐ No ☐

Where did you hear about becoming a School Governor?