

Governor Application Form

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

Personal Details	
First Name(s):	Surname:
Home address (including postcode):	
Daytime contact number:	Evening contact number:
Email address:	
<p>Are you related to a Councillor, an employee of Warwickshire County Council, or an employee in a Warwickshire school or academy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide their details:</p>	
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:	
<p>Brief description of responsibilities / duties:</p>	

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Previous Governorship(s): *Have you been a governor before, if so, where?*

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

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Type of governor:	Positions held:

Suitability for the role of Governor

Have you ever been removed from the membership of a Governing Board or Board of Directors?

Yes:

No:

If **yes**, please provide details:

Are you willing to attend training?

Yes:

No:

Reasons for applying - *Why do you want to be a school governor and what experience, skills, abilities, and interests do you have that demonstrate your suitability for the role?*

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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				

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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				

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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 reference and satisfactory pre-employment checks.

Referee 1

Name	
Job title	
Relationship to you	
Phone number	
Email address	

Referee 2

Name	
Job title	
Relationship to you	
Phone number	
Email address	

Recruitment Checks

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

Governing Boards are legally obligated to apply for an enhanced Disclosure and Barring Service (DBS) check within 21 days of an appointment or election.

“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, Chair of Governors or Governor Services in advance of your application.

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.

Governor and Associate Member Qualifications and Disqualifications

The details below are a summary of the qualification and disqualification regulations that relate to Governing Boards.

Please seek advice from your school or 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

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- 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 2.5 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.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the Governance Professional / Clerk to the Governing Board.

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Section 128 Check

The school 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 being involved in the management and governance of schools and cannot be a governor.

DBS Certificate

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

Right to work in the UK

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

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements.

If you answer 'yes' to the question above, you may be contacted for additional information in due course.

The General Data Protection Regulations (GDPR)

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.

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 Governance Professional / 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 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 GDPR and the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

- ❖ **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.

- ❖ **I confirm** my commitment to the **Seven Nolan Principles of Public Life**
(Appendix A)

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.

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.

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EQUALITIES MONITORING FORM

Warwickshire Governor Services wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to enable us to do this but **filling in this form is voluntary**. The information provided will be kept confidential and will only be used for monitoring purposes.

Your Age: Prefer not to say <input type="checkbox"/>	
18 – 24	<input type="checkbox"/>
25 – 29	<input type="checkbox"/>
30 – 34	<input type="checkbox"/>
35 – 39	<input type="checkbox"/>
40 – 44	<input type="checkbox"/>
45 – 49	<input type="checkbox"/>
50 – 54	<input type="checkbox"/>
55 – 59	<input type="checkbox"/>
60 - 64	<input type="checkbox"/>
65+	<input type="checkbox"/>

Gender: Prefer not to say <input type="checkbox"/>	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Non-Binary	<input type="checkbox"/>
Is the gender you identify with the same as your gender registered at birth? Prefer not to say <input type="checkbox"/>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Do you consider yourself to have a disability or health condition?	
Prefer not to say	<input type="checkbox"/>
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

<p>What is your Ethnicity? Ethnic origin is not about nationality, place of birth or citizenship, is about the group to which you perceive you belong. Please tick the appropriate box Prefer not to say <input type="checkbox"/></p> <p>Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/></p> <p>Black, African, Caribbean, or Black British African <input type="checkbox"/> Caribbean <input type="checkbox"/></p> <p>Mixed or Multiple Ethnic Groups White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/></p> <p>White English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/></p> <p>Any other Ethnic Group Please state here:</p>

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 Governance Professional / Clerk to Governors.

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

Alternatively, please post the Application Form to:

Warwickshire Governor Services
 Shire Hall
 Market Place
 Warwick
 Warwickshire CV34 4AG

To be completed by the Governance Professional / Clerk to the Governing Board

Name of School:	
I confirm that the person named on this application form has been appointed to / elected by the Governing Board and Safeguarding Checks have been completed.	
Date of appointment / election:	DD / MM / YYYY
Name of Governance Professional / Clerk to Governors	
Signature:	
Date:	DD / MM / YYYY
Date Governor Services Informed:	DD / MM / YYYY