

Warwickshire Governor Services

SCHOOL GOVERNOR APPLICATION FORM

Thank you for showing an interest in becoming a School Governor

Please complete all sections of this form using black ink or type.

Application Forms will not be accepted if they are not completed in full.

Throughout this form we ask for personal data about you. This data will only be used in line with data protection legislation and for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

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.

PERSONAL DETAILS

Title:	First Name:	Surname:
Please give details of any other names by which you have been known:		
Home address:		
Telephone number:		
Email:		

Current employment status and if applicable nature of business:	i.e., employed/unemployed/retired/semi-retired
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Are you currently a school governor? No <input type="checkbox"/> Yes <input type="checkbox"/> <i>If yes, please give:</i>	School name:	Position(s) held:	Length of service – From:
Have you been a school governor in the past? No <input type="checkbox"/> Yes <input type="checkbox"/> <i>If yes, please give:</i>	School name:	Position(s) held:	Length of service – From – To:

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

No **Yes** *If yes, please provide details:*

SUITABILITY FOR THE ROLE OF SCHOOL GOVERNOR

If you have a specific school where you are interested in being a governor, please give the name of the school and explain why you would like to be considered for their Governing Board.

If you are not applying for a specific school, please state if you can be flexible in your choice of school, as each Governing Board requires different skills and experience.

Your application will be considered for all types of schools (e.g., maintained, special, faith) 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 specify an area within which you are prepared to travel to, or mileage radius from your home address:

SUPPORTING SKILLS & INFORMATION

Why would you like to volunteer as a School Governor?

What skills can you bring to the role?

Do you have any hobbies, voluntary or charity work, personal interests or achievements that may support your application?

Why do you think your skills and experience will make you an effective School Governor?

SKILLS AUDIT – Please ✓ to show how confident you are in the following areas of skill, knowledge, and experience, which are helpful to Governing Boards.

Skills, Knowledge, and Experience	Basic	Moderate	Extensive
Governance			
Strategic planning			
Equalities, Diversity & Inclusion			
Self-evaluation			
Data analysis			
Staff recruitment			
Performance Management			
Community relations			
Chairing meetings			
Leadership			
Coaching / mentoring			
Negotiation / mediating			
Communication			
Complaints / grievance / appeals			
Decision making			

Challenging procedures			
Monitoring decisions / outcomes / performance			
Specialist skills, knowledge, and experience	Basic	Moderate	Extensive
Curriculum & assessment			
School improvement			
Behaviour management			
Financial management			
Premises/facility management			
Human resources			
Fundraising			
Law			
PR and Marketing			
Children's services			
Health services			
Safeguarding			
SEND & Disabilities			
Project management			
Health & Safety			
Arts			
Languages			
Sciences			
ICT / Technology			
Data Protection / Cyber Security			
Sales /retail / services			
Procurement / purchasing			
Volunteering			
Other <i>(please specify)</i>			

SAFER RECRUITMENT: VETTING, DISCLOSURE & BARRING CHECKS

The statutory guidance [Keeping Children Safe in Education](#) and the [Governance Handbook](#) sets out the duties and responsibilities of Governing Boards to comply with safer recruitment rules. It states that “*as part of their whole school or college approach to safeguarding, governing boards and proprietors should adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities.*”

QUALIFICATION AND DISQUALIFICATION DISCLAIMER

In addition to Recruitment Checks, applicants are required to read the **Qualification and Disqualification Disclaimer** (*Appendix 3*) to confirm they are **not** disqualified from serving as a school governor.

I confirm that I have read the Qualification and Disqualification Disclaimer (*Appendix 3*) and am **not** disqualified from serving as a school governor.

Signed: _____ Date: _____

REFERENCES

All applicants are required to provide **2 referees** who cannot be related to you and who have known you for at least 2 years.

The reference will ask if there are any safeguarding concerns about you and if they believe 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 of Referee:	
How are they known to you?	
Phone number:	
Email address:	

REFEREE 2

Name of Referee:	
How are they known to you?	
Phone number:	
Email address:	

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

All Schools / Trusts are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check within 21 working days from a Governor appointment or election.

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.

If an applicant is going to be involved in regulated activity, the DBS check will include a barred list check.

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:

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

We will not ask for any criminal records information until we have received the results of a DBS check. 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

A School / Trust will conduct 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. This will include trustees and governors on local governing boards who have been delegated any management responsibilities.

RIGHT TO WORK IN THE UK

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

If you answer ‘yes’ to the question, the School /Trust may require additional information to comply with Safer Recruitment requirements.

DECLARATION

Please sign below to confirm that you:

- ❖ have read and understood the expectations and role description (*Appendix 1*)
- ❖ are aware of and accept the **7 Principles of Public Life**, known as the **Nolan Principles**. (*Appendix 2*)
- ❖ have read the Qualification and Disqualification Disclaimer (*Appendix 3*) and confirm that you are not disqualified from serving as a school governor and that in the event that you are appointed to a Governing Board, you will notify the Governance Professional immediately should you become disqualified during your term of office. You understand that it is an offence to serve as a school governor whilst disqualified
- ❖ are willing to undertake appropriate training to gain a full understanding of the role, and to keep up to date during your term of office if appointed to a Governing Board
- ❖ agree to the information given on this form being recorded and used by Warwickshire Governor Services and the school at which you 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 your knowledge and belief
- ❖ are 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.

Name:

Signature:

Date:

Please email your completed Application Form to governors@warwickshire.gov.uk

Or, alternatively, post it to: Warwickshire Governor Services, Shire Hall, Market Place, Warwick, Warwickshire, CV34 4AG

APPENDIX 1: EXPECTATIONS & ROLE DESCRIPTION

A Governor has:

- a keen and active interest in education and school improvement
- a commitment to invest the time required to prepare for, attend meetings, and follow up actions
- a willingness to undertake the necessary training and to keep up to date
- an ability to work as part of a team
- excellent communication skills, tact, and diplomacy

As part of the Governing Board, a Governor will:

Contribute to the strategic discussions at Governing Board meetings which determine:

- the vision and ethos of the school
- clear and ambitious strategic priorities and targets for the school
- that all children, including those with special educational needs, have access to a broad and balanced curriculum
- the school's budget, including the expenditure of the pupil premium allocation
- the school's staffing structure and key staffing policies
- the principles to be used by school leaders to set other school policies.

Hold the senior leaders to account by monitoring the school's performance; this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
- asking challenging questions of school leaders
- ensuring senior leaders have arranged for the required audits to be conducted and receiving the results of those audits
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- acting as a link / lead governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers

Ensure school staff have the resources and support they require to do their jobs well:

- have the necessary expertise on business management
- can access external advice where necessary
- receive effective appraisal and CPD (Continuing Professional Development) opportunities
- work in safe and suitable premises
- and that the way in which those resources are used has impact.

When required, serve on panels of governors to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and set the headteacher's pay
- agree the pay recommendations for other staff
- hear appeals e.g., regarding complaints, pupil exclusions, staff grievances etc

APPENDIX 2: THE SEVEN NOLAN PRINCIPLES OF PUBLIC LIFE

Everyone in governance is expected to accept the 7 principles of public life, known as the Nolan principles. They apply to anyone, locally and nationally, who is elected or appointed as a public office holder

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 3: QUALIFICATION AND DISQUALIFICATION DISCLAIMER

Please read all the points listed to ensure that you are not disqualified from being appointed as a School Governor

I confirm that I:

- Am aged over 18
- Am not a registered pupil at the school
- Do not hold another governor post at the same school at the same time (unless renewing a current position)
- Am not the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been 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, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of 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
- Have not been disqualified from being a company director and /or a charity trustee
- Have not been disqualified from holding office as a governor
- Have not been removed as an elected governor within the last 5 years
- Am not disqualified from working with children, barred from regulated activity and / or disqualified from registering for childminding or providing daycare
- Am not disqualified from registering under Part 3 of the Childcare Act 2006
- Am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
- Am not disqualified from being an independent school proprietor, teacher, or employee by the Secretary of State

If a **Parent Governor**, I also confirm that I am not:

- An elected member of the local authority
- Paid to work at the school for more than 500 hours in a year

If a **Local Authority Governor**, I also confirm that I am not a member of the school staff.

If a **Partnership Governor**, I also confirm that I am not:

- A parent of a registered pupil at the school
- A staff member
- An elected member of the local authority
- Employed by the local authority in connection with its education functions

- Am not subject to any of the disqualifying reasons set out in the 'disqualifying reasons table' (see the first section of [this guidance](#))
- Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
- Have not been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- Have not received a prison sentence of two years or more in the 20 years before becoming a governor
- Have not at any time received a prison sentence of five years or more
- Have not 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
- Will not refuse a request by the Governance Professional to apply to the Disclosure and Barring Service for a criminal records check.
- Have not had my estate seized for the benefit of creditors and the declaration of seizure has not been discharged, annulled, or reduced

This, criteria, and further detail on when these points apply, is set out in:

- [Schedule 4](#) of The School Governance (Constitution) (England) Regulations 2012
- [Regulation 6](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014
- [Regulation 2](#) of The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017
- Pages 21 to 22 of the DfE's [statutory guidance](#)
- In articles 68 to 80 of the [model articles of association](#)

EQUALITIES MONITORING FORM

Warwickshire Governor Services aims 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 remain confidential and will only be used for monitoring purposes.

Age		Gender	
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
18 – 24	<input type="checkbox"/>	Male	<input type="checkbox"/>
25 – 29	<input type="checkbox"/>	Female	<input type="checkbox"/>
30 – 34	<input type="checkbox"/>	Non-Binary	<input type="checkbox"/>
35 – 39	<input type="checkbox"/>	Is the gender you identify with the same as your gender registered at birth?	
40 – 44	<input type="checkbox"/>		
45 – 49	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
50 – 54	<input type="checkbox"/>	Yes	<input type="checkbox"/>
55 – 59	<input type="checkbox"/>	No	<input type="checkbox"/>
60 - 64	<input type="checkbox"/>		
65+	<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"/>
What is your Ethnicity? Ethnic origin is not about nationality, place of birth or citizenship, it is about the group to which you perceive you belong, please tick the appropriate box in the section below.	
Prefer not to say <input type="checkbox"/>	
Asian or Asian British	
Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/>	
Black, African, Caribbean, or Black British	
African <input type="checkbox"/> Caribbean <input type="checkbox"/>	
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"/>	
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"/>	
Any other Ethnic Group	
<input type="checkbox"/> Please state here:	