**APPLICATION TO SERVE AS AN AUTHORITY GOVERNOR**

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| 1. **Surname** |  |

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| --- | --- |
| 1. **First name(s)** |  |

|  |  |
| --- | --- |
| 1. **Title (Mr/Mrs/Ms/Miss/Rev/Dr or other)** |  |

|  |  |
| --- | --- |
| 1. **Address** |  |
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| 1. **Contact number (home)** | |  | | | **(work)** |  |
| **(mobile)** |  | | **Email** |  | | |

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| 1. **I am interested in being a governor of (please indicate as appropriate)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **a primary school** |  | **a secondary school** |  | **a special school** |

|  |  |  |
| --- | --- | --- |
|  | **a particular school** (please state which one) |  |

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| 1. **If you are applying for a particular school**    1. **What is your interest in/knowledge of the school?** |
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| * 1. **Have you a past or present association with the school? If so, what is it?** |
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| 1. **I am interested in the following area of Leicester (please indicate)** |
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| 1. **Are you a governor at another City School?** | |  | **YES** |  | **NO** |
| **If YES, please give details** |  | | | | |

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| 1. **Have you any previous experience as a governor?** | |  | **YES** |  | **NO** |
| **If YES, please give details** |  | | | | |
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| 1. **Please outline any experience of working/helping in schools or educational settings (eg volunteer helper, member of PTA etc)** |
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| 1. **Please outline any experience at home, work or elsewhere which may be relevant to you becoming a governor:** |
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| 1. **Please set out below why you would like to become a governor:** |
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| 1. **Governing body meeting times vary across the City. Please indicate what time of day you would be available/able to attend:** |

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| --- | --- | --- | --- |
|  | Morning (8.30 am/9.00 am start) |  | Afternoon (3.30pm/4.00 pm start) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Twilight (4.30 pm – 5.30 pm start) |  | Evening ( 6.00 pm onwards) |

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| 1. **Eligibility to Serve as a Governor**   Please complete and sign the eligibility form - all governors are required to sign the attached declaration of eligibility. |

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| 1. **Please complete the attached Skills Audit (Appendix 1)** |

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| 1. **Declaration**   I confirm that the information I have provided on this form in support of my application for nomination as an Authority Governor is full and accurate.  I agree to notify the Local Authority of any change to my circumstances which might disqualify me from holding office as a school governor. |

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| --- | --- | --- | --- |
| Signed |  | Dated |  |

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| (**Jan 2019)** |

Please email the completed form to [education.governor.services@leicester.gov.uk](mailto:education.governor.services@leicester.gov.uk) or send to

Governor Services Team, Leicester City Council, 4th Floor Halford Wing, City Hall, 115 Charles Street, Leicester, LE1 1FZ

**APPENDIX 1**

**NOMINATION FOR AN AUTHORITY GOVERNOR – SKILLS AUDIT**

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| --- | --- | --- | --- | --- | --- |
| **Knowledge, experience, skills and behaviours** | **Level of knowledge or skills/behaviour: rate on scale of 1 (none) to 5 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills | | | | |
| **Strategic Leadership** | **1** | **2** | **3** | **4** | **5** |
| Commitment to improving education and welfare for all pupils |  |  |  |  |  |
| Understanding of current national education policy and the local education context |  |  |  |  |  |
| Experience of charity law and governance |  |  |  |  |  |
| Experience of being a governor in another school |  |  |  |  |  |
| Experience of chairing a governing body/committee |  |  |  |  |  |
| Experience of strategic planning |  |  |  |  |  |
| Commitment to the school’s vision and ethos |  |  |  |  |  |
| Ability to question and challenge, working as part of a team to identify viable options through collective decision making |  |  |  |  |  |
| Ability to work in a professional manner, avoiding conflicts, acting with transparency and integrity |  |  |  |  |  |
| Confidence in identifying when to seek independent/professional advice |  |  |  |  |  |
| Experience in stakeholder engagement including communicating with and taking account of the views of parents and pupils |  |  |  |  |  |
| Experience in promoting community cohesion |  |  |  |  |  |
| Experience of school sector risk management |  |  |  |  |  |
| **Accountability** | **1** | **2** | **3** | **4** | **5** |
| Understanding of the importance of high quality data and experience using data to interpret/evaluate performance |  |  |  |  |  |
| Awareness/knowledge of the curriculum, school assessment and progress/attainment |  |  |  |  |  |
| Experience of working with leaders to establish expectations for improvement and outcomes |  |  |  |  |  |
| Experience of agreeing the range and format of information and data needed to hold leaders to account |  |  |  |  |  |
| Experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety |  |  |  |  |  |
| Understanding of the governing body’s duties in relation to safeguarding including Prevent |  |  |  |  |  |
| Understanding of special educational needs and disability (SEND) |  |  |  |  |  |
| Financial management expertise – funding allocation, budget monitoring and financial self-evaluation/efficiency |  |  |  |  |  |
| Experience in basing funding decisions on organisational priorities and ability to interpret financial data & question financial performance against strategic priorities |  |  |  |  |  |

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| **Knowledge, experience, skills and behaviours** | **Level of knowledge or skills/behaviour: rate on scale of 1 (none) to 5 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills | | | | |
| **Accountability** | **1** | **2** | **3** | **4** | **5** |
| Experience of procurement/purchasing |  |  |  |  |  |
| Experience of property/estate management |  |  |  |  |  |
| Experience of HR policy and processes including employment legislation, recruitment, performance management and pay |  |  |  |  |  |
| Experience of school sector HR policy and processes |  |  |  |  |  |
| Experience of change management/organisational review |  |  |  |  |  |
| Experience of inspection and oversight |  |  |  |  |  |
| **People** | **1** | **2** | **3** | **4** | **5** |
| Willingness to give time and energy to the duties and responsibilities of a governor |  |  |  |  |  |
| Strong communication skills and a commitment to building strong collaborative relationships |  |  |  |  |  |
| Ability to discuss sensitive issues |  |  |  |  |  |
| Ability to demonstrate a commitment to ethical behaviour, values and honesty |  |  |  |  |  |
| Commitment to equal opportunities and the promotion of diversity |  |  |  |  |  |
| Willingness to reflect, listen and learn from a diversity of views, to receive feedback and accept impartial advice |  |  |  |  |  |
| **Structures** | **1** | **2** | **3** | **4** | **5** |
| Knowledge of the role, responsibilities and accountabilities of the governing body and its three core functions |  |  |  |  |  |
| Understanding of the strategic nature of the governing body |  |  |  |  |  |
| **Compliance** | **1** | **2** | **3** | **4** | **5** |
| Experience of complying with legal, regulatory and financial frameworks and statutory guidance |  |  |  |  |  |
| Understanding the importance of adhering to organisation/school policies (eg parental complaints) |  |  |  |  |  |
| Confidence and ability to speak up when concerned about non-compliance |  |  |  |  |  |
| **Evaluation** | **1** | **2** | **3** | **4** | **5** |
| Awareness of own strengths and weaknesses and committed to personal development |  |  |  |  |  |
| Experience of evaluating governing body decisions and a willingness to contribute to self-review |  |  |  |  |  |

**(based on the published National Governance Association Skills Audit 2017)**

**Declaration of eligibility**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title (Mr/Mrs/Ms/Miss/Rev/Dr or other)** | | |  | | | | | |
| **Full Name:** | | |  | | | | | |
| **Name Known as:** | | |  | | | | | |
| **All previously used names and surnames:** | | |  | | | | | |
| **Address:** |  | | | | | | | |
|  |  | | | | | | | |
|  |  | | | | | | | |
| **Tel: (home)** |  | | | | **(work)** | | |  |
| **(mobile)** |  | **Email:** | |  | | | | |
| **School:** |  | | | | | | | |
| **I confirm that I am eligible to serve as a school governor and do not fall into any of disqualifications listed below.** | | | | | | | | |
| **Signed:** |  | | | | | **Date:** |  | |

# Eligibility to serve as a school governor

Schedule 4 of The School Governance (Constitution) (England) Regulations 2012 and School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017 covers the qualifications and disqualifications:

**1.** A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.

**2.** A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.

**3.** As provided in The School Governance (Constitution) (England) Regulations 2012, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.

**4.** Any person who is disqualified from holding office as a governor of a school under Schedule 4 of The School Governance (Constitution) (England) Regulations 2012 is likewise disqualified from holding or continuing to hold office as an associate member of the governing body unless the disqualification is under Schedule 1 or 2 of The School Governance (Constitution) (England) Regulations 2012.

**Disqualification criteria for categories of governor**

**5.** (1) A person is disqualified from election or appointment as a parent governor of a school if the person:

1. is an elected member of the local authority; or
2. is paid to work at the school for more than 500 hours in any twelve consecutive months

(2) A person is not disqualified from continuing to hold office as a parent governor because he/she ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 of The School Governance (Constitution) (England) Regulations 2012.

**6.** A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.

**7.** (1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is:

1. a parent of a registered pupil at the school
2. eligible to be a staff governor of the school
3. an elected member of the local authority: or
4. employed by the local authority in connection with their education functions.

(2) The disqualification criterion in paragraph 7(1) (d) 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.

**8.** Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such as a governor.

**Failure to attend meetings**

**9.** (1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

(2) A governor, who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

**Bankruptcy**

**10.** A person is disqualified from holding or continuing to hold office as a governor of a school if:

1. the person’s estate has been sequestrated and the sequestration has not been discharges, annulled or reduced; or
2. the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order (a), a debt relief restrictions order or an interim debt relief restrictions order (b)

**Disqualification of company directors**

**11.** A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to:

1. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 (c);
2. a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002 (d);
3. a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
4. an order made under section 429(2)9b) of the Insolvency Action 1986 (Failure to pay under county court administration order).

**Disqualification of charity trustees**

**12.** A person is disqualified from holding or from continuing to hold office as a governor of a school if:

1. the person has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which the person was responsible or to which the person was privy, or to which the person contributed or which the person facilitated by the person’s conduct; or
2. the person has been removed, under section 34 or the Charities and Trustee Investment (Scotland) Act 2005(f), from being concerned in the management or control of any body.

**Disqualification of elected parent or staff governors who have been removed from office**

**12A** A person is disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent or staff governor under these Regulations

**Persons whose employment is prohibited or restricted**

**13.** A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is:

1. included in the list kept under section 1 of the Protection of Children Act 1999 (a) (list of those considered by the Secretary of State as unsuitable to work with children);
2. subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
3. barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups act 2006 (c);
4. disqualified from working with children under sections 28,29 or 29A of the Criminal Justice and Court Services Act 2000(d);
5. disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 (e) for child minding or providing day care; or
6. disqualified from registration under Part 3 of the childcare Act 2006 (f).

**Criminal convictions**

**14.** (1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

1. This sub-paragraph applied to a person if:
2. Within the period of five years ending with the date immediately preceding the date on which the person’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which the person would otherwise have become a governor by virtue of an office, or
3. The person’s appointment or election as governor or, as the case may be, since the person became a governor by virtue of an office,

A person has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on a person for a period of not less than three months without the option of a fine.

1. This sub-paragraph applies to a person, if within the period of 20 years ending with the date immediately preceding the date on which a person’s appointment or election as a governor would otherwise have taken effect or, as the case may be, on which a person would otherwise have become a governor by virtue of an office, a person has been convicted of any offence and a sentence of imprisonment has been imposed on a person for a period of not less than two and a half years.
2. This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.
3. For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdome must be disregarded.
4. This sub-paragraph applies to a person if:
5. Within the period of five years ending with the date immediately preceding the date on which the person’s appointment or election as a governor would otherwise have taken effect or, as the case may be, on which the person would otherwise have become a governor by virtue of an office, or
6. Since the person’s appointment or election as a governor or, as the case may be, since the person became a governor by virtue of an office,

A person has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85 A of the Further and Higher Education Action 1992 (b) (nuisance or disturbance on educational premises of an offence and has been sentenced to a fine.

**Refusal to make an application for a criminal records certificate**

**15.** A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses to request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 (c) for a criminal records certificate.