

**SCHOOL GOVERNOR/TRUSTEE APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Names:**  |  | **Surname:** |  |

I have read the Qualification and Disqualification Disclaimer (appendix 1) and am **not** disqualified from serving as a school governor.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Contact Details** |
| Address: |  |
| Telephone Number: |  |
| Mobile Number:  |  |
| E-mail: |  |
| Preferred contact: | E- mail 🞏 Mobile 🞎 Telephone 🞎 |

|  |  |
| --- | --- |
| Current employment status and if applicable nature of business: |  i.e. employed/unemployed/retired/semi-retired |

|  |
| --- |
| **Do you have a preference regarding the type of school where you would like to be a governor?****(tick as appropriate**) |
| Nursery [ ]  First [ ]  Primary (Infant and/or Junior) [ ]  Middle [ ]  Secondary [ ]  Special [ ]  Pupil Referral Unit [ ]  |
| Please specify the maximum number of miles you would be prepared to travel: |  |

|  |
| --- |
| **If you have a specific school where you are interested in being a governor/trustee, please give the name of the school and explain why:****If you have named a specific school, are you a parent or relative of a child at this school?**Yes/No (circle the applicable answer) |
| **Why would you like to volunteer as a school governor?** |

**Which of these skills, knowledge and experience are you able to offer?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Generic skills, knowledge and experience** | **Basic** | **Moderate** | **Extensive** | *Essential (E) Desirable (D)****(Office use only)*** |
| 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** | *Essential (E) Desirable (D)****(Office use only)*** |
| 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 (please specify) |  |

|  |  |
| --- | --- |
| **Have you been a school governor/trustee in the last 5 years?** | **Yes/No** (circle the applicable answer) |
| **If you have been a school governor/trustee in the last 5 years please give details as to where this was and any positions you held on the board.** |  |

|  |
| --- |
| **Please provide further details to support any application as to why you think your skills and experience will make you an effective school governor/trustee:** |

**Please provide details of two individuals who can be contacted to provide references.**

|  |  |
| --- | --- |
| **Name of referee** Preferably current / previous employer / volunteer role / other |  |
| How are they known to you? |  |
| Email address if available |  |
| Daytime telephone number |  |
| Dates of your employment (if applicable) | From: / To: / |

|  |  |
| --- | --- |
| **Name of referee** Preferably current / previous employer / volunteer role / other |  |
| How are they known to you? |  |
| Email address if available |  |
| Daytime telephone number |  |
| Dates of your employment (if applicable) | From: / To: / |

Please sign below to confirm that you:

* have read and understood the expectations and model role description detailed on the following page
* 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 body
* agree that the information you give on this form can be recorded and used by the Local Authority in accordance with the Data Protection Act

*For volunteers applying for nomination as a Local Authority governor\*:*

* *agree that the Local Authority will conduct an online search of applicants in line with due diligence processes recommended in* [*Keeping Children Safe in Education guidance*](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)*.*
* *if appointed as a Somerset Council Local Authority governor - I agree to engage with LA governance briefings and keep up-to-date with information regarding LA education strategy.*

|  |  |  |
| --- | --- | --- |
| **Please sign, or insert name to confirm your agreement:** |  | Date:  |

Please email your completed form to sgs@somerset.gov.uk

|  |
| --- |
| **Expectations of school governors:*** a keen and active interest in education and school improvement;
* a commitment to invest the time required to prepare for and attend all 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.
 |

*\*In maintained schools one governor must be a local authority governor, nominated by the local authority and appointed by the board.*

|  |
| --- |
| **Model Governor Role Description** As part of the governing body team, a governor is expected to:1. Contribute to the strategic discussions at governing body 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.

2. 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 carried out 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 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.

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.4. 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. about pupil exclusions, staff grievances etc.
 |

***Data Protection***

***Data Controller:*** *Somerset Council* ***Data Protection Officer:*** *informationgovernance@somerset.gov.uk*

***Purpose for processing:*** *Volunteer safer recruitment, management, support and provision of a volunteer service.* ***By law:*** *Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, the Care Act 2014, The Children and Families Act 2014, and The Children’s Act 2004, Health and Safety at Work Act 1974 and Equality Act 2010.* ***Legitimate Interest:*** *in order to meet our obligations under volunteering.* ***Data sharing:*** *the personal data provided will be shared internally to Somerset Council. This information may be disclosed to Government Departments / partners where there is a legal obligation to do so or is part of a volunteer service you are in.* ***Transfers abroad:*** *this data will not be transferred abroad.*

***Data retention:****this data will be retained on file for the duration of the volunteer’s involvement with the Council as a volunteer, and for a further 6 years in order to support any follow up enquiries, unless your role is supporting children and it will be held to meet the requirements of the IICSA Enquiry. Information held about unsuccessful applicants is destroyed after 12 months.* ***Your rights:*** *You have the right to ask Somerset Council to a copy of your data, the right to rectify or erase your personal data and the right to object to processing.  However, these rights are only applicable if the Council has no other legal obligation concerning that data.  You also have the right to complain to the regulator* [*https://ico.org.uk/*](https://ico.org.uk/)

***Consequences:*** *If you do not supply the information requested on this application form we will not be able to place you in a volunteer role.*

***For further information visit:***[*http://www.somerset.gov.uk/accessing-our-information/privacy-policy/corporate-affairs-privacy-notices/volunteer-privacy-notice/*](http://www.somerset.gov.uk/accessing-our-information/privacy-policy/corporate-affairs-privacy-notices/volunteer-privacy-notice/)

**Appendix 1**

**Qualification and Disqualification Disclaimer**

**Please read all of the points on the form to ensure that you are not disqualified from serving as a school governor**

* **I am** not a registered pupil at the school.
* **I am** aged 18 or over at the time of my election or appointment.
* **I do not** hold another governor post at the same school at the same time. (unless renewing a current position)
* **I have not** been removed as an elected governor in the previous 5 years.
* **I 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)
* **I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on 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
* **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
* **I am not** barred from any regulated activity relating to children
* **I am not** subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
* **I am not** disqualified from working with children or from registering for child-minding or providing day care
* **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
* **I 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
* **I have not** received a prison sentence of two years or more in the 20 years before becoming a governor
* **I have not** at any time received a prison sentence of five years or more
* **I 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
* **I will not** refuse a request by the clerk to apply to the Disclosure and Barring Service for a criminal records check.