

**School Governor Application Form**

**Personal details**

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| **Title:** |  | **First Name:** |  |  |  |

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| **Surname:** |  |

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| **Address and Postcode:** | **Contact address (if different):** |
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| **E mail address:** |  |

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| --- | --- | --- | --- |
| **Daytime telephone:** |  | **Evening telephone:** |  |

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| **Mobile:** |  |

**Other information**

How did you find out about governor vacancies (e.g. website, told by a friend etc.)?

Type of school in which you are interested: Infant 🞏 Junior 🞏 Primary 🞏 Secondary 🞏 Special 🞏 Pupil Referral Unit 🞏 Faith school 🞏

If you wish to be considered for specific schools only, please list your preferences below:

Have you ever been or are you currently a governor? Yes 🞏 No🞏

If yes please give details of the school, type of governor and period of office:

If you have a child at a school in Stockport, please give the name of the school:

Are you aware of the need to attend initial and ongoing training? Yes 🞏 No🞏

**Experience and personal skills**

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you as a school governor.

# Vetting

In the interest of safeguarding children, you will be asked to apply for an enhanced criminal records certificate from the Disclosure and Barring Service (usually known as a DBS check). “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 headteacher or Governor Services in advance of your application.

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

Please seek advice from Governor Services if you would like to discuss further; [governor.services@stockport.gov.uk](mailto:governor.services@stockport.gov.uk)

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| **Disqualification Criteria** |

The following text summarises the qualification and disqualification regulations which can be seen in full at [**https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made)

Please seek advice if you think you may be affected.

**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—

(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.

(2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P 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 (as the case may be) .

**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—

(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.

(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 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—

(a)the person’s estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

(b)the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order([**1**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00017)), a debt relief restrictions order or an interim debt relief restrictions order([**2**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00018)).

**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—

(a)a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986([**3**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00019));

(b)a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002([**4**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00020));

(c)a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or

(d)an order made under section 429(2)(b) of the Insolvency Act 1986([**5**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00021)) (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—

(a)the person (“P”) 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 P was responsible or to which P was privy, or to which P contributed or which P facilitated by P’s conduct; or

(b)the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005([**6**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00022)), from being concerned in the management or control of any body.

**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—

(a)included in the list kept under section 1 of the Protection of Children Act 1999([**7**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00023)) (list of those considered by the Secretary of State as unsuitable to work with children);

(b)subject to a direction of the Secretary of State under section 142 of EA 2002([**8**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00024)) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

(c)barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006([**9**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00025));

(d)disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000([**10**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00026));

(e)disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010([**11**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00027)) for child minding or providing day care; or

(f)disqualified from registration under Part 3 of the Childcare Act 2006([**12**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00028)).

**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.

(2) This sub-paragraph applies to a person (“P”) if—

(a)within the period of five years ending with the date immediately preceding the date on which P’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or

(b)since P’s appointment or election as governor or, as the case may be, since P became a governor by virtue of an office,

P 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 P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person (“Q”) if within the period of 20 years ending with the date immediately preceding the date on which Q’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.

(4) 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.

(5) 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 Kingdom must be disregarded.

(6) This sub-paragraph applies to a person (“R”) if—

(a)within the period of five years ending with the date immediately preceding the date on which R’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

(b)since R’s appointment or election as governor or, as the case may be, since R became a governor by virtue of an office,

R has been convicted under section 547 of EA 1996([**13**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00029)) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992([**14**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00030)) (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 a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997([**15**](https://www.legislation.gov.uk/uksi/2012/1034/schedule/4/made#f00031)) for a criminal records certificate.

**Notification to clerk**

**16.**  Where a person (“P”) is, or is proposed to become, a governor and by virtue of any of paragraphs 10 to 14 P is disqualified from holding, or from continuing to hold, office as a governor, P must give notice of that fact to the clerk to the governing body.

All governors are expected to comply with the Code of Conduct for their governing body, which is reviewed and adopted annually. The model Code of Conduct is shown below.

# NGA model code of conduct

Once this code has been adopted by the governing board, all members agree to faithfully abide by it.

### We agree to abide by the Seven Nolan Principles of Public Life:

#### Selflessness

We will act solely in terms of the public interest.

#### Integrity

### We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

#### Objectivity

### We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### Accountability

### We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

#### Openness

### We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

#### Honesty

### We will be truthful.

#### Leadership

### We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

### We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

*NGA recognises the following as the fourth core function of governance:*

1. ensuring the voices of stakeholders are heard

### As individual board members, we agree to:

#### Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We will work collectively for the benefit of the school.
5. We will be candid but constructive and respectful when holding senior leaders to account.
6. We will consider how our decisions may affect the school and local community.
7. We will stand by the decisions that we make as a collective.
8. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
9. We will only speak or act on behalf of the board if we have the authority to do so.
10. We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
11. When making or responding to complaints we will follow the established procedures.
12. We will strive to uphold the school’s reputation in our private communications (including on social media).
13. We will have regard to our responsibilities under [The Equality Act](https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools) and will work to advance equality of opportunity for all.

#### Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

#### Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community/communities.
2. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
3. We will work to create an inclusive environment where each board member’s contributions are valued equally.
4. We will support the chair in their role of leading the board and ensuring appropriate conduct.

#### Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

#### Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board’s business, and these will be recorded in the [register of business interests.](https://www.nga.org.uk/Knowledge-Centre/Compliance/Policies-and-procedures/Declaration-and-register-of-interests-forms.aspx)
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school’s website.
5. We will act as a governor; not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE’s national database (Get Information about Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

# General Data Protection Regulation

The information that you provide on this form will be held on a computerised database maintained by the data controller (Stockport Metropolitan Borough Council). Your data will be used in accordance with the principles set out in the Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the data controller. Stockport Governor Services will only make candidate details available within the Local Authority; to Stockport schools and their governing bodies and any other LA group involved with the recruitment of school governors in Stockport.

# 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 clerk to the governing body 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 Stockport Governor Services and the school at which I will be governor in accordance with the current data protection Act and principles.

I confirm this information is correct and complete to the best of my knowledge and belief.

**Signed: Date:**

**Thank you for your application.**

**Please email the completed form to** [**governor.services@stockport.gov.uk**](mailto:governor.services@stockport.gov.uk)