**Do you want to make a difference to children and young people?**

**Application to be a school governor**

**Personal details (please print)**

|  |  |  |
| --- | --- | --- |
| **Surname** | **First name(s)**  | **Title** |
|  |  |  |  |
| **Address** |
|  |
| **Postcode**  | **Telephone (mobile)**  |
|  |  |  |
| **Telephone (day)**  | **Telephone (home)**  |
|  |  |  |
| **Email address (governor support communications are sent via email)** |
|  |
| **Current or most recent employer (including any voluntary positions)** |
| **Company name:****Address:**  | **Role and key responsibilities** |
| **Start date:****Finish date (if applicable):** |
| **Do you have any school aged children?** (If you do, you may be eligible to be appointed a parent governor).**Yes** [ ]  **No**[ ]  |
| **If yes – what is/are their age(s)?** |  |
| **Which School(s) do they attend?** |  |
| **Please give details of any schools which you or close family members work at** |
|  |
| **Are you or have you ever been a school governor? Yes**[ ]  **No** [ ] **If yes please provide details of the school, type of governor and period of office** |
|  |

|  |
| --- |
| **Other information** |
| **Type of school you are interested in (tick as many as apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| Primary  |[ ]  Secondary |[ ]  Academy/ Free school |[ ]  Other (e.g. SILC) |[ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faith school (e.g. Church of England, Catholic, Jewish) | No [ ]   | Yes [ ]  | If yes, please specify which faith(s) |  |
| **Is there a particular area of the city you are interested in being a governor?** |
|  |
| **Please let us know the distance you are able to travel from your home or place of work to attend meetings and how you will be travelling (e.g. car, bus)**  |
|  |
| **Reasons for applying –** please outline why you are interested in becoming a school governor. Please include details of your interests, work and life experience and voluntary work. (Please continue on a separate sheet if necessary) |
|  |
| **Where did you find out about being a school governor?** |
| Word of mouth [ ] LCC website/ Insite [ ] Advertisement in magazine/ paper [ ] *(Please tell us where)* | Other [ ] *(Please tell us where)* |
| **Please provide the name and contact details of two referees, one of whom should be your current or last employer.** (These are for the school to take up, should they choose to do so) |
| 1st Referee: Name:Address:Telephone:Email: | 2nd Referee: Name:Address:Telephone:Email: |

 |

|  |
| --- |
| **Skills and qualities** |

The following are skills and qualities needed to be an effective governor.

|  |  |
| --- | --- |
| **General skills** |  |
| Problem solving abilities |[ ]
| Leadership qualities |[ ]
| The ability to take the wider, strategic view |[ ]
| Willingness to challenge |[ ]
| Decision making skills |[ ]
| Sufficient numeracy skills to understand basic data |[ ]
| Good communication and inter-personal skills |[ ]

A governing body is a team and many governing bodies are looking to fill specific skills gaps. Please let us know if you have any of the following specialist skills:

|  |  |  |
| --- | --- | --- |
| **Specialist skills** |  | **Evidence including work and voluntary experience** |
| Understand and interpret the full detail of financial data and performance data |[ ]   |
| To undertake effective financial scrutiny (budget scrutiny) |[ ]   |
| Personnel/recruitment |[ ]   |
| Staff Performance management |[ ]   |
| Employment issues including grievances |[ ]   |
| Health and safety |[ ]   |
| Project management |[ ]   |
| Buildings and maintenance |[ ]   |
| Public relations/marketing |[ ]   |
| Legal/contracts |[ ]   |
| ICT |[ ]   |
| Safeguarding |[ ]   |
| Equalities |[ ]   |
| Other – please state |[ ]   |

**I understand that if appointed to a school I am agreeing to:**

|  |
| --- |
| Attending governing body meetings on a regular basis |
| Visiting the school on a regular basis |
| The school’s vision and ethos |
| Developing new skills, including attending training |
| Acting as part of a corporate body (not alone) |
| Respecting confidentiality |

|  |
| --- |
| **Equalities Monitoring**  |

It would help our awareness of community representation if you could tell us about your ethnic background. Choose ONE section and tick the appropriate box to indicate your background.

|  |  |  |  |
| --- | --- | --- | --- |
| **White:**  | White British White IrishWhite Eastern EuropeanWhite Western EuropeanTraveller of Irish HeritageGypsy / RomaWhite Other(please specify)

|  |
| --- |
|  |

 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Mixed** | White And AsianWhite And Black African White And Black CaribbeanAny Other Mixed Background (please specify)

|  |
| --- |
|  |

 | [ ] [ ] [ ] [ ]  |
| **Asian/ Asian British** | BangladeshiIndianKashmiri OtherKashmiri PakistaniOther PakistaniChineseOther Asian (please specify)

|  |
| --- |
|  |

 | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| **Black/ Black British** | African Caribbean Any Other Black Background (please specify)

|  |
| --- |
|  |

 | [ ] [ ] [ ]  |
| **Arab/ other** | ArabAny Other Ethnic Group (please specify)

|  |
| --- |
|  |

 | [ ] [ ]  |

 **Self-Declaration**

The information that you provide in this form will be held on a computerised database maintained by the governor support service (GSS). Your data will be used in accordance with the principles set out in the Data Protection Act (DPA) 1998 which protects the right to privacy of individuals whose personal details are held by the GSS. Leeds City Council will only make candidate details available to schools or any other body involved with the recruitment of school governors.

Leeds City Council and all Leeds schools are committed to safeguarding and promoting the welfare of children, and expect governors to share this commitment.

|  |
| --- |
| **Please sign below to conﬁrm that the information you give on this form can be recorded and used by GSS in accordance with the DPA.** |
| **Signed:** | **Date:** |
| **Please read the disqualiﬁcation criteria over the page and sign below to conﬁrm that you are not disqualiﬁed from serving as a school governor.** |
| **Signed:** | **Date:** |

**AM I ELIGIBLE TO BE A SCHOOL GOVERNOR?**

A governor must be aged 18 or over at the time of their election or appointment. A person cannot hold more than one governor post at the same school at the same time.

**The following summarises the disqualification regulations:**

* is 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 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
* has 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
* is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
* is barred from any regulated activity relating to children
* is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
* is disqualified from working with children or from registering for child-minding or providing day care
* is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
* has 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
* has received a prison sentence of two years or more in the 20 years before becoming a governor
* has at any time received a prison sentence of five years or more
* has 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
* refuses a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

If you are unsure of your eligibility to become a governor, please contact the governor support service on 0113 3950242 for advice.

**Please complete this form in full and return to:**

**Governor support service**

**Adam’s Court**

**Kildare Terrace**

**Leeds City Council LS121DB**

**Or email to** **education.governors@leeds.gov.uk**