



APPLICATION TO BECOME A SCHOOL GOVERNOR – CO-OPTED

1. **Introduction**

Please read the expectations and role description for being a school governor and complete the attached application form.

Details on how your information will be stored and used and the checks that will be carried out in advance of your recruitment are detailed at the end of the form. Your application will be anonymised, and personal details removed prior to any shortlisting process (not always required) to ensure that your application is dealt with objectively.

Please return section 2 - your completed application, to the following email address:
clerkgovs.littlehayes@bristol-schools.uk

What you will be expected to do. Governors:

- take a keen and active interest in education and school improvement
- prepare for and attend meetings of the governing body and its committees and visit the school at times and dates agreed in advance.
- keep confidential matters relating to the governing body and school, its staff, parents and children to themselves.
- be self-motivated and committed to developing their understanding of the work of the governing body by regularly participating in training.
- be an effective and efficient member of a team.
- have excellent communication skills, tact and diplomacy.

The important thing to know is that you will be part of a team and that all decisions and responsibilities (unless specifically delegated to you) will be made jointly. No individual governor is liable for the actions of the school's governing body. A detailed description of what your role as a school governor may entail is available in section 3.

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2. Application to be a Governor

Please complete your personal details:

Title	
Full name	
Address	
Phone number	
Email	
Have you lived or worked outside of the UK in the last 5 years: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please tell us about yourself:

Experience	Please state any employment or education experiences that you believe may help you become an effective school governor.

Interests	Please tell us about any hobbies, volunteering and charity work, personal interests or achievements that you believe may help you become an effective school governor.

Please tell us why you would like to become a governor

Why would you like to become a governor at this particular school?

Having read the attached role description and expectations of a governor please add any further information in support of your application:

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References

Please provide two references. They must not be related to you, and if you are currently employed, please make one your employer.

	Referee 1	Referee 2
Name		
Address		
Telephone		
Email		
In what context does this person know you?		

All governors can access training to support and help them develop in their role. It would be useful for your Chair of Governors and Clerk to know more about your existing skills so that they can support your induction and training. Please tick to indicate your current level of experience in the following areas:

	None	Some previous experience	Professional experience
Strategic planning			
Setting a vision, values and goals			
Public sector or charity governance			
Knowledge of the education sector			
Teamwork and collaborative decision making			
Communication skills			
Financial management			
Fundraising/income generation			
Human resources			
Performance management			
Data analysis			
Legal skills			
Health and safety			
Premises management			

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	None	Some previous experience	Professional experience
Curriculum and assessment			
Safeguarding			
Special educational needs and disabilities (SEND)			
Approving and monitoring the implementation of			
Compliance			
Marketing/public relations			
Procurement			
ICT or technology skills			
Further or higher education			
Knowledge of the local community			

Declarations

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not been removed, 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 from office 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

NOTE: If you're unsure whether any of the points above apply to you, please speak to your clerk to governors.

Please sign and date to indicate that you confirm this declaration:

Signature: _____ Date: _____

3. What do school governors do?

Governors work together to carry out their statutory core 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

We also recognise the following as a fourth core function of our governance:

4. ensuring the voices of stakeholders are heard

Governors must also ensure that the governing body complies with all legal and statutory requirements. Governors should seek the advice of the clerk to the governing board and other professional advice as appropriate.

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. However, it is important to recognise that the headteacher is responsible for day-to-day management - the role of the governing body is to hold the Headteacher to account and to make a strategic contribution to the running of the school. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees to:

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- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings (6 full governing board meetings and 4 committee meetings each year), reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

4. How your information will be stored and used and the checks that will be carried out in advance of your recruitment

A copy of your application will be held by the school for the duration of your term of office and for 6 years thereafter. Application forms for nomination as a Local Authority Governor will also be held by Bristol City Council during that time.

During your term of office, the Department of Education requires that your name, date of birth and address is made available to them. This information is stored according to the DfE privacy notice. Only your name, type of appointment and term of office will be publicly available on the DfE website Get Information About Schools (GIAS).

Your name, role, term of office, declarations of interest and attendance at meetings for the previous academic year must also be made publicly available via the school's website – please speak to your Clerk to Governors if there are any reasons why that information should not be made publicly available on either the school website or GIAS.

Data Protection Notice

All data collected in this form and as part of your DBS check will be used in line with data protection legislation. We only process your data if you give us your consent and/or we need to do so to comply with legal obligations. For information on how we will use your personal data consult the Bristol City Council privacy notice: <https://www.bristol.gov.uk/council/data-protection-and-foi/data-protection-policy>

Disclosure and barring

The processing of an enhanced Disclosure and Barring Service (DBS) check is a legal obligation of every school. As a school governor you will be DBS checked on appointment to the board of governors. This 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 your role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Other recruitment checks

Your position as governor will be conditional on the satisfactory completion of the necessary pre-employment checks. If you have lived or worked abroad in the last 5 years, we may contact you for additional information in due course.

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

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The school will also carry out 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.