



**LOCAL AUTHORITY APPOINTED SCHOOL  
GOVERNOR  
APPLICATION FORM**  
(To be used for new appointments ONLY)

**Please note:** This application form may be completed electronically, but section 11 must be signed and dated and therefore a scanned copy may be necessary. The application also includes a testimonial form. The person providing the testimonial should return it to the Governor Support Admin Officer at Northgate House.

Name:

Please tell us how you became aware of this vacancy:

Please return the completed application form and testimonial to:-

Governor Support Admin Officer  
Northgate House  
3<sup>rd</sup> Floor  
Northgate  
Halifax  
HX1 1UN

[debby.simpson@calderdale.gov.uk](mailto:debby.simpson@calderdale.gov.uk)

**Fax: 01422 394076**

For office use only		
To be completed and signed by the Chair of the Appointments Panel:		
Appointment confirmed	<b>Yes</b>	<b>No</b>

Signed: ..... Date: .....



The information you supply will only be used for the governor appointment process. It will not be disclosed to any person who is not directly involved in that process. The School Governance (Constitution) England Regulations 2012 do not allow persons who are paid to work at the school to become governors appointed by the Local Authority (Calderdale). Parents at the school will only be considered for nomination as Local Authority governors if the seat has been vacant for more than 6 months and at the discretion of the Panel.

### 1. Your Details

Title		Home Address	
Surname			
First Names			
Any Previous Names		Post Code	
Daytime Tel No.		Mobile No.	

Email Address

### 2. Why do you want to become a school governor?

***Please outline your reasons for showing an interest in becoming a school governor – including details of relevant employment or voluntary work, personal qualities, experiences or skills you feel would help the work of the governing body. (We advise you use at least 100 words).***

**3. Have you been a school governor before?**

YES / NO (*delete as appropriate and if 'No' go to question 5*)

Name of School/s	

Have you ever been removed/suspended from membership of a governing body for non-attendance or any other reason?

YES / NO (*delete as appropriate and if 'No' go to question 5*)

Name of School	
Reason	

**4. Do you have children?**

If you have children of school age, you are eligible to be a parent governor at the school your child is attending. Please tick if this applies to you.

If you ticked the box, which school/s do they attend?

**5. Schools Attended**

Please list any schools that you have attended/Been employed at

Please list any schools that your close family are currently employed/have been employed at

**6. Type of school you would prefer:**

*You are invited to indicate the type of school you would prefer. Please rank Nursery, Primary and Secondary from 1 to 3 (1 being the highest) or tick the box if you have no preference. Note that stating a preference does not guarantee the school type of your choice will have immediate vacancies. You should also be aware that there are 5 times more primary schools than secondary schools.*

No preference  Nursery  Primary  Secondary

School of Choice:

Would you be willing to become a Governor in an Academy?

Yes  No

Please note as a governor in an academy you will automatically become a Director or trustee and your details will be registered with Companies House and HMRC. If you need any more information on academy governance please contact Debby Simpson – [debby.simpson@calderdale.gov.uk](mailto:debby.simpson@calderdale.gov.uk).

We welcome interest from volunteers who have a desire to serve as a governor at a faith school. If you have a preference for schools with a particular religious ethos, please state below:

Please indicate how far you are prepared or able to travel to be a school governor, for example, if you live in HX1 would you be able to attend a school in Todmorden?

## 7. Positive about Disabled People

Calderdale Council is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a vacancy will be guaranteed an interview and considered on their abilities.

Do you consider yourself to have a disability? YES / NO (*delete as appropriate*)

If you have answered “yes” to the above question, please give details of any assistance you may need to fulfil your role as a governor (eg wheelchair access/language interpreter):

**8. Please indicate the extent of your skills set where E = extensive, M = Moderate, B = Basic and blank = none.**

Governance	<input type="text"/>	Strategic Planning	<input type="text"/>	Self-Evaluation	<input type="text"/>
Data Analysis	<input type="text"/>	Staff Recruitment	<input type="text"/>	Performance Management	<input type="text"/>
Community Relations	<input type="text"/>	Chairing Meetings	<input type="text"/>	Leadership	<input type="text"/>
Coaching/Mentoring	<input type="text"/>	Negotiation/Mediating	<input type="text"/>	Communication	<input type="text"/>
Complaints/grievance/ appeals	<input type="text"/>	Decision making	<input type="text"/>	Challenging Procedures	<input type="text"/>
Monitoring Decisions/ outcomes/performance	<input type="text"/>	School improvement	<input type="text"/>	Financial Management	<input type="text"/>
Premises/Facilities Management	<input type="text"/>	Human Resources	<input type="text"/>	Law	<input type="text"/>
ICT	<input type="text"/>	PR & Marketing	<input type="text"/>	Children's Services	<input type="text"/>
Health Services	<input type="text"/>	Safeguarding	<input type="text"/>	Project Management	<input type="text"/>
Health & Safety	<input type="text"/>	Arts	<input type="text"/>	Languages	<input type="text"/>
Sciences	<input type="text"/>	Technology	<input type="text"/>	Sales/Retail/Services	<input type="text"/>
Procurement/ Purchasing	<input type="text"/>	Volunteering	<input type="text"/>		<input type="text"/>

**9. Community Representation**

*It would help us understand community representation if you could tell us about your ethnic background. (Please tick the appropriate box)*

<b>White</b>	British	<input type="checkbox"/>	<b>Black or Black British</b>	Caribbean	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		African	<input type="checkbox"/>
	Any other white background	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>
<b>Mixed</b>	White and Black Caribbean	<input type="checkbox"/>	<b>Asian or Asian British</b>	Indian	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>
	Any other Mixed background	<input type="checkbox"/>		Any other Asian background	<input type="checkbox"/>
<b>Chinese</b>	Chinese	<input type="checkbox"/>	<b>Other ethnic group</b>	Any other	<input type="checkbox"/>
<b>Not assigned</b>	I do not wish to provide this information	<input type="checkbox"/>			

## 10a Declaration of eligibility to become a school governor

*Disqualifications (Regulation 17 and Schedule 4 of the School Governance (Constitution) (England) Regulations 2012)*

A person is disqualified from being an LA governor if he/she:

- Is under the age of 18 at the time of election or appointment.
- Already holds a category of governorship at the same school.
- Is a registered pupil of the school.
- Is eligible to be a staff governor at the school.
- Have failed to attend the governing body meetings for a continuous period of six months, beginning with the date of the first meeting he/she had failed to attend, without the consent of the governing body. This provision does not apply to the Headteacher.
- Has an estate that has been sequestrated and the sequestration has not been discharged, annulled or reduced or he/she is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order.
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2) of the Insolvency Act 1986 (failure to pay under county court administration order).
- 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 he/she was responsible or he/she was privy or to which he/she contributed or he/she facilitated by his/her conduct or has 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.
- Is included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children).
- Is subject to a direction of the Secretary of State under Section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006
- is disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000

- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010
- is disqualified from registration under Part 3 of the Childcare Act 2016.
- Has been convicted, whether in the United Kingdom or elsewhere or any offence and a sentence of improvement (whether suspended or not) has been imposed for a period of not less than 3 months without the option of a fine
- Have received a prison sentence of 2 ½ years or more in the 20 years before becoming a governor.
- Have at any time received a prison sentence of 5 years or more.
- Have 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.
- He/she has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate

## 10b LA Governor Code of Conduct

### General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the school operates.
2. We recognise that the headteacher is responsible for the day to day management in school and that governors have a more strategic role to set the school's vision and values, to agree plans and policies and to monitor and evaluate performance.
3. We accept that all governors have equal status, and that our overriding focus will be the welfare of the school as a whole.
4. We recognise that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so.
5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.
6. We will encourage open government and shall be seen to be doing so.
7. We will consider carefully, how our decisions may affect other schools.

### Commitment

1. We acknowledge that accepting office as a governor involves commitment of significant amounts of time and energy.
2. We will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on committees or working groups.

3. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
4. We will consider seriously our individual and collective needs for training and development and attend training sessions in order to keep updated with changes taking place.

### **Relationships**

1. We recognise that good governance involves effective teamwork and we will make every effort to work as a team.
2. We will seek to develop effective working relationships with our headteacher, staff, parents, the LA, other relevant agencies and the community.

### **Confidentiality**

1. We will observe confidentiality regarding proceedings of the governing body in meetings and from our visits to school as governors.
2. We will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students.
3. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the governing body.

### **Conduct**

1. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents. This means we will not speak out against decisions, in public or private, outside the governing body.
2. We will accept that once a vote has been taken the decision is final.
3. We will only speak or act on behalf of the governing body when we have been specifically authorised to do so. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body.
4. Our visits to school will be undertaken within the framework established by the governing body, in agreement with the headteacher and staff.
5. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

### **Conflict of interest**

1. We will record any pecuniary interest that we have in connection with the governing body's business in the Register of Business Interests.



2. We will declare any personal or pecuniary interest in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

### **Suspension**

If the need arises to use the sanction of suspending a governor, we will do so by following The School Governance (Roles, Procedures and Allowances) Regulations 2013 so as to ensure a fair and objective process.

### **Removal**

1. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies or nominating bodies in the case of LA governors which have the power to remove those they appoint/nominate.
2. If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

**I declare that I am not disqualified from appointment as a school governor by any of the disqualifications listed in 10a above and that all information given on this form can be recorded and used in accordance with the Data Protection Act. Calderdale Council is the Data controller for the purposes of the Data Protection Act 1998. The purpose for which your data will be processed is to assist in the appointment of LA governors (or Co-opted governors where you have consented to this). I also understand and agree that any breach of the LA Governor's Code of Conduct as outlined in 10b above may result in removal from office.**

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

The Local Authority also help our schools in finding Co-opted Governors. Co-opted governors are a new category of governor and are appointed by the Governing Body of the school. There will be a lot more vacancies for Co-opted governors than there are LA Governors. If you are happy for your name to be added to our database and given to schools should the need arise please tick the box below:

I am happy to be added to the database for LA and Co-opted governors should the need arise:



## LOCAL AUTHORITY GOVERNOR APPOINTMENTS PANEL

### TESTIMONIAL

(To be used for new appointments ONLY)

*The information that you provide in this testimonial is necessary for the completion of the Local Authority governor appointment process, and will be used for that purpose only. As the person providing the testimonial you should be known to the applicant in a professional or voluntary service capacity and should not be a family member. An email copy will be accepted, however, this must be signed and therefore a scanned copy will have to be sent or faxed. Please complete and return this form to:-*

**The Governor Support Admin Officer at Northgate House, 3<sup>rd</sup> floor, Northgate, Halifax HX1 1UN - email [debby.simpson@calderdale.gov.uk](mailto:debby.simpson@calderdale.gov.uk) – fax: 01422 394076.**

**Details of Person Providing the Testimonial:**

Name:			
Relationship to Candidate:			
Address:			
		Post Code:	
Email		Telephone:	

**Details of Candidate:**

Name:			
Address:			
		Post Code:	

**Please give details of your relationship to the candidate and how long you have known the candidate:**

**What qualities and experience will the candidate bring to the role of school governor?**

**Tell us why you believe that the candidate will make a good school governor:**

**The information that I have provided in this Testimonial is a true assessment.**

Signed: ..... Date: .....

**THANK YOU FOR YOUR HELP IN SUPPORTING THE RECRUITMENT OF SCHOOL GOVERNORS IN CALDERDALE**