**Governor Application form** Revised Sept 2023

Please complete this form and email to [clerktogov@clarionacademytrust.org.uk](mailto:clerktogov@clarionacademytrust.org.uk)

Please phone 01508 520359 for further advice or a copy of this form in another format if required.

|  |  |
| --- | --- |
| **Name of Local Governing board or school** |  |

**PART A: PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | **Forename** | |  | | | | | | | | | |
| **Surname** |  | | | | **Known as** | | |  | | | | | | |
| **Retired** | **Yes** | **No** | **Occupation** |  | | | | | | | | | | |
| **Current Employer** | |  | | | | | | | | | | | | |
| **Home Address** | |  | | | | | | | | | | | | |
|  | | | | **Postcode** | | | |  | | | | |
| **Home Telephone** | |  | | | | **Daytime Telephone** | | | |  | | | | |
| **Mobile Telephone** | |  | | | | | | | | | | | | |
| **Email Address** | |  | | | | | | | | | | | | |
| **If you have past or present experience of being a school governor, please name your last school and give dates of service:** | | | | | | | | | | | | | | |
| **School Name** | |  | | | | | **From** | |  | | **To** | |  | |
| **Do you consider yourself to be a disabled person?** | | | | | | | | | | | | **Yes** | | **No** |
| If yes, please give details of the facilities required. (eg. Ramped level access/induction loop/large print documents etc. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |

**PART B: ELIGIBILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you intend to hold more than 3 school governor posts?** | | **Yes** | **No** |
| **Are you employed by a school?** | | **Yes** | **No** |
| **(if ‘yes’ name school)** |  | | |
| **Have you a financial interest in the supply of goods or services to a school?** | | **Yes** | **No** |
| **Are you related to a member of staff at the school?** | | **Yes** | **No** |
| **Are you currently teaching or working in this school?** | | **Yes** | **No** |
| **Have you ever taught in this school?** | | **Yes** | **No** |
| **Do you or will you have a child attending this school?** | | **Yes** | **No** |

**PART C: SKILLS, KNOWLEDGE AND EXPERIENCE**

Please tell us about your knowledge, skills or experience below.

Complete by expanding the space and you do not have to complete all of the following.

|  |
| --- |
| **HUMAN RESOURCE MANAGEMENT:**  **(i.e., managing, motivating or developing staff, selecting and appointing staff or handling employment issues)** |
|  |
| **FINANCIAL MANAGEMENT:**  **(i.e., managing finances of an organisation or acting as an accountant or an auditor)** |
|  |
| **SERVICES for CHILDREN AND YOUNG PEOPLE:**  **(e.g., education, training or development, special needs, pastoral care and welfare)** |
|  |
| **OTHER:**  **(e.g., leadership, communications, team working, problem solving skills)** |
|  |

**Part D: References**

|  |  |
| --- | --- |
| **Referee 1** | |
| **Name** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Telephone** |  |
| **Capacity in which they know you** |  |
|  | |
| **Referee 2** | |
| **Name** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Telephone** |  |
| **Capacity in which they know you** |  |

**PART E: DECLARATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please read through the Eligibility Criteria, Qualifications and Disqualifications and the Seven Principles of Public life | | | | | |
| **I confirm that I have read the Eligibility Criteria and I declare that I am eligible to become a school governor.** | | | | **Yes** | **No** |
| **I confirm that I have read the guidance notes headed “Qualifications and Disqualifications” and I declare that I am eligible to become a school governor** | | | | **Yes** | **No** |
| **I confirm that I have read the “Seven Principles of Public Life” and that I will adhere to them as a school governor** | | | | **Yes** | **No** |
| I confirm that the information I have recorded on this form is true and complete to the best of my knowledge. I understand that if my application is successful and any of this information is found to be incorrect or untrue, my tenure of office may be terminated.  I understand and accept the information that I have provided on this form will be held on a computerised database. The data will be used in accordance with the principles set out in the Data Protection Act 1998. Clarion Academy Trust will only make candidates details available within the Trust. We will also use this data for mailing information to you as and when required.  • to a school Board of Governors with vacant posts and to school sectoral bodies;  • I understand and accept that an appointment is subject to a criminal record check through an application to the Disclosure and Baring Service.  • I confirm I have read the Governor role profile.  If you are appointed as a governor, your contact details will be used to notify you of training courses. | | | | | |
| **Signature:** |  | **Date:** |  | | |

**Qualifications and disqualifications** (Regulation 17 and Schedule 4 to the Regulations) **updated 2021.**

Grounds for disqualification fall into three broad categories:

* General grounds
* Grounds that apply to particular categories of governor; and
* Grounds that arise because of particular failings or actions on the part of the governor.

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

**General grounds**

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

**Grounds that apply to particular categories of governor**

* A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e., for more than one-third of the hours of a full-time equivalent) in any consecutive twelve-month period at the time of election or appointment.
* A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.
* A person is disqualified from being a partnership governor if they are:
  + A parent of a registered pupil at the school.
  + Eligible to be a staff governor at the school.
  + An elected member of the local authority; or
  + Employed by the local authority in connection with its education functions.

**Grounds that arise because of particular failings or actions on the part of the governor**

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

* Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions 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 accepted under:
  + The Company Directors Disqualification Act 1986.
  + The Companies (Northern Ireland) Order 2002.
  + The Company Directors Disqualification (Northern Ireland) Order 2002.
  + Section 429(2)(b) 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 High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
* Has been removed from office as an elected governor within the last five years.
* Is included in the list of people 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 142 of the Education Act 2002 or 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.
* Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
* Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
* Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
* Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
* Refuses a request by the clerk to make an application to the Disclosure and Barring Service 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.

**The Seven Principles of Public Life**

(Originally published by the Committee for Standards in Public Life Chaired by Lord Nolan)

**Selflessness** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

**Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.

**Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** Holders of public office should promote and support these principles by leadership and example.