

# School Governor Application Form

Thank you for considering volunteering for the role of **Local Authority (LA) Governor** in a **Birmingham maintained school**. To help us find you the right school please **complete all sections** of the form.

If you require any assistance in completing this form, please contact **School & Governor Support** on **07927 666 540**.

Before completing the application form, you should **download and read** the National Governance Association's [role description for maintained school governors](#) and Birmingham City Council's [Model Code of Conduct for Governing Boards](#).

## Section A: PERSONAL DETAILS

Title: **First name:** **Surname:**

Address (incl. postcode):

Email address:

Work phone no.: Home phone no.: Mobile phone no.:

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**Do you currently have children attending a school in Birmingham?** Please tick. Yes No

If 'Yes', please provide the name of the school(s):

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**How did you hear about becoming a school governor?** Please tick.

Birmingham City Council website BCC social media e.g. Twitter BCC recruitment event

Word of mouth Inspiring Governance Previous/current governor

Other (please specify):

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**Are you related to a councillor, an employee of Birmingham City Council, an employee in a Birmingham school or academy?** Please tick Yes No

If 'Yes', please provide their details:

Name: Position:

Relationship to you:

BCC Directorate, School or Academy:

## Section B: EMPLOYMENT DETAILS

Employment status:

Occupation:

Employer:

**Do you currently or have you ever worked at a school in Birmingham?** Please tick. Yes No

If 'Yes', please provide details:

<b>1. School name:</b>	Dates from/to:
Job role:	Reason for leaving:
<b>2. School name:</b>	Dates from/to:
Job role:	Reason for leaving:
<b>3. School name:</b>	Dates from/to:
Job role:	Reason for leaving:
<b>4. School name:</b>	Dates from/to:
Job role:	Reason for leaving:

Please specify any experience of **working in any other educational establishment** or children's organisations:

Please specify any experience of **voluntary work**:

## Section C: EXPERIENCE OF BEING A GOVERNOR

**Are you currently, or have you ever been, a school governor?** Please tick. Yes No

If 'Yes', please provide details:

<b>1. School name:</b>	Dates from/to:
Type of governor <sup>1</sup> :	Positions held <sup>2</sup> :
<b>2. School name:</b>	Dates from/to:
Type of governor <sup>1</sup> :	Positions held <sup>2</sup> :
<b>3. School name:</b>	Dates from/to:
Type of governor <sup>1</sup> :	Positions held <sup>2</sup> :
<b>4. School name:</b>	Dates from/to:
Type of governor <sup>1</sup> :	Positions held <sup>2</sup> :

**NOTES:** <sup>1</sup> Co-opted, parent, staff, local authority, community, partnership, foundation, sponsor, associate member, headteacher or interim executive board.

<sup>2</sup> Chair, Vice-chair and/or other additional responsibilities (e.g. SEND, safeguarding etc.).

## Section D: SUPPORTING INFORMATION AND SKILLS

**Why would you like to become a school governor?** This statement should be between 80 and 100 words.

All governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, the willingness to learn and develop new skills. Governors are required to have good interpersonal skills, an appropriate level of literacy in English and sufficient numeracy skills to understand basic data.

**Please provide details of any experience, skills, abilities and interests you have that you believe will help make you an effective school governor.** This should also include any experience in a professional capacity such as finance (including procurement/purchasing), HR (including performance management), IT (including data analysis), project management, professional leadership, premises/facilities management.

## Section E: PREFERENCES

Your application will be considered for all types of schools (e.g. faith, community, academy etc.) and all phases of school (e.g. primary, secondary). **Please state if there is a phase or type of school that you DO NOT wish to be considered for and the reason.**

Please state your **preferred location** and the **distance** you are able to travel.

## Section F: REFERENCES

Please provide details of 2 referees (not family members) who have known you for at least 2 years, preferably in a professional capacity, who still know you and have agreed to supply a reference in support of your application to serve as a governor. Please note we will request these references upon receipt of your application form.

**1. Title: First name: Surname:**  
Address (incl. postcode):  
Email: Contact phone no.:  
Their relationship to you:

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**2. Title: First name: Surname:**  
Address (incl. postcode):  
Email: Contact phone no.:  
Their relationship to you:

## Section G: DECLARATION

School and Governor Support collect and use your personal data in accordance with the General Data Protection Regulation (GDPR) and the [data protection responsibilities of Birmingham City Council](#) for the purpose of governor recruitment. Your personal data will only be shared with your consent to aid direct communication with recruiting schools and to communicate and provide services that are appropriate to your needs.

Please note that, in line with 'Keeping Children Safe in Education', on receipt of your application, we will carry out online searches as part of the recruitment process. We may also send you information from time to time that we consider necessary to support the discharge of duties. We ensure those responsible for processing the data it holds understand the requirements of GDPR, their obligations, responsibilities and liabilities.

**I confirm that** (please tick ALL the boxes):

I consent to Birmingham City Council recording and processing the information provided in this form.

I am committed to the Seven Principles of Public Life (Appendix B).

I have read and will adhere to the principles within Birmingham City Council's [Model Code of Conduct for Governing Boards](#).

I have read Appendix C "School Governors' Qualifications & Disqualifications" and I am not disqualified from selection as a governor.

Signature (please enter your name):

Date:

## Submitting your application

The form can be completed on screen by anyone using the free Adobe Reader application. You should complete the PDF and save with a unique name, e.g. yourname.pdf, then email it to us at [governorrecruitment@birmingham.gov.uk](mailto:governorrecruitment@birmingham.gov.uk). If you have any questions, please contact us on the email address above or phone **07927 666 540**.

## Appendix A: EQUALITIES MONITORING (optional)

We positively welcome applications from all members of the community. Providing the following information helps us monitor community representation and therefore to encourage under-represented groups to come forward.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Gender** (please tick): Male      Female      Other (please describe): \_\_\_\_\_

**Ethnicity** – what is your ethnic group? Please tick.

### White

English, Welsh, Scottish, Northern Irish or British

Gypsy or Irish Traveller

Irish

Any other White background (please specify below)

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### Black African/Caribbean/Black British

African

Caribbean

Any other Black/African/Caribbean background  
(please specify below)

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### Asian/Asian British

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background (please specify below)

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### Mixed/multiple ethnic groups

White and Asian

White and Black African

White and Black Caribbean

Any other Mixed background (please specify below)

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### Other ethnic group

Arab

Vietnamese

Any other ethnic group (please specify below)

## Appendix B: THE SEVEN PRINCIPLES OF STANDARDS IN PUBLIC LIFE

1. **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 benefits for themselves, their family or their friends.
2. **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.
3. **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
4. **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.
5. **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 clearly demands.
6. **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.
7. **Leadership:** Holders of public office should promote and support these principles by leadership and example.

## Appendix C: SCHOOL GOVERNORS' QUALIFICATIONS & DISQUALIFICATIONS

### General

- A governor must be aged 18 or over at the time of their election or appointment. This does not apply to an associate member.

### A person is disqualified from being a governor or associate member if the following apply:

- the person is a registered pupil at the school;
- cannot hold more than one governorship at the same school;
- has failed to attend the governing board meetings 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 board. This provision does not apply to the Headteacher;
- a foundation (other than ex-officio), local authority, co-opted, partnership governor who has been disqualified for failing to attend governing board meetings may not be nominated for election or appointed as a governor of any category at that school until 12 months has elapsed.

### Bankruptcy

- his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or he/she is the subject of a bankruptcy restrictions order or an interim debt relief restrictions order.

### Disqualification of company directors

- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order of the Companies Directors Disqualification (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429 (2) of the Insolvency Act 1986 (failure to pay under county court administration order).

### Disqualification of charity trustees

- has been removed from the office of charity trustee for a charity by an order made by the Charity Commissioners or High Court on the grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.

## Persons whose employment is prohibited or restricted:

- is included in the list kept under section 1 of the Protection of Children Act 1999(b) (list of those considered by the Secretary of State as unsuitable to work with children);
- is disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children & Families (Wales) Measure 2010 for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(e);
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition, or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skill Act 2008.

## Criminal Convictions

- has been sentenced to 3 months or more in prison (whether suspended or not and without the option of a fine) within the last 5 years before becoming a governor or since becoming a governor (whether in the UK or elsewhere);
- has received a prison sentence of 2.5 years or more within the last 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted and fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election as a governor and has been sentenced to a fine;
- a conviction for an offence given by a court outside the UK, which would not have constituted an offence in the UK must be disregarded.

## Refusal to make an application for a criminal records certificate

- He/she refuses a request by the clerk to the governing board to make an application for a criminal records certificate.

## Disqualification criteria for categories of governor

- A person eligible to be a **staff governor** in a school is disqualified from being a Local Authority appointed governor.
- A person who is an elected member of the Local Authority or paid to work at a school for more than 500 hours in any school year cannot be elected or appointed as a **parent governor** at that school.
- A person is disqualified from nomination or appointment as a **partnership governor** of a school if he/she is:
  - a parent of a registered pupil at the school;
  - eligible to be a staff governor of the school;
  - an elected member of the local education authority, or
  - employed by the Local Authority in connection with its functions as a local education authority.
- Upon ceasing to work at the school, a **staff governor** of a school will be disqualified from continuing to hold office as such a governor.