



**St. Mary's Church of England Primary School  
Governor Application Form**

**Personal details**

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Title  Name  Surname

Gender response *Please tick ✓ the appropriate* Female  Male

Home address *(please include your postcode)*

Email address

Home telephone number	Daytime telephone number	Mobile telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you a parent of a pupil at St Mary's School Yes  No   
Have you any experience as a school governor? \*Yes  No

**\*If you are currently serving as a school governor, or you are involved with a school governing board in any other way, please tell us which school(s) you are involved with**

***Please tick (✓) each box to confirm that you agree with the statements given below.***

I confirm that I will declare any conflict of interest and understand the rules about withdrawing from meetings because of a business or personal interest.

**The information that you supply on the following pages about your skills and abilities will be circulated to the Full Governing Body.**

## Your skills and attributes

The School Governance (Constitution) (England) Regulations 2012 create an explicit requirement that all governors have the skills required to contribute to effective governance and the success of the school. The specific skills that governing bodies need to meet their particular challenges will vary. It is therefore for governing bodies and other appointing persons to determine in their own opinion, having regard to departmental advice, what these skills are and be satisfied that the governors they choose to appoint have them. Schools and appointing bodies may interpret the word skills to include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. Edited extract from *DfE Governors' Handbook 2015*

**Please tell us about your personal and professional skills and attributes which you will use to support the work of the governing board.**

<b>Skills and experience (only comment on those applicable to you)</b>	<b>Skill level?</b>	<b>Experience level?</b>
Assessment, monitoring and evaluating skills		
Auditing experience and skills		
Chairing meetings or organisational boards		
Children & young people's services or activities (any sector)		
Coaching/mentoring skills		
Communication skills, including listening and writing		
Community relations experience		
Data analysis skills		
Equal opportunities - understanding and practice		
Financial management, accountancy skills		
Handling complaints, grievances or appeals		
Health & safety understanding		
Health services (particularly relevant in special schools)		
Human resources expertise and staff recruitment		
ICT &/or management information systems		
Knowledge of, and an interest in the local community		
Leadership and management skills and development		
Negotiation and mediation skills		
Performance management of staff or within an organisation		
Policy development		
Premises and facilities management		
Problem solving		
Procurement and purchasing		
Professional legal skills		
Project management		
Public relations and marketing		
Public sector knowledge		
Quality assurance		
Risk assessment		
Safeguarding and child protection		
Self-evaluation and/or impact assessment		
Special educational needs and disability (SEND)		
Strategic planning		
Surveying, consultation and/or research		
Teaching and learning (any sector, any phase)		
Work placements/career planning		

**Please tell us about any other skills, qualifications, training, or personal and/or professional attributes that you can bring to the role.**

**Please tell us about yourself and specifically state your reasons for wanting to volunteer as a school governor**

**Governors must attend governing board and committee meetings throughout the year, mostly in the evenings. Governors must also make planned visits to the school during the daytime at least once a term. This involves a time commitment from you.**

Are you able to spare the time to volunteer as a governor?      Yes       No

**Governors need to attend training for the role and develop their skills and understanding to support the school. This may mean attending training in evenings or sometimes during the day. We expect all governors to undertake at least 6 hours of training per academic year.**

Are you willing to do this?      Yes       No

**Governors must be actively involved in meetings by reading papers in advance, preparing questions, listening and contributing to discussions and ideas for improving the school.**

Do you feel able to contribute to the governing board at meetings?      Yes       No

**Governors are likely to be asked to undergo an identity and criminal records check as part of the appointment process.**

Are you willing to do this?      Yes       No

**Personal declaration**

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Our school welcomes every application regardless of gender, age, disability, sexual orientation, race, religion and belief. **Please read the criteria below and confirm that you are not disqualified from serving as a school governor because of these restrictions.**

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

**A person is disqualified from holding or from continuing to hold office as a governor if he or she:**

- fails to attend the governing board meetings – without the consent of the governing board – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under [Section 34 of the Charities and Trustees Investment \(Scotland\) Act 2005](#) from participating in the management or control of any board;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under [Section 142 of the Education Act 2002](#);
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the [Childcare Act 2006](#);
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (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-and-a-half 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 to allow an application to the Disclosure and Barring Service (DBS) for a criminal records check.

***I confirm that I have read the criteria above and that I am not disqualified from serving as a co-opted governor (please tick ✓ the box).***

**I acknowledge and agree that the school can use my personal data in this form for the purposes of co-opted governor election and recruitment. All data is held in accordance with the Data Protection Act 1998. I confirm that the information that I have provided in this application form is accurate.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please supply the names and addresses of 2 referees