**Governor Application Form**

Please return this form to the Chair of Governors or Headteacher.

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| **Where did you hear about this post?** |  |

**Personal Details**

|  |  |
| --- | --- |
| **Surname/Family Name** | **Preferred Title**  |
| **First Name(s)** | **Previous Surname** |
| **Home Address****Post Code** |  |
| **Telephone (Landline)** | **Telephone (Mobile)** | **Email Address** |
| **Current and Past Governorships** **(please give type of school and dates)**  |  |
| **Reason for applying****(please give details on why you are interested in the role, any skills, qualities or experience that may be useful)** |  |

**Declarations**

* I have attached a copy of my CV as a true and accurate record of my career history and qualifications.
* Biographical details (**100 words maximum**) for circulation as part of any ballot or vote are given below.
* I understand that any offer is subject to vetting checks including, but not limited to; references, checks on relevant. qualifications, employment eligibility and criminal convictions, all of which must be deemed by the Governing Body to be satisfactory.
* I understand that if my application is successful I will need to undergo pre-appointment checks.
* I have not ever been known to any children’s services department or the police as being a risk or potential risk to children.
* I have not been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about my behaviour towards children?
* I do not have any convictions, cautions, reprimands or final warnings that are not “protected” as defined. by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013.
* I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.
* (Parents only) I have a child at the school and hereby nominate myself for election as a governor.

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| Signed |  | Dated |  |

**Parents only:** Seconded by:

|  |  |
| --- | --- |
| **First Name(s)** | **Surname/Family Name** |
| **Child’s name and Year** |  |
| **Home Address****Post Code** |  |
| **Signed** |  |
| **Dated** |  |

**Biographical details (100 words maximum)**

**References**

It is now a requirement that schools collect two references for all governors. Please ensure you provide your current or most recent employer plus an additional referee who can vouch for your character (no relatives). Parent Governors may use their seconder as a referee.

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| **Referee 1** |  |  |
| Full Name |  | Relationship |  |
| Email address |  | Phone Number |  |
| Organisation |  | Postal Address |  |
| **Referee 2** |  |  |  |
| Full Name |  | Relationship |  |
| Email address |  | Phone Number |  |
| Organisation |  | Postal Address |  |

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| **Skills Self-Audit**The purpose of this audit is to ensure that each of the skills below are covered by at least one of the board. No individual is going to have all the skills listed in the audit; we take a team approach.  |
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| Knowledge, experience, skills and behaviours | Level of knowledge or skills/behaviour, rate on scale of:No 🡪 🡪 🡪 Yes |
|  | 1 | 2 | 3 | 4 | 5 |
| 1. Strategic leadership
 |
| I am committed to improving education and welfare for all pupils. |  |  |  |  |  |
| I understand current national education policy and the local education context. |  |  |  |  |  |
| I have experience of charity law and governance. |  |  |  |  |  |
| I have previous experience of being a governor/trustee in another school or being a board member in another sector |  |  |  |  |  |
| I have experience of chairing a board/governing board or committee. |  |  |  |  |  |
| I have experience of strategic planning and applying this to set and preserve the culture of the organisation. |  |  |  |  |  |
| I am committed to the organisation’s vision and ethos. |  |  |  |  |  |
| I am able to question and challenge, working as part of a team to identify viable options through collective decision making. |  |  |  |  |  |
| I am able to work in a professional manner, avoiding conflicts, acting with transparency and integrity. |  |  |  |  |  |
| I am confident I can identify when to seek independent/professional advice.  |  |  |  |  |  |
| I have experience of stakeholder management and engagement including communicating with and taking account of the views of parents and pupils.  |  |  |  |  |  |
| I have experience of promoting community cohesion. |  |  |  |  |  |
| I am proficient in prioritising, assessing and mitigating risk.  |  |  |  |  |  |
| I have experience of school sector risk management, including managing conflicts of interest/loyalty.  |  |  |  |  |  |
| 2. Accountability |
| I understand the importance of collecting high quality data and have expertise using data to interpret/evaluate performance and identify trends to target improvement. |  |  |  |  |  |
| I have expertise in curriculum development, school assessment and progress/attainment. |  |  |  |  |  |
| I have experience of working with leaders to establish expectations for improvement and outcomes.  |  |  |  |  |  |
| I have experience of agreeing the range and format of information and data needed in order to hold leaders to account.  |  |  |  |  |  |
| I have experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety. |  |  |  |  |  |
| I have an understanding of the board’s duties in relation to safeguarding including Prevent.  |  |  |  |  |  |
| I have an understanding of special education needs and disabilities (SEND). |  |  |  |  |  |
| I have financial management expertise, with experience of funding allocation/budget monitoring and contributing to financial self-evaluation and efficiency drives. |  |  |  |  |  |
| I have experience of basing funding decisions on organisational priorities and the ability to interpret financial data and question financial performance against strategic priorities.  |  |  |  |  |  |
| I have experience of procurement/purchasing. |  |  |  |  |  |
| I have experience of property and estate-management. |  |  |  |  |  |
| I have experience of HR policy and processes, including employment legislation, recruitment, performance management and pay. |  |  |  |  |  |
| I have experience of school sector HR policy and processes. |  |  |  |  |  |
| I have experience of change management (overseeing a merger or an organisational restructure). |  |  |  |  |  |
| I have experience of preparing for and responding to external oversight.  |  |  |  |  |  |
| I have experience of inspection and oversight in the school sector.  |  |  |  |  |  |
| 3. People |
| I am willing to devote time, enthusiasm and effort to the duties of and responsibilities of a governor/trustee.  |  |  |  |  |  |
| I am a strong communicator and committed to building strong collaborative relationships.   |  |  |  |  |  |
| I am able to discuss sensitive issues with experience of conflict resolution and influencing consensus. |  |  |  |  |  |
| I am able to demonstrate a commitment to ethical behaviour and values, honesty, independence of thought and sound judgement.  |  |  |  |  |  |
| I am committed to equal opportunities and the promotion of diversity. |  |  |  |  |  |
| I am willing to reflect, listen and learn from a diversity of views, to receive and provide feedback and accept impartial advice.  |  |  |  |  |  |
| 4. Structures |
| I am familiar with the strategic nature of the board’s functions and how this differs from and works with others including senior leaders.  |  |  |  |  |  |
| I have experience of reviewing governance structures.  |  |  |  |  |  |
| 5. Compliance |
| I have experience of complying with legal, regulatory and financial frameworks and statutory guidance.  |  |  |  |  |  |
| I understand and accept the legal duties, responsibilities of a governor/trustee. |  |  |  |  |  |
| Governing boards are responsible for ensuring schools comply with a whole range of legal responsibilities. I have experience ensuring legal compliance in this way and a commitment to understanding the full range of legal responsibilities.  |  |  |  |  |  |
| I understand the importance of adhering to organisation policies e.g. on parental complaints or staff-discipline issues.  |  |  |  |  |  |
| I have the confidence and ability to speak up when concerned about non-compliance.  |  |  |  |  |  |
| 6. Evaluation |
| I am aware of my own strengths and weaknesses and committed to personal development. |  |  |  |  |  |
| I have experience of evaluating board decisions and am willing to contribute to board self-review.  |  |  |  |  |  |

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