



School Governor Application Form

Personal Details

Title:

First name:

Last name:

Address and postcode:

Contact address (if different):

Email:

Daytime telephone:

Evening telephone:

Mobile:

Other information

How did you find out about governor vacancies (e.g. website, told by a friend etc.)?

Type of school in which you are interested:

Infant Junior Primary Secondary Special Pupil Referral Unit Faith school

If you wish to be considered for specific schools only, please list your preferences:

Have you ever been or are you currently a governor? Yes No

If yes please give details of the school, type of governor and period of office:

If you have a child at a school in Stockport, please give the name of the school:

Are you aware of the need to attend initial and ongoing training? Yes No

Experience and life skills

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you as a school governor.

Vetting

In the interest of safeguarding children, you will be asked to apply for an enhanced criminal records certificate from the Disclosure and Barring Service (usually known as a DBS check). “Spent” criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the headteacher or Governor Services in advance of your application.

The details below are a summary of the qualification and disqualification regulations that relate to governing boards.

Please seek advice from Governor Services if you would like to discuss further; governor.services@stockport.gov.uk

Disqualification criteria

The following text summarises the qualification and disqualification regulations. You can [read the full guidance](#) on the GOV.UK website.

Please seek advice if you think you may be affected.

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

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

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- 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 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 for child minding 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 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- 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 DBS check
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

Code of conduct for the Governing Board 2020

All governors are expected to comply with the Code of Conduct for their governing body, which is reviewed and adopted annually. The model Code of Conduct is shown below.

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the governing board and individual governors will operate.

Governors of _____ School accept the following principles:-

Role & Responsibilities

- we understand the purpose of the governing board and its strategic role.
- we accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the governing board when we have been specifically authorised to do so.
- we accept collective responsibility for all decisions made by the governing board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.
- we have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- we will encourage open governance and will act appropriately.
- we will consider carefully how our decisions may affect the community and other schools.
- we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school. Our actions within the school and the local community will reflect this.
- in making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing board.
- we will actively support and challenge school leaders.
- we will accept and respect the difference in roles between the board and staff, ensuring that we work collectively for the benefit of the organisation;
- we will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and avoid any actions that might undermine such arrangements;
- we agree to adhere to the school's rules and policies and the procedures of the governing board as set out by the relevant governing documents and law
- when formally speaking or writing in our governing role we will ensure our comments reflect current organisational policy even if they might be different to our personal views;
- when communicating in our private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the organisation

Commitment

- we acknowledge that accepting office as a governor/trustee involves the commitment of significant amounts of time and energy.
- we will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.

- we will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- we will get to know the school well and respond to opportunities to involve ourselves in school activities.
- we will visit the school, with all visits to school arranged in advance with the headteacher/principal and undertaken within the framework established by the governing board and agreed with the headteacher/principal.
- when visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a governor/trustee/academy committee member.
- we will consider seriously our individual and collective needs for induction, training and development, and will undertake relevant training.
- we accept that in the interests of open government, our full names, date of appointment, terms of office, roles on the governing board, category of governor and the body responsible for appointing us will be published on the school's website.
- in the interests of transparency we accept that information relating to governors, trustees and academy committee members will be collected and logged on the DfE national database of governors (currently Get Information About Schools).

Relationships

- we will strive to work as a team in which constructive working relationships are actively promoted.
- we will express views openly, courteously and respectfully in all our communications with other governors, trustees, the clerk to the governing board and school staff both in and outside of meetings.
- we will support the chair in their role of ensuring appropriate conduct both at meetings, and at all times.
- we are prepared to answer queries from other board members in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- we will seek to develop effective working relationships with the headteacher/principal, staff and parents, the local authority, the trust and other relevant agencies and the community.

Confidentiality

- we will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside school.
- we will ensure that privacy is maintained when attending virtual meetings.
- we will exercise the greatest prudence at all times when discussions regarding school business arise outside a governing board meeting.
- we will not reveal the details of any governing board vote.
- we will ensure all confidential papers are held and disposed of appropriately.

Conflicts of interest

- we will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing board's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting we will offer to leave the meeting for the appropriate length of time.
- we accept that the Register of Business Interests will be published on the school's/trust's website.
- we will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- we will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board.

Ceasing to be a governor

- we understand that the requirements relating to confidentiality will continue to apply after a governor leaves office

Breach of this code of conduct

If we believe this code has been breached, we will raise this issue with the chair and the chair will investigate; the governing board will only use suspension or removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.

Should it be the chair that we believe has breached this code, another board member, such as the vice chair will investigate.

Governors are considered to be holders of public office, and as such should have regard to the [Nolan Principles](#):

The Seven Principles of Public Life

Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations.

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 material 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.

This Code of Conduct is based on the [NGA Code of Conduct](#).

General Data Protection Regulation

The information that you provide on this form will be held on a computerised database maintained by the data controller (Stockport Metropolitan Borough Council). Your data will be used in accordance with the principles set out in the Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the data controller. Stockport Governor Services will only make candidate details available within the Local Authority; to Stockport schools and their governing bodies and any other LA group involved with the recruitment of school governors in Stockport.

Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing board, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor whilst disqualified.

I agree to the information given on this form being recorded and used by Stockport Governor Services and the school at which I will be governor in accordance with the current data protection Act and principles.

I confirm this information is correct and complete to the best of my knowledge and belief.

Signed:

Date:

Thank you for your application.

Please email the completed form to governor.services@stockport.gov.uk