



STOCKPORT

METROPOLITAN BOROUGH COUNCIL

School Governor Application Form

Personal details

Title: First Name:

Surname:

Address and Postcode:	Contact address (if different):

E mail address:

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 below:

Do you have anything to declare in terms of any business interests and/or relationships to anyone in the school (s) you are interested in?

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

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:

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

Experience and personal 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 which can be seen in full at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558622/2012_Constitution_Regulations_Statutory_Guidance_-_Sept_16.pdf.

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

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.

CODE OF CONDUCT FOR THE GOVERNING BOARD 2020

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:-

Once this code has been adopted, all governors agree to faithfully abide by it.

We will abide by the Seven Nolan Principles of Public Life:

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful.

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

We will focus on our core governance functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

NGA recognises the following as the fourth core function of governance:

4. ensuring the voices of stakeholders are heard

As individual board members, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core functions rather than involve ourselves in day-to-day management.
2. We will develop, share and live the ethos and values of our school.
3. We agree to adhere to school policies and procedures as set out by the relevant governing documents and law.
4. We shall fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
5. We will work collectively for the benefit of the school.
6. We will be candid but constructive and respectful when holding senior leaders to account.
7. We will consider how our decisions may affect the school and local community.
8. We will stand by the decisions that we make as a collective.
9. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
10. We will only speak or act on behalf of the board if we have the authority to do so.
11. We will fulfil our responsibilities to school staff, ensuring a safe working environment, support for their wellbeing, and acting fairly and without bias.
12. When making or responding to complaints we will follow the established procedures.
13. We will strive to uphold the school's reputation in our private communications (including on social media).
14. We will have regard to our responsibilities under [The Equality Act](#) and will work to advance equality of opportunity for all.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board, and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and where we cannot attend explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school well and respond to opportunities to involve ourselves in school activities.
5. We will visit the school and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting the school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with school leaders, staff, parents and other relevant stakeholders from our local community.
2. We will respect the remit of, and engage constructively with, relevant authorities and other schools.

3. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
4. We will work to create an inclusive environment where each board member's contributions are valued equally.
5. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of school when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing body vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the Register of Business Interests will be published on the school's website.
5. We will act as a governor; not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointing us will be published on the school website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get Information about Schools), some of which will be publicly available.

We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions.

Adopted by:	[Governing body] on	[date]
Signed:	[chair of board]	

We agree that this code of conduct will be reviewed annually endorsed by the full governing body.

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