

School Governor / Trustee Application Form

*Reviewed: June 2018*



*Octavo Governance*

*Octavo Governance provides all school governors with professional development and consultancy, enabling them to jointly lead and manage their schools and achieve the best outcomes for their pupils*

School Governor / Trustee Application Form

Please email completed form to: [Octavogovernance@octavopartnership.org](mailto:Octavogovernance@octavopartnership.org)

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| **PERSONAL INFORMATION** | |
| First Name: Click or tap here to enter text. | Last Name: Click or tap here to enter text. |
| Address: Click or tap here to enter text. | Postcode: Click or tap here to enter text. |
| Home Telephone Number: | Mobile Number: Click or tap here to enter text. |
| Email Address: Click or tap here to enter text. |  |

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| **Why would you like to be a School Governor?** |
| Click or tap here to enter text. |
| **What skills and experiences do you have that you think will make you an effective school governor? (please include all relevant skills and experiences you have gained in employment, voluntary work or other experiences)**  Click or tap here to enter text. |

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| **WHERE WOULD YOU LIKE TO BE A SCHOOL GOVERNOR** | |
| Do you have a school type preference e.g. nursery, primary, secondary, special etc. | Yes  No  If yes, please specify: Click or tap here to enter text. |
| Are there particular schools you are interested in? | Yes  No  If yes, please specify: Click or tap here to enter text. |
| In which borough and in which council ward would you like to be a governor? | Borough(s): Click or tap here to enter text.  Council Ward(s): Click or tap here to enter text. |
| Would you consider other areas? | Yes  No  If yes, please specify: Click or tap here to enter text. |
| Do you have your own transport? | Yes  No |
| Do you require any additional assistance to be able to attend meetings (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.) | Yes  No  If yes, please specify: Click or tap here to enter text. |
| Please specify time and distance you are willing to travel for your governor appointment. | Time: Click or tap here to enter text.  Distance: Click or tap here to enter text. |

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| Are you, or have you been a governor before?  If yes, please provide the following details: | Yes  No |
| School: Click or tap here to enter text. | Category of Governor: Click or tap here to enter text. |
| Appointment Date: Click or tap here to enter text. | Reason for Leaving: Click or tap here to enter text. |
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| **DETAILS OF EDUCATIONAL HISTORY–** most recent first. Please list all schools, colleges, universities etc, which you have attended. | |
| Qualification: Click or tap here to enter text. | Date (from – to): Click or tap here to enter text. |
| Educational Establishment: Click or tap here to enter text. | |
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| **EMPLOYMENT DETAILS** | | | |
| Occupation: Click or tap here to enter text. | | Employment Status: Click or tap here to enter text. | |
| If employed / working, please give a brief description of what your current employment role entails: Click or tap here to enter text. | | Name of Employer: Click or tap here to enter text. | |
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| **DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES** | | | |
|  | **Referee 1** (preferably present or most recent employer) | | **Referee 2** |
| First Name: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Relationship to you: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Contact Telephone Number: | Click or tap here to enter text. | | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. | | Click or tap here to enter text. |

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| **SUPPORTING INFORMATION AND SKILLS -** Please complete the below skills audit: | | | | | |
| Skills, Knowledge and Experience in: | Extensive experience | Considerable experience | Some experience | Little or no experience | Details of your experience. Include whether it is strategic or operational experience. |
| **Education and Strategic Leadership** | | | | | |
| The education system, including the understanding of current educational policy |  |  |  |  | Click or tap here to enter text. |
| Board/committee membership, either in another school/MAT or outside the educational sector |  |  |  |  | Click or tap here to enter text. |
| The roles and responsibilities of a Governor/Director, including responsibilities under education, charitable and corporate legislation (where appropriate) |  |  |  |  | Click or tap here to enter text. |
| Chairing and facilitating boards/committees/meetings |  |  |  |  | Click or tap here to enter text. |
| Performance management |  |  |  |  | Click or tap here to enter text. |
| Strategic planning, including ensuring organisational/governance structures are fit for purpose |  |  |  |  | Click or tap here to enter text. |
| Leading and/or contributing to regular evaluation, both of individuals and of a collective group |  |  |  |  | Click or tap here to enter text. |
| Strategic risk assessment |  |  |  |  | Click or tap here to enter text. |
| **People and Working Collaboratively** | | | | | |
| Working collaboratively in a team, in a professional manner, respecting other viewpoints and avoiding conflict of interests |  |  |  |  | Click or tap here to enter text. |
| Strong communication skills, both oral and written |  |  |  |  | Click or tap here to enter text. |
| Mentoring of others |  |  |  |  | Click or tap here to enter text. |
| Relationship management, both within a board and with external stakeholders |  |  |  |  | Click or tap here to enter text. |
| Contributing to, analysing and reviewing progress against strategic issues and priorities |  |  |  |  | Click or tap here to enter text. |
| Generating constructive and strategic challenge to leaders |  |  |  |  | Click or tap here to enter text. |
| Handling and/or resolving complaints |  |  |  |  | Click or tap here to enter text. |
| Managing difficult conversations |  |  |  |  | Click or tap here to enter text. |
| Making difficult decisions |  |  |  |  | Click or tap here to enter text. |
| Problem solving |  |  |  |  | Click or tap here to enter text. |

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| Skills, Knowledge and Experience in: | Extensive experience | Considerable experience | Some experience | Little or no experience | Details of your experience. Include whether it is strategic or operational experience. |
| **Accountability and Specialist Knowledge** | | | | | |
| Building/premises/facilities management |  |  |  |  | Click or tap here to enter text. |
| Change management including mergers, acquisitions and organisational restructuring |  |  |  |  | Click or tap here to enter text. |
| Data analysis and using this to evaluate performance, identify trends and hold to account |  |  |  |  | Click or tap here to enter text. |
| Financial management, including reviewing and analysing financial information relative to budget |  |  |  |  | Click or tap here to enter text. |
| Value for money analysis including the review of financial efficiencies |  |  |  |  | Click or tap here to enter text. |
| Fundraising |  |  |  |  | Click or tap here to enter text. |
| Health and Safety |  |  |  |  | Click or tap here to enter text. |
| Human Resources, including recruitment and employment legislation |  |  |  |  | Click or tap here to enter text. |
| ICT, including website design |  |  |  |  | Click or tap here to enter text. |
| Law, including an understanding of education, corporate and charitable legislation |  |  |  |  | Click or tap here to enter text. |
| Marketing/Public Relations/Stakeholder Management |  |  |  |  | Click or tap here to enter text. |
| Project Management, including organisation (where appropriate) |  |  |  |  | Click or tap here to enter text. |
| Due Diligence process |  |  |  |  | Click or tap here to enter text. |
| Purchasing/procurement or contracting services |  |  |  |  | Click or tap here to enter text. |
| Safeguarding, including PREVENT, and Child Protection |  |  |  |  | Click or tap here to enter text. |
| School Improvement |  |  |  |  | Click or tap here to enter text. |
| Special educational needs & disability |  |  |  |  | Click or tap here to enter text. |

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| **DECLARATION OF ELIGIBILITY** |
| I declare that I am not disqualified from serving as a School Governor / School Trustee and that:   * I am aged 18 or over. * I am not the subject of a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restriction order or an interim debt relief restriction order. * I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced. * I have not been declared bankrupt, and my estate has not been seized from my possession for the benefit of any creditors and the declaration or seizure has been discharged, annulled or reduced. * I am not subject to a disqualification order or a disqualification undertaking under either the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002, or a disqualification order under the Companies (Northern Ireland) Order 2002. * I am not subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order). * I have not been removed from the office of trustee for a charity: by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, for which I was responsible or to which I was privy, or to which my conduct contributed to or facilitated; or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body. * I have not been removed from office as an elected governor within the last five years. * I am not disqualified from acting as a Trustee and I have not been convicted of any offence which falls under section 178 of the Charities Act 2011, or any re-enactment or modification of that provision, or by any provision in the Companies Act 2006. * I am not included in the list of people considered by the Secretary of State as unsuitable to work with children or young people. * I have not been found to be unsuitable by the Secretary of State under the provisions of the funding agreement. * I have not been subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * I am not barred from any regulated activity relating to children. * I have not been disqualified from working with children or from registration for childminding or providing day care. * I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State * I have not been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 (and as amended) and excluding any offence for which the maximum sentence is a fine or a lesser sentence. * I have not received a sentence of imprisonment (whether suspended or not) in the UK or elsewhere, for a period greater than three months (without the option of a fine) in the five years ending with the date preceding the date of appointment / election as a governor or since becoming a governor. \* * I have not received a prison sentence of 2.5 years or more in the 20 years ending with the date preceding the date of appointment / election as a governor. \* * I have not at any time received a prison sentence of five years or more. \* * I have not been convicted and / or fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment / election or since appointment or election as a governor. * I understand that I will be disqualified from holding or continuing to hold office if I do not make an application to the Disclosure and Barring Service for a criminal records certificate and if I do not provide to the Chair of the Board a criminal records certificate at an enhanced disclosure level. * I understand that if in the opinion of either the Chair or the Principal / Head Teacher the certificate discloses any information which would confirm my unsuitability to work with children that I will be disqualified. * I understand that I will cease to hold office if I become incapable by reason of illness or injury of managing or administering my own affairs.   \*any conviction by or before a court outside the UK, of an offence which under UK law would not have constituted an offence will be disregarded. |

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| **DBS Disclosure** |
| The Disclosure and Barring Service, an executive agency of the Home Office, helps public bodies and employers check records, which were previously held by the police, the Department of Health and the Department for Education.  A check as to the existence and content of a criminal record will be requested from the Disclosure and Barring Service when a person has been appointed for the role of governor by the school. Refusal to agree to a check will disqualify you from being a governor.  **The role of school governor / school trustee necessitates an Enhanced disclosure.** Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.  **By checking this box, I hereby confirm that I agree, if I am appointed as a governor, to a check being made on any criminal record applicable to me.** I am aware that such information as appropriate for Enhanced Disclosures will be made available. |

Declaration

I declare that:

* I am not disqualified from serving as a School Governor / School Trustee.
* I have not been convicted of any disclosable criminal offence.
* I have not been known to any children’s services department or to 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 an organisation due to concerns about my behaviour towards children.
* To the best of my knowledge all parts of this form have been completed fully and are accurate.

I have read the Governor Recruitment Privacy Notice and consent to the personal data submitted being used for the purposes described. If I am appointed I understand that any major omission or inaccurate information relevant to my governor application could lead to me being asked to resign or being disqualified.

Signed: \* Print Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

*\*Typing your name here will be considered your agreement to the above statements if your application form is submitted electronically. If your application form is sent in the post, please sign. If this is not completed, your application may be withdrawn.*

Please email completed form to: [Octavogovernance@octavopartnership.org](mailto:Octavogovernance@octavopartnership.org)



*Working with you to improve the life chances of children through outstanding school governance*