

# School Governor Application Form

Birmingham City Council is committed to equal opportunities and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, civil partnership, responsibility for dependants, religion, trade union activity, age, pregnancy and maternity. All persons wishing to be considered as a Local Authority nominated school governor must be committed to supporting the school or academy in meeting its Public Sector Equality Duty under The Equality Act 2010.

**Please download and save the blank form locally on your own computer first, before starting to complete it. Please complete all sections on the form.** If you require any assistance in completing this form, please contact the Governor Support Team on **0121 464 3572** or **0121 464 2222**.

Before completing the application form, you should download and read the role description "What does a governor do?", published by the National Governors Association and Birmingham City Council's Model Code of Conduct for Governing Bodies. These can be found at: [www.birmingham.gov.uk/school-governors](http://www.birmingham.gov.uk/school-governors).

## SECTION A: Personal details

Title:

First Name:

Surname:

Address including postcode:

Work telephone:

Home telephone:

Email address:

Mobile:

Do you currently have children attending a school in Birmingham? Please tick. Yes  No

If 'Yes', please provide the name of the school(s):

Are you a member of a professional or community organisation (for example, parent/teacher association or professional body?) Please tick. Yes  No

If 'Yes', please specify:

Are you a member of any political party? Please tick. Yes  No

If 'Yes', please specify:

**SECTION A: Personal details continued**

How did you hear about becoming a school governor?

Are you related to a councillor, an employee of Birmingham City Council, an employee at a Birmingham Local Authority maintained school or academy in Birmingham?

Please tick.

Yes  No

If 'Yes', please provide their details:

Name:

Relationship to you:



Position:

Birmingham City Council Directorate, School or Academy:



**SECTION B: Employment details**

Employment status:

Occupation:



Employer:

Do you currently or have you ever worked at a school in Birmingham? Please tick. Yes  No

If 'Yes', please provide details:

**1** School:

Dates from/to:



Job Role:

Reason for leaving:



**2** School:

Dates from/to:



Job Role:

Reason for leaving:



**3** School:

Dates from/to:



Job Role:

Reason for leaving:



**4** School:

Dates from/to:



Job Role:

Reason for leaving:

**SECTION B: Employment details continued**

Do you have any experience of working in an educational establishment or children's organisation? Please tick.

Yes No 

If 'Yes', please provide details:

Please specify any experience of voluntary work:

**SECTION C: Experience of being a governor**

Are you currently, or have you ever been, a school governor? Please tick.

Yes No 

If 'Yes', please provide details:

**1** School:

Dates from/to:



Type of governor: ie. co-opted/parent/staff/local authority/community/partnership/foundation etc.

Positions held: eg. chair/vice chair, and/or additional responsibilities eg. SEN, safeguarding


**2** School:

Dates from/to:



Type of governor: ie. co-opted/parent/staff/local authority/community/partnership/foundation etc.

Positions held: eg. chair/vice chair, and/or additional responsibilities eg. SEN, safeguarding


**3** School:

Dates from/to:



Type of governor: ie. co-opted/parent/staff/local authority/community/partnership/foundation etc.

Positions held: eg. chair/vice chair, and/or additional responsibilities eg. SEN, safeguarding


**4** School:

Dates from/to:



Type of governor: ie. co-opted/parent/staff/local authority/community/partnership/foundation etc.

Positions held: eg. chair/vice chair, and/or additional responsibilities eg. SEN, safeguarding

**SECTION D: Supporting information and skills****Supporting information**

Why would you like to become a school governor? This statement should be between 80-100 words

**Skills and experience**

All governors need a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, the willingness to learn and develop new skills.

Governors are required to have good interpersonal skills, an appropriate level of literacy in English and sufficient numeracy skills to understand basic data.

Please provide details of any experience, skills, abilities and interests you have that you believe will help make you an effective school governor. This should also include any experience in a professional capacity such as finance (including procurement/purchasing), HR (including performance management), IT (including data analysis), project management, professional leadership, premises/facilities management.

**SECTION E: Preferences**

Your application will be considered for all types of school (eg. faith, community, academy etc) and all phases of school (eg. primary, secondary).

Please state if there is a phase or type of school that you **do not** wish to be considered for and the reason:

Please state your preferred location and the distance you are able to travel:

**SECTION F: References**

Please provide details of 2 referees (not family members) who have known you for at least 2 years, who still know you and have agreed to supply a reference in support of your application to serve as a governor. Please note we will request these references upon receipt of your application form.

Title:

First Name:

Surname:

Address including postcode:

Contact number:

Email address:

Their relationship to you:

Title:

First Name:

Surname:

Address including postcode:

Contact number:

Email address:

Their relationship to you:

**SECTION G: Declaration**

I consent to Birmingham City Council recording and processing the information provided in this form. I understand that this information may be used by the Local Authority, its maintained schools, academies and their governing bodies, the Department for Education or any other body involved within the recruitment and training of school governors in Birmingham. My consent is conditional upon the City Council complying with their obligations under the Data Protection Act 1998.

I confirm:

My commitment to the Nolan Principles of Public Life (Appendix B)

I have read and will adhere to the principles within Birmingham City Council's Model Code of Conduct for Governing Bodies (available at [www.birmingham.gov.uk/school-governors](http://www.birmingham.gov.uk/school-governors))

I have read Appendix C "School Governors' Qualifications & Disqualifications", and I am not disqualified from selection as a governor

Name:

Signature:

Date:

**Submitting your application**

There are two ways to submit your application:

1. Print, complete and return the form to the postal address below, or
2. The form can be completed on screen by anyone using the free Adobe Reader application. You should complete the PDF and save with a unique name, eg yourname.pdf, then email it to us at [governors@birmingham.gov.uk](mailto:governors@birmingham.gov.uk)

**Governor Recruitment  
School & Governor Support  
People Directorate  
PO Box 16260  
Birmingham  
B2 2WU**

Tel: 0121 464 3572 / 464 2222  
Fax: 0121 303 7234

**SECTION H: Office use only**

Committee date:

Approved

Declined

Reasons given:

Signature:

Committee Chair

**APPENDIX A: Equalities monitoring – optional**

Completing this section is optional but if you could answer the following questions it would help us improve our services to the public. Information provided by you is only used for monitoring purposes in accordance with the Data Protection Act 1998. More information is available from [www.birmingham.gov.uk/dp](http://www.birmingham.gov.uk/dp)

Name:

Gender:

Male

Female

Date of birth:

Age:

**Disability**

Do you have any physical or mental health conditions or illnesses lasting or expecting to last for 12 months?

Yes

No

Prefer not to say

If 'Yes', do any of these conditions or illnesses affect you in any of the following areas?

You can tick more than one box.

- 1. Vision (eg. blindness or partial sight)
- 2. Hearing (eg. deafness or partial hearing)
- 3. Mobility (eg. walking short distances or climbing stairs)
- 4. Dexterity (eg. lifting and carrying, carrying objects, using a keyboard)
- 5. Learning or understanding or concentrating
- 6. Memory
- 7. Mental health
- 8. Stamina or breathing or fatigue
- 9. Socially or behaviourally (eg. associated with autism, attention deficit disorder or Asperger's Syndrome)
- 10. Other (please specify)

**Sexual orientation**

Bisexual

Gay or Lesbian

Heterosexual or straight

Other

Prefer not to say

**Religion**

No religion

Christian (inc. Catholic, C of E, Protestant and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Any other religion (please specify below)

**APPENDIX A: Equalities monitoring – optional continued**

**Ethnicity – what is your ethnic group?**

**White**

English, Welsh, Scottish, Northern Irish, British

Gypsy or Irish Traveller

Irish

Polish

Baltic States

Jewish

Other White European (inc Mixed European)

Any other White background (please specify below)

**Black African/Caribbean/Black British**

African

Black British

Caribbean

Somali

Any other Black/African/Caribbean background (please specify below)

**Other ethnic group**

Arab

Iranian

Kurdish

Yemeni

Any other ethnic group (please specify below)

**Mixed/multiple ethnic groups**

White and Black Caribbean/African

White and Asian

Any other Mixed background (please specify below)

**Asian/Asian British**

Afghani

Bangladeshi

British Asian

Chinese

Filipino

Indian Sikh

Indian Other

Kashmiri

Pakistani

Sri Lankan

Vietnamese

Any other Asian background (please specify below)



**APPENDIX B: The seven principles of standards in public life****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 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.

## APPENDIX C: School governor – qualifications and disqualifications

### School Governance (Constitution) (England) Regulations 2012, Schedule 4, Regulation 17

#### General

- A governor must be aged 18 or over at the time of their election or appointment. This does not apply to an associate member.

A person is disqualified from being a governor or associate member if the following apply:

- The person is a registered pupil at the school;
- Cannot hold more than one governorship at the same school;
- has failed to attend the governing body meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This provision does not apply to the head teacher;
- a foundation (other than ex-officio), local authority, co-opted, partnership governor who has been disqualified for failing to attend governing body meetings may not be nominated for election or appointed as a governor of any category at that school until 12 months has elapsed;

#### Bankruptcy

- his/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or he/she is the subject of a bankruptcy restrictions order or an interim debt relief restrictions order;

#### Disqualification of company directors

- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under part 2 of the Companies Directors Disqualification (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors

Disqualification (Northern Ireland) Order 2002 or to an order made under section 429 (2) of the Insolvency Act 1986 (failure to pay under county court administration order);

#### Disqualification of charity trustees

- has been removed from the office of charity trustee for a charity by an order made by the Charity Commissioners or High Court on the grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body;

#### Persons whose employment is prohibited or restricted:

- is included in the list kept under section 1 of the Protection of Children Act 1999(b) (list of those considered by the Secretary of State as unsuitable to work with children);
- is disqualified from working with children under sections 28 and 29 or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children & Families (Wales) Measure 2010 for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(e);
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006.
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition, or restriction which takes effect as if contained in such a direction).

## APPENDIX C: School governor – qualifications and disqualifications continued

- Is subject to a direction of the Secretary of State under section 128 of the Education and Skill Act 2008;

### Criminal Convictions

- has been sentenced to 3 months or more in prison (whether suspended or not and without the option of a fine) within the last 5 years before becoming a governor or since becoming a governor (whether in the UK or elsewhere);
- has received a prison sentence of 2½ years or more within the last 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted and fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election as a governor and has been sentenced to a fine;
- A conviction for an offence given by a court outside the UK, which would not have constituted an offence in the UK must be disregarded.

### Refusal to make an application for a criminal records certificate

- He/she refuses a request by the clerk to the governing body to make an application for a criminal records certificate.

### Disqualification criteria for categories of governor

- A person eligible to be a staff governor in a school is disqualified from being a Local Authority appointed governor.
- A person who is an elected member of the Local Authority or paid to work at a school for more than 500 hours in any school year cannot be elected or appointed as a parent governor at that school.

- A person is disqualified from appointment as a co-opted governor of a school if he/she is:

Eligible to be a staff governor of the school

- A person is disqualified from nomination or appointment as a partnership governor of a school if he/she is;

A parent of a registered pupil at the school;

Eligible to be a staff governor of the school;

An elected member of the local education authority; or

Employed by the Local Authority in connection with its functions as a local education authority.

- Upon ceasing to work at the school, a staff governor of a school will be disqualified from continuing to hold office as such a governor.

