TAMESIDE COUNCIL 

School Performance and Standards

NOMINATION / APPLICATION TO BECOME AN AUTHORITY GOVERNOR

### Please write the school(s) you are interested in:

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If there are no authority governor vacancies available at this school, would you be interested in putting your name forward to become a Co-opted Governor, or would you like to be considered for a vacancy at another school?

This Nomination / Application to become a school governor will be approved by the Executive Member-Learning and Achievement and Assistant Executive Director – Learning and then passed to the school for formal acceptance and approval.

Before completing this form, please read the notes overleaf. Please also note that under the School Governance Regulations, a person is disqualified from appointment as an Authority Governor of a school if he or she is paid to work at the same school in any capacity.

**All school governors are required to have an enhanced DBS (Criminal Records) check in place.**

Section one

**Full name:**

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**Your Address:**

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**Your Date of birth:**

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| --- |
|  |

**Tel:**

|  |  |  |
| --- | --- | --- |
| **Home;** | **Work;** | **Mob.** |

**EMAIL ADDRESS:**

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|  |

Section two

***Have you served as a school governor before?***

***y/n***

***School name and category;***

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***Tameside Council has adopted criteria to assist in the selection of individuals for appointment as Authority governors, and these are listed on a separate sheet. It would be helpful if you could refer to these in your written statement below and, in particular, give details of your previous experience of working in the education sector (if any) and any relevant education qualifications you may have.***

***If you are applying to renew your Authority governorship, please give brief particulars of your experience as a school governor (eg length of service, experience as Chair or Vice-Chair, membership of Governing Board Committees, details of training sessions attended etc.)***

Section three

**STATEMENT TO SUPPORT MY APPLICATION, INCLUDING SKILLS AND KNOWLEDGE, WHICH I THINK WOULD BE OF BENEFIT TO THE SCHOOL:**

(please do continue on a separate sheet if necessary)

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**Data Protection Notice**

**The personal information that you provide will be handled in accordance with the Data Protection Act 1998. It will be used by Governors Support for the purpose(s) of ascertaining suitability to fulfil the role of school governor and will only be used for this and related purposes.**

**The information you have given in sections 1 to 3 of this form may be disclosed to officers in the Children’s services department of the council and to the headteachers, administrative staff and chair of governors of any school to which you are nominated for appointment.**

(**PLEASE SIGN AND DATE THIS FORM OVERLEAF WHERE INDICATED.)**

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#### **PERSONS INELIGIBLE TO ACT AS GOVERNORS**

#### ***There are a number of reasons why people cannot become governors of a school. Individuals applying to become a school governor are therefore asked to make the “self declaration” set out below.***

If they fail to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to headteachers or ex-officio Foundation governors);

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

A person must be over the age of eighteen and is disqualified from holding or from continuing to hold as a governor or associate member if they are or have been:

• is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, or an interim debt relief restrictions order;

• has had his or her estate sequestrated and the sequestration has not been discharged, annulled or reduced;

• is subject to:

i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;

ii) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002;

iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;

iv) 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 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 Trustee 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 or young people;

• is barred from any regulated activity relating to children;

• is 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;

• is disqualified from working with children or from registering for child-minding or providing day-care;

• is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;

• has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;

• has received a prison sentence of two and a half years or more in the 20 years before becoming a governor;

• has at any time received a prison sentence of five years or more;

• has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor;

• refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

“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.

If you require further information or clarification for any of these conditions please contact School Performance and Standards, Children’s Services Directorate, *Correspondence address only*, Hyde Town Hall, Market Street, Hyde, Tameside, SK14 1AL (Tel:0161 342 3206)

Or contact [governor.support@tameside.gov.uk](mailto:governor.support@tameside.gov.uk)

All governors will be expected to comply with the Code of Conduct for their governing

board, which is reviewed and adopted annually. The Code of Conduct is based on the NGA Code of Conduct and can be found in full at;

http://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Model-Policies/Code-of-Practice.aspx

***In submitting this application form for Authority Governorship,***

* ***I agree to an enhanced disclosure with the Disclosure + Barring service (dbs)***
* ***I will comply with the Governing Board’s Code of Conduct which will be issued to me on appointment and annually***
* ***I confirm that I am not paid to work at the school, and that I am not disqualified from being a governor for any of the reasons described above.***
* ***I give my commitment to represent the policies of Tameside Local Authority at Governing Board meetings.***
* ***Will attend any governors training courses which the governing board feels will be appropriate for me.***

Signed:.................................................................Date: .................................….

Please return your form via e-mail to [governor.support@tameside.gov.uk](mailto:governor.support@tameside.gov.uk)

Or by post to TMBC Governor Services, Hyde Town Hall, Market Street, Hyde SK14 1LR.

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SELECTION CRITERIA FOR AUTHORITY GOVERNORS

In making decisions on the appointment of AUTHORITY Governors, the Governance Effectiveness Service will pay particular attention to the evidence provided by an individual that he/she meets the following criteria:

* has a commitment to, and an interest in, education;
* has a desire to support the school concerned;
* has a willingness to serve the local community;
* has skills and experience which will support the work of the school;
* is able to attend any training/briefing meetings for Governors;
* has the ability to work as a member of a team;
* is able to arrange their commitments to fit in with membership of a Governing Board;
* will represent the Council’s views on education matters at Governing Board meetings;
* is able to attend any briefing sessions for Authority Governors

Evidence that an individual meets these selection criteria will be gathered from the information provided on the application form, supplemented by any personal knowledge of the individual by the Governance Effectiveness Service.

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QUESTIONNAIRE

AUTHORITY SCHOOL GOVERNOR VACANCIES:

We would be very grateful if you could take the time to complete this small questionnaire. This will help us to improve our service to governing boards in filling vacant Authority Governor places. We would like to ascertain where interested people have heard about the vacancies, in order that we can target the best sources of information for everyone who would like to become an Authority School Governor.

*I heard about the Authority Governor vacancy from:*

* The ‘School Governor One Stop Shop’.
* Information on *Authority* Governor vacancies supplied by my local School;
* Another *Authority* Governor;
* Information provided by the District Assembly;
* An advertisement I saw in…………………………………………..
* Another source of information. (Please tell us where)

………………………………………………………………………...

Please just place a tick against the line that you think suits you best.

Thank you very much for your time and support.

*School Performance and Standards.*