|  |  |
| --- | --- |
|  | **Application for a School Governor**  **Guidance & Information to Applicants** |

|  |  |
| --- | --- |
| **Thank you for the interest you have shown in becoming a school governor. This information is provided to help you complete your application form. If you have any queries about the completion of this form please telephone the Governor Support Team on 01706 925145.**  Please complete the school governor application form in as much detail as possible as all the questions are relevant and will assist the appropriate board in making their appointments.  Your application will be retained on file and considered by the appropriate board when a vacancy arises. Successful applicants will be contacted by email/telephone by either the Governor Support or the school.  **Closing Date**  Take a note of the closing date for applications and make sure your application is submitted in plenty of time.  **Data Protection**  The details you provide as part of your application will be used to facilitate the governor appointment process to a school within the Borough and to monitor the effectiveness of our policies and procedures. NB: Schools including Community, Controlled, Voluntary Aided, Foundation and Academy schools). Rochdale Council may need to occasionally share your personal information with third party organisations that provide services on behalf of the council.  The information that is shared will be anonymous, or where this is not possible, will be kept to the minimum information required.  Rochdale Council will not share your personal information with any other third parties, unless there is a legal requirement to do so. The information you provide will be stored securely with restricted access and will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulations 2016. | **Relatives of members, staff or officers & pecuniary interests**  Applicants must disclose any relationships with a member of the school. Members, staff or officers are also required to disclose any relationship known to exist with an applicant. Applicants will also be required to declare any pecuniary interests.  **Smoke Free Policy**  The School operates a Smoke Free Policy for all its employees and visitors to site and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC or the School.  **Difficulties in completing this form**  If you have any questions about the completion of this form please contact the Governor Support Team on 01706 925145 for assistance.  **False Information**  Providing false information could result in your application being rejected.  **Disclosure and Barring** The School/Council is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people. The information requested for applicants to posts where they will come into contact with vulnerable adults or children and young people is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. **Appointment to this role will be subject to an enhanced Disclosure and Barring check.**  **Rehabilitation of Offenders Act 1974**  The nature of the work for which you are applying means that you are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.  Please read the information https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide Further guidance can also be found on the Disclosure and Barring Service website: www.gov.uk/dbs. |

|  |  |  |
| --- | --- | --- |
|  | **Application for a School Governor**  **Guidance & Information to Applicants** | |
| **Disqualification from serving on school governing boards**  **General grounds**   * A governor must be aged 18 or over at the time of election or appointment. * Registered pupils cannot be governors.   **Grounds that apply to a particular category of governor,** for example a person is disqualified from being an LA governor if they are eligible to be a staff governor.  **Grounds that arise because of actions on part of the governor**  A person is disqualified from being a governor if they:   * Have failed to attend the governing board meetings for a continuous period of 6 months, beginning with the date of the first meeting they failed to attend, without the consent of the governing board. This provision does not apply to the head teacher. * Are the subject of a bankruptcy restrictions/interim order or debt relief/interim relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced. * Are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, 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. * Have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body. * Are included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people. * Are barred from regulated activity relating to children. | | * Are disqualified from working with children or from registering for child minding or providing day care. * Are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State. * Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor. * Have received a prison sentence of 2 and half years or more in the 20 years before becoming a governor. * Have at any time received a prison sentence of 5 years or more. * Have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor. * Refuse to an application being made to the Disclosure and Barring Service for a criminal records certificate.     A confirmation of your appointment will be made in writing once these checks have been made and satisfactory results obtained. |



**SCHOOL GOVERNOR APPLICATION FORM**

**Appointment to a Governor role is subject to Disclosure and Barring vetting check (DBS), completion of rehabilitation of declaration form and provision of personal information. Please return your completed application to** SchoolGovernors@rochdale.gov.uk**.**

**Please complete every section on the form in order to progress your application.**

**Please read the guidance notes including the grounds for disqualification from being a governor before completing this form.**

I have read the grounds for disqualification from being a governor. I am not disqualified on any of these grounds.

|  |  |
| --- | --- |
| **Section 1: About You** | |
| Title | Click here to enter text. |
| Forename | Click here to enter text. |
| Surname | Click here to enter text. |
| Address 1 | Click here to enter text. |
| Address 2 | Click here to enter text. |
| Town | Click here to enter text. |
| Postcode | Click here to enter text. |
| Telephone no (Home) | Click here to enter text. |
| Mobile | Click here to enter text. |
| E-mail address | Click here to enter text. |
| Occupation | Click here to enter text. |
| Date of birth | Click here to enter text. |

|  |
| --- |
| **Please outline the school governing boards, the area or the type of school for which you are interested in serving as a governor (e.g. name of the school, primary schools in Heywood, or any secondary schools)** |
|  |

|  |
| --- |
| **Please specify any school governing boards that you DO NOT wish to serve as a governor** |
|  |

|  |
| --- |
| **Have you previously served as a governor?** |
| Yes  No |

|  |
| --- |
| **Please state the number of boards you are willing to serve as a governor on** |
|  |

|  |
| --- |
| **Please provide us with any other information in support of your application** |
|  |

|  |  |
| --- | --- |
| **Section 2: Skills Set** **Please indicate the knowledge/skills/experience you possess (TICK BOX), please note, you would not be expected to hold all of these skills, this will be used to match your skills to the school governor vacancies:** | |
|  | Governance |
|  | Finance |
|  | HR e.g. policy/process, recruitment, dealing with complaints, HR issues and appeals |
|  | ICT |
|  | Health services |
|  | Project management |
|  | Strategic planning |
|  | Appraisal/performance management |
|  | Procurement/purchasing |
|  | Property/estate management |
|  | Safeguarding, including prevent |
|  | SEND |
|  | Community cohesion |
|  | Experience of school sector risk management / health and safety |
|  | Current education policy |
|  | Inspection/oversight in school sector/ School improvement |
|  | Experience of complying with legal, regulatory and financial frameworks and statutory guidance |
|  | Self-evaluation |
|  | Data analysis |
|  | Decision making |
|  | Experience of chairing a board/committee/meeting |
|  | Leadership |
|  | Change management |
|  | Communication |
| **Please provide us with any other relevant information in support of your application including other knowledge, skills, experience, including any specialist knowledge you possess. Please consider both paid and unpaid experience** | |
|  | |
|  | |
| **Section 3: Declarations** | |
| **I declare that I am not disqualified from serving as a school governor and that:**   * **I am** aged 18 or over at the date of this election or appointment; * **I do not** already hold a governorship of the same school; * **I have not been** detained under the Mental Health Act 1983; * **I have not** had my estate sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced, or the subject of a bankruptcy restriction order, an interim order, a debt relief restrictions order or an interim debt relief restrictions order;   **I am not subject to**   * a disqualification order or undertaking under the Company Directors Disqualification Act 1986, * a disqualification order under Part 2 of the Companies (Northern Ireland) Order 2002, * a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or * 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 a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of anybody; * **I am not** included in the list kept under section 1 of the Protection of Children Act 1999(list of those considered by the Secretary of State as unsuitable to work with children); * **I am not** subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction); * **I am not** barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006; * **I am not** disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000 * **I am not** disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006. * **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine; * **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years; * **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years; * **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises; * **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.   **The nature of the work for which you are applying means that you are exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.**  You are not, therefore entitled to withhold information about any cautions or convictions which for other purposes are “spent” under the provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council.  As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.  Please read the information https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide  It is a condition of your appointment as a school governor that you return this completed form to the Governor Support Team. The information on the form will be considered and, if you have declared any previous criminal convictions, these may be discussed with you prior to a decision being taken on your appointment. Please be aware that the Authority has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from being a Governor with the School/Council. | |

|  |
| --- |
| Have you ever been cautioned or convicted of any offence in a Court of Law? |
| Yes  No  If you have answered yes to the above question please give brief details and dates of any offence/s: |

|  |
| --- |
| DECLARATION |
| Please sign to declare that the above statements are an accurate correct and that you have provided accurate information about your cautions and convictions. By signing this declaration you are confirming that the information on the form is complete, true and accurate to the best of your knowledge and that you are aware that providing false or misleading information will result in you being unable to continue as a Governor.  Signed: Click here to enter text. Dated: Click here to enter text. |

**Please return your completed application to** SchoolGovernors@rochdale.gov.uk