

**Moorside Schools**

**Parent Governor Application Form**

**Please complete the form and return via email to** **admin@moorside-inf.n-yorks.sch.uk**

**or if a hard copy, please address to Mrs White Headteacher and hand into the admin office.**

**Please tick which school you are applying to become a Parent Governor**

 **Moorside Infant School Moorside Junior School**

**Personal Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Forenames |  |
| Surname |  |  |  |
| Email |  |
| Home Address |  |
|  |
| Home Phone No. |  | Mobile No. |  |
| Work Address  |  |
|  |
| Work Phone No. |  |  |  |
| Email: |  |

**The method of communication will normally be by email but if you would like us to call please let us know which you would prefer:**

Home Tel/ Mobile phone/ Home email/ work email/ work phone

**Other information**

1. Have you ever been or are you currently a school governor? Yes /No

 If yes, please give details of the school, type of governor and period of office.

1. Please state your current employment or interests or whether you have been involved with a charity or any type of committee either at work or in leisure time.

**Please complete the Skills Audit below.**

No single governor is expected to have all of the skills outlined. It is important that you are as honest and accurate as possible.

Please add any additional information onto separate sheets.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of expertise** | **Level of experience:****e.g. None, basic, moderate, extensive** | **Evidence, details or examples including any training attended** | **Any training required** |
| **Generic skills, knowledge and experience** |
| Experience of governance (including in other sectors) |  |  |  |
| Strategic planning |  |  |  |
| Self-evaluation and/or impact assessment |  |  |  |
| Data analysis |  |  |  |
| Experience of staff recruitment |  |  |  |
| Performance managementa) staffb) organisation |  |  |  |
| Chairing |  |  |  |
| Leadership |  |  |  |
| Coaching or mentoring or CPD |  |  |  |
| Negotiation & mediation |  |  |  |
| Communication skills, including listening |  |  |  |
| Problem solving |  |  |  |
| Ability to influence |  |  |  |
| Handling complaints, grievances or appeals |  |  |  |
| Risk assessment |  |  |  |
| Knowledge of a particular school |  |  |  |
| Parent’s perspective |  |  |  |
| Knowledge of the local community |  |  |  |
| Knowledge of local/regional economy |  |  |  |
| **Specialist knowledge or experience** |
| Financial management/accountancy |  |  |  |
| Premises & facilities management |  |  |  |
| Human resources expertise |  |  |  |
| Procurement/purchasing |  |  |  |
| Legal |  |  |  |
| ICT&/management information systems |  |  |  |
| PR & marketing |  |  |  |
| Teaching and pedagogy |  |  |  |
| Special educational needs |  |  |  |
| Children’s and young people services or activities (in any sector) |  |  |  |
| Health services (particularly relevant in special schools) |  |  |  |
| Safeguarding |  |  |  |
| Primary schools – Nursery sectorSecondary – FE and HE |  |  |  |
| Project management |  |  |  |
| Health and safety |  |  |  |
| Quality assurance |  |  |  |
| Other: please specify |

**Why would you like to become a governor at this school?**

**NB**

**If there are more applicants than vacancies we will use this information as part of an election procedure for parents to vote for Parent Governor(s).**

Please use a separate sheet if required.

**Other information**

Do you have any disabilities which will require special provision? **Yes/No**

If yes, please describe the nature of your needs so that we can try to meet them.

**Applications are welcome from all backgrounds, ages and gender.** If you would provide the following information it would help us to monitor governor representation. The analysis of information will not allow identification of individuals and will not be used in the recruitment selection process.

Sex M/F

Year of birth

Ethnic origin (categories as recommended by the office for National Statistics)

**ASIAN OR ASIAN BRITISH MIXED MIXED**

Bangladeshi White and Black African

Indian White and Black Caribbean

Pakistani White and Asian

Any other Asian background Any other mixed background

**BLACK OR BLACK BRITISH WHITE CHINESE OR OTHER ETHNIC GROUP**

Caribbean Chinese

African Any other

Any other Black background

If you have ticked ʻAny otherʼ, please provide details of your ethnic origin…………………………..

**WHITE**

British

Irish

Any other White background

**DISQUALIFICATION**

I confirm that I have read the Disqualification Criteria

Please tick to confirm:

I confirm that I am not disqualified from becoming a member of a governing body and, in the event that I am appointed to a governing body, I agree that I shall inform the Clerk to the governing body immediately should I become disqualified during my term of office.

**Safeguarding Procedures**

If you are appointed as a governor you will be required to undertake an Enhanced DBS (Disclosure and Barring Service) check. Please confirm that you give your consent to such a check being carried out and that you agree to supply information to assist in the process.

**Yes / No**

**DATA PROTECTION STATEMENT**

By completing this document you give North Yorkshire County Council the authority to collect and retain information about you for the purpose of considering you for appointment as a school governor. The information collected about you will depend on the nature of your relationship with the Authority, and may in some instances include sensitive personal information.

Under certain circumstances the Authority may check the accuracy of information, provided by you, or information provided about you by public bodies with other information held by the Authority.

North Yorkshire may also obtain from or disclose information to certain public bodies about you in order to check the accuracy of the information, prevent or detect crime, or protect public funds in other ways, as permitted by law. These public bodies include other local authorities and government departments. North Yorkshire County Council will not disclose information about you unless the law permits.

North Yorkshire may also be disclosing information about you to North Yorkshire maintained schools, Diocesan Education Officers, Members of the County Council and their local party officers and where appropriate, Parish or District Councils.

North Yorkshire County Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about the information the Authority holds about you, or the way the Authority uses that information please contact the Data Management Officer, County Hall, Northallerton, North Yorkshire, DL7 8AL.

**I have read the Data Protection Statement. (Please tick box to confirm).**

**Please give the names and addresses of two referees (not relatives).** It would be helpful if you could include your present employer (if currently employed) and/or a governor or head teacher from any school where you currently serve, or have previously served as a governor. If these circumstances are not relevant in your case, please include two referees who have known you professionally or personally for at least two years.

|  |  |
| --- | --- |
| **Referee (1)** |  |
| Name |  | Phone No. |  |
| Email |  |
| Address |  |
|  | Position Held (if appropriate) |  |
| **Referee (2)** |  |
| Name |  | Phone No. |  |
| Email |  |
| Address |  |
|  | Position Held (if appropriate) |  |

**Signed:**

The information on this form is correct and complete to the best of my knowledge and I understand that there is no guarantee of appointment.

**Disqualification Declaration September 2017**

**“The Constitution of governing bodies of maintained schools”**

**Statutory guidance for governing bodies of maintained schools and local authorities in England.**

**March 2015**

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

Please read the following carefully and sign the form at the end if you comply with the following criteria:

***General grounds***

Registered pupils cannot be governors.

A governor must be aged 18 or over at the time of election or appointment.

A person cannot hold more than one governor post at the same school at the same time.

***Grounds that apply to particular categories of governor***

A person is disqualified from being a **parent** governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A person is disqualified from being a **local authority governor** if they are eligible to be a staff governor at the school.

A person is disqualified from being a **partnership governor** if they are:

• a parent of a registered pupil at the school;

• eligible to be a staff governor at the school;

• an elected member of the LA; or

• employed by the local authority in connection with its education functions.

***Grounds that arise because of particular failings or actions on the part of the governor***

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school 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 does not apply to the headteacher or to foundation governors appointed by virtue of their office.

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 is disqualified from holding or continuing to hold office if that person**:

• is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced 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 (Northern Ireland) Order 1989, a disqualification undertaking

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

• has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or 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

• is included in the list of teachers or workers 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 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 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 fined for causing a nuisance or disturbance on school 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 Criminal Records Bureau 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.

**I declare that I have read and understood the above and I am not disqualified from serving as a school governor (or an Associate Member) in accordance with the above criteria:**

**Name**………………………………………………………

**Signature**………………………………………………….

**The Constitution of governing bodies of maintained schools March 15 added the following requirements for all governors and governing bodies:**

**Publication of Governor’s Details and the Register of Interests**

24. Governors hold an important public office and their identity should be known to their school and wider communities. Governing bodies should therefore publish on their website information about their members. The information they should publish should, as a minimum include for each governor:

• their name;

• their category of governor;

• which body appoints them;

• their term of office;

• the names of any committees the governor serves on; and

• details of any positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body.

25. Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees they serve on.

26. From 1 September 2015, governing bodies will be under a duty to publish on their website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

27. Governing bodies should make it clear in their code of conduct that this information will be published on their governors and, where applicable, their associate members. Any governor failing to reveal information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor.

**I declare I have read the publication of governor’s details and register of interest requirements and I agree to the publication on the school website:**

**Name**………………………………………………..

**Signature**…………………………………………….