# **LOCAL AUTHORITY GOVERNOR APPLICATION FORM**

**FOR CHESHIRE WEST AND CHESTER COUNCIL**

If completing the application form manually, please write clearly, as the application will be scanned.

***Before completing this form please refer to the*** ***accompanying guidance notes attached***

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| 1. **Source of nomination** | | | | | |
| Please indicate how you found out about being a governor in Cheshire West and Chester e.g. Existing Governor, Elected Member (please include details), School/College (please specify), Leading Governance, School Governor’s One Stop Shop (SGOSS), Other (brief details). | | |  | | |
| 1. **Personal information** | | | | | |
| Title: | Surname: | | Other names: | | |
| Date of birth: | | Occupation: | | Male | Female |
| Home address: | | | Work address: | | |
| Tel: | | | Tel: | | |
| Email: | | | Email: | | |
| Mobile: | | | Can we contact you at work? YES/NO | | |
| If you are applying to be an LA governor in a **specific school**, please state the school name here:   |  | | --- | |  |   If you are not applying to a specific school, please state if you can be flexible in your choice of school, as each governing body requires different skills and experience and the panel may suggest that you would be more suited to another governing body. You may wish to indicate any area you would prefer or the distance you are prepared to travel:   |  | | --- | |  |   Have you ever been a school governor before? – if yes, please give brief details including the names and locations of the schools:   |  | | --- | |  | | | | | | |
| Please give details of any particular provision you would require eg wheelchair access, Catholic School etc.   |  | | --- | |  | | | | | | |

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| 1. **Supporting information and skills** |
| **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.**  ***Questions:***  ***Please answer the questions below as thoroughy as possible to avoid any requests for further information*** |
| **(3a)** Please outline your reasons for showing an interest in becoming a governor. What do you think the role of a governor entails and how would you fulfil these duties? What can you contribute to a school including details of personal qualities, experience or skills, abilities and interests you have that you believe will help make you an effective school governor? |
| **(3b)** Please 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? |
| **(3c)** Do you have any particular skills you can bring to a governing board such as administration, finance, strategic planning, conflict resolution? |
| **(3d)** Please also include details of any appropriate qualifications or training you have attended? You will be required to undertake regular training and keep up to date with any new developments. |
| **(3e)** If your application is for nomination for ***reappointment*** please also outline why you wish to be reappointed. The appointment panel would like to see how your contributions as a governor  have had an impact on the strategic direction of the school over the last four years. Think  about what work you have done that has made a difference. If you have kept updated in other  ways, please provide this information. |
| **(3f)** The panel is also interested in seeing how you have kept your knowledge of governance up to date, so please provide the panel with any relevant training you have attended in the last four  years. Please add a comment on the level of your attendance at meetings. This information  may be verified with the school: |
| **(3g)** Can you explicitly tell the panel how you would address possible challenges and potential  conflicts within the school as part of this role? |

You should also ensure that your application refers to any criteria set by the school concerned

(if applying for a specific school)

**Attach an additional sheet if required.**

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| I have read the accompanying guidance and agree to abide by the code of conduct. I have read the disqualification criteria and confirm that I am not disqualified from undertaking the role of school governor.  Signed:  Print Name:  Date: |

Please note: If your application is successful, Edsential, on behalf of Cheshire West and Chester LA, will inform the chair of governors of the nomination. The Governing Body will add the potential appointment as an agenda item at the next meeting of the full governing body, where a final decision will be made.

Where an application does not contain some or all of the criteria, the appointment may not be made or may be deferred until relevant information is available.

***Accompanying Guidance***

**The appointment of Local Authority Governors in Cheshire West and Chester**

In May 2014 the DfE announced that all governing bodies must reconstitute under the School Governance (Constitution) (England) Regulations 2012 by September 2015. These regulations state that governing bodies must only have one LA governor.

Statutory guidance for governing bodies of maintained schools and local authorities in England, May 2017 states:

“Local authority governors are nominated by the local authority but appointed by the governing body. The local authority can nominate any person who is eligible to be a local authority governor, but it is for the governing body to decide whether their nominee has the skills required to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. Local authorities should therefore make every effort to understand the governing body’s requirements and identify and nominate suitable candidates.

An individual eligible to be a staff governor at the school may not be appointed as a local authority governor”.

The guidance also states that “A key consideration in the appointment and election of all new governors should be the skills and experience the governing body needs to be effective. The skills they need are a matter for governing bodies to decide having regard to the Department’s Competency Framework for Governance”.

**Please read this guidance carefully before completing an application form  
for nomination for appointment or nomination for reappointment as an LA  
governor.**

**1.** Other than in exceptional circumstances all applications for the role of LA  
governor in a Cheshire West School, including re-appointments, will be  
considered by the LA School Governor Panel. The panel will discuss applications received once per term.

**2.** The LA School Governor Panel has the authority to nominate governors for appointment; all nominations will subsequently be considered by the governing board of the school concerned. The School will either appoint the nominee at their next Full Governing Board meeting or make representations to the LA School Governor Panel requesting that the nomination is withdrawn.

**3.** The LA School Governor Panel makes every effort to understand a governing board’s requirements and identify and nominate suitable candidates for appointment. The LA will also liaise with relevant governing boards to determine any further criteria for appointment to each vacancy.

**4.** All applicants for appointment or re-appointment should complete an LA governor application form. All prospective LA governors are asked to detail the skills they have to contribute to the effective governance and success of the school. The panel may interpret the word skills to include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. Skills may also be taken to include the knowledge and perspectives that will contribute to good decision making.

**5**. Applicants for re-appointment are asked to outline their contribution to the  
school during their current/previous term of office. This should include attendance at relevant training.  
This information may be verified with the school. Failure to do so may result  
in your re-appointment not being approved.

**6.** You may complete the form electronically and email it to  
[schoolgovernance@edsential.co.uk](mailto:schoolgovernance@edsential.co.uk) or complete it by hand and return  
it to Edsential School Governance Whitby Hall Lodge, Stanney Lane, Ellesmere Port, Cheshire, CH65 6QY. If you return the form by email, Edsential School Governance will understand that you have agreed to the statement at the end of the application form.

**7.** The application form will need to be completed in full.

**8.** If you are completing the application by hand please write clearly and use  
black ink as the form will be scanned and copied.

**9.** The application form confirms that you have read and will abide with the criteria for appointment, the disqualification criteria and that you will sign the Governing Board’s Code of conduct.

**Criteria for appointment**

**The LA nominates candidates who can show they are able to:**

* Display support for the main strategic aims of the Education Service in Cheshire West and Chester with regard to achieving the best outcomes for children.
* Keep updated with local and national educational developments.
* Commit time to attend meetings and regular governor training and briefings.
* Respect confidentiality and will agree to adopt the School’s Code of Conduct.
* Operate, collectively, in the best interest of pupils, not as a collection of individuals lobbying on behalf of their constituencies. Once a collective decision has been made, all governors must accept it as being the majority view and be loyal to it outside the school.
* Understand that the task of the governing board is to govern the school, focusing on the core functions of providing strategic leadership, holding the headteacher to account and making sure the school’s money is well spent.
* Have a strong commitment to the role and to improving outcomes for children, the inquisitiveness to question and analyse, and the willingness to learn.
* Have good inter-personal skills, appropriate levels of literacy in English (unless a governing body is prepared to make special arrangements), and sufficient numeracy skills to understand basic data.
* Have, or develop, relevant and appropriate skills. All governors need to understand their role and analyse and interpret the data on the educational and financial performance of the school.
* Be committed to equal opportunities.

**Disqualification Criteria**

**Grounds for disqualification fall into three broad categories:**

• general grounds;

• grounds that apply to particular categories of governor; and

• grounds that arise because of particular failings or actions on the part of the governor.

*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.

Anyone who is disqualified by virtue of the provisions within the current  
model Articles of Association for Academies.

*Grounds that apply to a particular category of governor.*

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

*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 as a governor of a school if, in summary, that person:

• is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions 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 the Companies (Northern Ireland) Order 2002; 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 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, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.

• has been removed from office as an elected governor within the last five years.

• 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.

• subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (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.

• subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.

• subject to certain exceptions for overseas offences that do not correlate with a UK offence, 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 ending with the date immediately preceding appointment/election or since appointment or election as a governor.

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

**Publication of governors’ details and the register of interests.**

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing board should publish on its website up-to-date details of its governance arrangements This should include for each governor who has served at any point over the past 12 months:

• their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body’s instrument of government);

• relevant business and pecuniary interests (as recorded in the register of interests) including: • governance roles in other educational institutions;

• any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and

• their attendance record at governing board and committee meetings over the last academic year.

**Dismissal of LA governors**

LA governors may be removed from office by the local authority that nominated them. In Cheshire West and Chester LA, this decision is made by the Director of Education. The Local Authority must give written notice of the removal to the clerk and to the governor concerned.

Any LA governor who is removed from office may not be appointed to a governing board as an LA governor for a period of 12 months from removal. Should the governor concerned hold office on another governing board that position would not be affected by her/his removal from this governing board.

**Keeping informed about local/national developments**

There are many ways you will be able to keep updated about developments that may have an impact on your governing board.

Attend any relevant training sessions;

Carry out Governors’ e-Learning;

Check the Cheshire West and Chester Schools’ Bulletin for recent news or updates;

Sign up for updates from the Department for Education and the National Governors’ Association.