

# School Governor Application Form

## Personal details (please print)

First Names:

Surname:

Previous Names:

Address and Postcode:

Contact Address (if different):

E mail address:

Daytime telephone:

Evening telephone:

Mobile:

## Other information

Have you ever been or are you currently a governor?

Yes  No

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

Are you willing to attend training?

Yes  No

## Reasons for applying:

Please outline below your reasons for applying.

**Experience and personal skills:**

Please give details of any experience skills, abilities and interests you have that demonstrate you meet the criteria set out by the governing body in its advert for this post.

## Vetting

Governing bodies must apply for an enhanced criminal records certificate for any governor who does not already hold one. They must do this within 21 days of your appointment or election. “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.

The details below are a summary of the qualification and disqualification regulations that relate to governing bodies.

Please seek advice from your school or Governor Services if you think you may be affected. The contact details for Governor Services can be found at:

<https://www.hants.gov.uk/educationandlearning/governors/contacts>

## Disqualification Criteria

The following text summarises the qualification and disqualification regulations which can be seen in full on our website. Please seek advice if you think you may be affected.

A governor must be aged 18 or over at the time of their election or appointment. A registered pupil of the school cannot be a governor. A person cannot hold more than one governorship at the same school.

A Person is disqualified from holding or from continuing to hold office as a governor or associate member if they:

- have failed to attend meetings for six months;
- are bankrupt;
- are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
- have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
- are included in the list of those considered by the Secretary of State as unsuitable to work with children;
- are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
- are disqualified from working with children or from registration for child minding or providing day care;
- have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- have 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;
- refuse to make an application for a criminal records certificate.

In addition, the following disqualification criteria apply for the categories of governor listed below.

A person is disqualified from election or appointment as a **parent governor** of a school if the person -

- (a) is an elected member of the local authority; or
- (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.

A person is disqualified from appointment as a **local authority governor** if the person 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 the person is –

- (a) a parent of a registered pupil at the school;
- (b) eligible to be a staff governor of the school;
- (c) an elected member of the local authority; or
- (d) employed by the local authority in connection with their education functions. This does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.

## The General Data Protection Regulation (GDPR) and Data Protection Act 2018

The information that you provide on this form will be held on a computerised database maintained by the data controller (Hampshire County Council). Your data will be used in accordance with the principles set out in the GDPR and the Act, which protects the right to privacy of individuals whose personal details are held by the data controller.

Please refer to the Governor Services' New Governor Applicants Privacy Notice for full details of how the service will use your data.

<https://www.hants.gov.uk/educationandlearning/governors/privacynotices>

Once you become a governor your information may be used more widely by Governor Services depending on how your board accesses its Services. The above link will give you access to the other Privacy Notices which will apply in these circumstances.

### Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a school governor and that in the event that I am appointed to a governing body, I will notify the clerk to the governing body immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a school governor whilst disqualified.

I agree to the information given on this form being recorded and used by Hampshire Governor Services and the school at which I will be governor in accordance with the GDPR and the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

**Signed:**

**Date:**

### Clerk's use only

**School:**

I confirm that the person named on this form has been appointed / elected to the governing body and their proof of identity has been checked.

**Type of governor:**

**Date of appointment / election** (please delete as appropriate):

**Signature:**

**Clerk to Governors**

**Date:**

**Date Governor Services system updated:**