

# Parent Governor Nomination Form

## SECTION 1

### Personal details

Title  Name  Surname

Gender *Please tick ✓ the appropriate response* Female  Male

Home address *(please include your postcode)*

Email address

Home telephone number  Daytime telephone number  Mobile telephone number

Do you work for a local authority or public service?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you work at this school, or in any other school?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please tell us the name of the child or children, and their class, for which you have legal parental responsibility for.

Occupation

Name of employer (if applicable)

Have you any experience as a school governor? \*Yes  No

**\*If you are currently serving as a school governor, or you are involved with a school governing body in any other way, please tell us which school(s) you are involved with.**

## **SECTION 2**

### **Your skills and attributes**

Boards must have a keen understanding of the skills they need to deliver effective governance. The specific skills that a board needs to meet its particular challenges will vary. Relevant skills may include important personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. All governors need a strong commitment to the role and to improving outcomes for children; the inquisitiveness to question and analyse; and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English (unless the board is prepared to make special arrangements), and sufficient numeracy skills to understand basic data. *Extract from DfE Governors' Handbook November 2015 (Section 3.2.).*

**Please tell us about your personal and professional skills and attributes which you will use to support the work of the governing board. Please use the scoring range where 1 means 'no experience or skills in this area' and 4 means 'highly skilled and/or experienced'**

<b>Skills and experience (only comment on those applicable to you)</b>	<b>Skill level?</b>	<b>Experience level?</b>
Assessment, monitoring and evaluating skills		
Auditing experience and skills		
Chairing meetings or organisational boards		
Children & young people's services or activities (any sector)		
Coaching/mentoring skills		
Communication skills, including listening and writing		
Data analysis skills		
Equal opportunities - understanding and practice		
Financial management, accountancy skills		
Handling complaints, grievances or appeals		
Health & safety understanding		
ICT &/or management information systems		
Knowledge of, and an interest in the local community		
Leadership and management skills and development		
Negotiation and mediation skills		
Performance management of staff or within an organisation		
Policy development		
Premises and facilities management		
Problem solving		
Procurement and purchasing		
Project management		
Public relations and marketing		
Public sector knowledge		
Risk assessment		
Safeguarding and child protection		
Self-evaluation and/or impact assessment		
Special educational needs and disability (SEND)		
Strategic planning		
Teaching and learning (any sector, any phase)		

**SECTION 3**

Please tell us about any other skills, qualifications, training, or personal and/or professional attributes that you can bring to the role.

Please tell us about yourself and specifically state your reasons for wanting to volunteer as a school governor. We will use these words for the ballot papers in the event of an election. Maximum 80 words

**SECTION 4**

Governors must attend governing board and committee meetings throughout the year, mostly in the evenings. Governors must also make planned visits to the school during the daytime. The Governing Body as a whole has committed to do this at least once a term. This involves a time commitment from you.

Are you able to spare the time to volunteer as a governor?

Yes  No

Governors need to attend training for the role and develop their skills and understanding to support the school. This may mean attending training in evenings or sometimes during the day.

Are you willing to do this?

Yes  No

**Governors must be actively involved in meetings by reading papers in advance, preparing questions, listening and contributing to discussions and ideas for improving the school.**

Do you feel able to contribute to the governing board at meetings?

Yes

No

**Governors will be asked to undergo an identity and criminal records check as part of the appointment process.**

Are you willing to do this?

Yes

No

## **SECTION 5**

### **Personal declaration**

Our school welcomes every application regardless of gender, age, disability, sexual orientation, race, religion and belief. Please read the criteria below and confirm that you are not disqualified from serving as a school governor because of these restrictions.

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. 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 if he or she:**

- fails 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 ex officio governors);
- is subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;

**is subject to:**

- a disqualification order or disqualification undertaking under the Company Directors Act 1986 ii)
- 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
- an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has 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 Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;

**is included in the list of people considered by the Secretary of State as unsuitable to work with children;**

- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- 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 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 to allow an application to the Disclosure and Barring Service (DBS) for a criminal records check.

**And specifically for parent governors**

- A person is disqualified from election or appointment as a parent governor they are an elected member of the local authority or;
- If they work at the school for more than 500 hours in a school year (at the time of election or appointment).

I confirm that I have read the criteria above and that I am not disqualified from serving as a parent governor (please tick ✓ the box).

I acknowledge and agree that the school can use my personal data in this form for the purposes of parent governor election and recruitment. All data is held in accordance with the Data Protection Act 1998. I confirm that the information that I have provided in this application form is accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_