



## School governor volunteer - application form

### 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you an elected member of Hillingdon Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you work for a local authority or public service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any school age children?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

(\*please complete the next question)

\*Do they attend school in the London Borough of Hillingdon? If so, which school(s)?

Occupation

Name of employer

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 board in any other way, please tell us which school(s) you are involved with.**

## Tell us about your skills

The School Governance (Constitution) (England) Regulations 2012 create an explicit requirement that all appointed governors have the skills required to contribute to effective governance and the success of the school. The specific skills that governing boards need to meet their particular challenges will vary. It is therefore for governing boards and other appointing persons to determine in their own opinion, having regard to departmental advice, what these skills are and be satisfied that the governors they appoint have them.

**Please tell us about your personal and professional skills, and relevant experience in order for us to help find you a suitable vacancy.**

Skills and experience (please ✓)	Skill level				Experience level			
	1	2	3	4	1	2	3	4
<i>1=none, 2=basic, 3=good, 4= extensive</i>								
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								
Community relations experience								
Data analysis skills								
Equal opportunities - understanding and practice								
Financial management, accountancy skills								
Handling complaints, grievances or appeals								
Health & safety understanding								
Health services (particularly relevant in special schools)								
Human resources expertise and staff recruitment								
ICT &/or management information systems								
Knowledge of, and an interest in the local community								
Leadership and management skills and development								
Language skills (inc other languages spoken)								
Negotiation and mediation skills								
Performance management of staff within an organisation								
Policy development								
Premises and facilities management								
Problem solving								
Procurement and purchasing								
Professional legal skills								
Project management								
Public relations and marketing								
Public sector knowledge								
Quality assurance								
Risk assessment								
Safeguarding and child protection								
Self-evaluation and/or impact assessment								
Special educational needs								
Strategic planning								
Surveying, consultation and/or research								
Teaching and learning (any sector, any phase)								

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

**Please tell us about yourself and specifically state your reasons for wanting to volunteer as a school governor.**

---

### **Commitment from you**

**Please tick ✓ as appropriate**

**Please confirm that you will commit to the following requirements of a governor post:**

- To undertake a criminal records and barring check (also known as a DBS check, this is required by law).
- To attend meetings of the governing board on a regular basis.
- To be a member of one or more of the governing board's committees and to attend such meetings on a regular basis.
- To undertake necessary preparation to be able to contribute effectively to all meetings.
- To recognise the importance of, and pursue induction and other training to fulfil the role of a governor.
- To work as a member of a team.
- To observe the code of conduct for the governing board and respect confidentiality at and outside of meetings.
- To accept corporate responsibility for all decisions of the governing board to act for the good of the school and all of its pupils at all times.

## Further information about you as a volunteer

Please tick ✓ as appropriate

Would you be willing to serve as a governor anywhere in the London Borough of Hillingdon?

Yes

No

What type of local authority maintained school are you willing to volunteer at?

I am willing to serve at any type of school

Nursery and infant school

Primary school

Secondary school

Special Educational Needs (SEN) school

Please provide us with details below if you:

have a specific geographical area you wish to serve in

there is a specific school you wish to serve at

or you are applying for a further term of office at your current school

*Please note that stating your preferences does not guarantee that a specific school or school type will have immediate vacancies or are seeking the skills you can offer. You should be aware that there are more schools in the primary sector than other sectors.*

Have you ever been removed from membership of a governing board or board of directors for any reason?

\*Yes

No

**\*If you have answered 'Yes' to the above question, please give details below including dates.**

Are you related to any council employee or school employee in the London Borough of Hillingdon?

\*Yes

No

**\*If you have answered 'Yes' to the above question, please give details below.**

If you consider yourself to have a disability as defined by the Equality Act 2010, please give details below of any special needs provision that you may require (e.g. wheelchair access).

## References

---

Please provide the details of two referees that you have known for at least two years. Please note these people cannot be related to you, your spouse or civil partner.

*Please note that if you have previously served as a governor at another school, the governing board will also seek a reference from the headteacher/chair of that school.*

### Referee 1

Name

--

Address (inc postcode)

--

Email address

--

Telephone

--

Capacity in which they know you

--

### Referee 2

Name

--

Address (inc postcode)

--

Email address

--

Telephone

--

Capacity in which they know you

--

*Please ensure that your named references above are aware of your application and have given consent for their details to be used in this form and to be contacted by the appointing governing board.*

## Personal declaration

---

The Governor Support Service 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 board meetings – without the consent of the governing board – 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:
  - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - iv) 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 disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent or staff governor;
- 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 Criminal Records Bureau for a criminal records certificate.

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

**I acknowledge and agree that the Governor Support Service can use my personal data in this form for the purposes of finding me a voluntary post and that this data will only be shared with schools seeking volunteers. All data is held in accordance with the General Data Protection Regulations (GDPR) that came into force in 2018. I confirm that the information that I have provided in this application form is accurate.**

Signature \_\_\_\_\_

Date \_\_\_\_\_