**APPLICATION TO SERVE AS AN AUTHORITY GOVERNOR**

|  |  |
| --- | --- |
| 1. **Surname**
 |  |

|  |  |
| --- | --- |
| 1. **First name(s)**
 |  |

|  |  |
| --- | --- |
| 1. **Title (Mr/Mrs/Ms/Miss/Rev/Dr or other)**
 |  |

|  |  |
| --- | --- |
| 1. **Address**
 |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Contact number (home)**
 |  | **(work)** |  |
| **(mobile)**  |  | **Email** |  |

|  |
| --- |
| 1. **I am interested in being a governor of (please indicate as appropriate)**
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **a primary school**   |  | **a secondary school** |  | **a special school** |

|  |  |  |
| --- | --- | --- |
|  | **a particular school** (please state which one) |  |

|  |
| --- |
| 1. **If you are applying for a particular school**
	1. **What is your interest in/knowledge of the school?**
 |
|  |
|  |

|  |
| --- |
| * 1. **Have you a past or present association with the school? If so, what is it?**
 |
|  |
|  |

|  |
| --- |
| 1. **I am interested in the following area of Leicester (please indicate)**
 |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Are you a governor at another City School?**
 |  | **YES** |  | **NO** |
| **If YES, please give details** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Have you any previous experience as a governor?**
 |  | **YES** |  | **NO** |
| **If YES, please give details** |  |
|  |
|  |
|  |

|  |
| --- |
| 1. **Please outline any experience of working/helping in schools or educational settings (eg volunteer helper, member of PTA etc)**
 |
|  |
|  |

|  |
| --- |
| 1. **Please outline any experience at home, work or elsewhere which may be relevant to you becoming a governor:**
 |
|  |
|  |
|  |
|  |

|  |
| --- |
| 1. **Please set out below why you would like to become a governor:**
 |
|  |
|  |
|  |
|  |

|  |
| --- |
| 1. **Governing body meeting times vary across the City. Please indicate what time of day you would be available/able to attend:**
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Morning (8.30 am/9.00 am start)  |  | Afternoon (3.30pm/4.00 pm start) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Twilight (4.30 pm – 5.30 pm start)  |  | Evening ( 6.00 pm onwards) |

|  |
| --- |
| 1. **Eligibility to Serve as a Governor**

Please complete and sign the eligibility form - all governors are required to sign the attached declaration of eligibility.  |

|  |
| --- |
| 1. **Please complete the attached Skills Audit (Appendix 1)**
 |

|  |
| --- |
| 1. **Declaration**

I confirm that the information I have provided on this form in support of my application for nomination as an Authority Governor is full and accurate.I agree to notify the Local Authority of any change to my circumstances which might disqualify me from holding office as a school governor. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Dated |  |

|  |
| --- |
| (**May 2018)** |

Please email the completed form to education.governor.services@leicester.gov.uk or send to

Governor Services Team, Leicester City Council, 4th Floor Halford Wing, City Hall, 115 Charles Street, Leicester, LE1 1FZ

**APPENDIX 1**

**NOMINATION FOR AN AUTHORITY GOVERNOR – SKILLS AUDIT**

|  |  |
| --- | --- |
| **Knowledge, experience, skills and behaviours**  | **Level of knowledge or skills/behaviour: rate on scale of 1 (none) to 5 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills  |
|  | **1** | **2** | **3** | **4** | **5** |
| **Strategic Leadership**  |  |
| Commitment to improving education and welfare for all pupils  |  |  |  |  |  |
| Understanding of current national education policy and the local education context  |  |  |  |  |  |
| Experience of charity law and governance  |  |  |  |  |  |
| Experience of being a governor in another school |  |  |  |  |  |
| Experience of chairing a governing body/committee |  |  |  |  |  |
| Experience of strategic planning  |  |  |  |  |  |
| Commitment to the school’s vision and ethos |  |  |  |  |  |
| Ability to question and challenge, working as part of a team to identify viable options through collective decision making  |  |  |  |  |  |
| Ability to work in a professional manner, avoiding conflicts, acting with transparency and integrity |  |  |  |  |  |
| Confidence in identifying when to seek independent/professional advice |  |  |  |  |  |
| Experience in stakeholder engagement including communicating with and taking account of the views of parents and pupils |  |  |  |  |  |
| Experience in promoting community cohesion  |  |  |  |  |  |
| Experience of school sector risk management |  |  |  |  |  |
| **Accountability** |
| Understanding of the importance of high quality data and experience using data to interpret/evaluate performance  |  |  |  |  |  |
| Awareness/knowledge of the curriculum, school assessment and progress/attainment  |  |  |  |  |  |
| Experience of working with leaders to establish expectations for improvement and outcomes |  |  |  |  |  |
| Experience of agreeing the range and format of information and data needed to hold leaders to account |  |  |  |  |  |
| Experience of providing challenge to leaders on strategies for monitoring and improving behaviour and safety |  |  |  |  |  |
| Understanding of the governing body’s duties in relation to safeguarding including Prevent |  |  |  |  |  |
| Understanding of special educational needs and disability (SEND) |  |  |  |  |  |
| Financial management expertise – funding allocation, budget monitoring and financial self-evaluation/efficiency |  |  |  |  |  |
| Experience in basing funding decisions on organisational priorities and ability to interpret financial data & question financial performance against strategic priorities  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Knowledge, experience, skills and behaviours**  | **Level of knowledge or skills/behaviour: rate on scale of 1 (none) to 5 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills  |
|  | **1** | **2** | **3** | **4** | **5** |
| **Accountability** |  |  |  |  |  |
| Experience of procurement/purchasing  |  |  |  |  |  |
| Experience of property/estate management |  |  |  |  |  |
| Experience of HR policy and processes including employment legislation, recruitment, performance management and pay |  |  |  |  |  |
| Experience of school sector HR policy and processes |  |  |  |  |  |
| Experience of change management/organisational review |  |  |  |  |  |
| Experience of inspection and oversight  |  |  |  |  |  |
| **People**  |  |
| Willingness to give time and energy to the duties and responsibilities of a governor  |  |  |  |  |  |
| Strong communication skills and a commitment to building strong collaborative relationships  |  |  |  |  |  |
| Ability to discuss sensitive issues |  |  |  |  |  |
| Ability to demonstrate a commitment to ethical behaviour, values and honesty  |  |  |  |  |  |
| Commitment to equal opportunities and the promotion of diversity |  |  |  |  |  |
| Willingness to reflect, listen and learn from a diversity of views, to receive feedback and accept impartial advice |  |  |  |  |  |
| **Structures**  |  |
| Knowledge of the role, responsibilities and accountabilities of the governing body and its three core functions |  |  |  |  |  |
| Understanding of the strategic nature of the governing body  |  |  |  |  |  |
| **Compliance**  |  |
| Experience of complying with legal, regulatory and financial frameworks and statutory guidance |  |  |  |  |  |
| Understanding the importance of adhering to organisation/school policies (eg parental complaints)  |  |  |  |  |  |
| Confidence and ability to speak up when concerned about non-compliance  |  |  |  |  |  |
| **Evaluation**  |
| Awareness of own strengths and weaknesses and committed to personal development  |  |  |  |  |  |
| Experience of evaluating governing body decisions and a willingness to contribute to self-review  |  |  |  |  |  |
|   |  |  |  |  |  |

**(based on the published National Governance Association Skills Audit 2017)**