

**LOCAL EDUCATION AUTHORITY
APPOINTED GOVERNOR

NOMINATION FORM**



Please see attached notes before completing the form. **Please type or use black ink. Please complete the form fully, giving as much information as possible.** The completed form must be returned to the address overleaf **by no later than 9.00am on Thursday 25 September 2008.**

Preferred school:	
Other school governing bodies you might consider joining:	
Your Name:	Mr/Mrs/Miss/Ms Other.....
Address:	
Post Code:	Tel No:
Email address:	
Date of Birth:	Occupation:
Do you have, or will you have, a child attending any of the schools listed above during the term of office?	
If yes, which school(s):	
If yes, when will your child (or the youngest child, where there is more than one) leave the school(s)?	
Educational experience/ previous service and current appointments: Please list any previous educational experience, including as a governor. Please specify any other governorship(s) currently held, and when the term(s) of office will end.	
Reasons for Application: Please state briefly why you would like to be a governor.	
Relevant Experience: Please give details of the following, if applicable (<i>continue on additional sheets</i>)	

if necessary)

Community activities:

Professional experience:

Your leisure interests:

Other supporting information:

Committee experience:
(if any)

I certify that the above information is accurate, I have read and accept the notes accompanying this form, I know of no reason that would bar me from appointment and I am willing to accept the appointment if offered.

Signed :

Dated:

by

NOMINEE

PLEASE ENSURE THAT THIS SECTION IS COMPLETED BY A PERSON SUPPORTING YOUR NOMINATION

Nomination supported by:

Name:

Address:

Tel No:

I support this nomination and certify that the above nominee is known to me and fit for appointment as a school governor.

Signed:

Community or professional role, if any:

Dated :

Please complete and return to:

Head of Democratic and Registration Services
Corporate Services
Easthampstead House
Town Square
Bracknell RG12 1AQ

By no later than:- 9.00am, Thursday 25 September 2008.

NOTES

[Please read carefully before completing the nomination form]

Nomination as a Governor

- 1 There are no formal qualifications for governorships but school governors will need to get to know the school and attend meetings regularly; offer time and commitment and find out as much as possible about the community served by the school.
- 2 Any individual or group may make a nomination but you must sign the nomination form to indicate that you are aware of the responsibilities of becoming a school governor and are willing to serve. You may nominate yourself.
- 3 All sections of the form should be completed as fully as possible. Incomplete forms may be disregarded and, in any event, may delay consideration of the nomination by the Education Governor Appointment Committee.
- 4 The form should be countersigned by an individual who wishes to support your nomination.
- 5 To be eligible to serve as a Local Education Authority school governor applicants must:
 - Be aged 18 or over at the time of his/her election or appointment.
 - Not be a pupil at the same school.
 - Not hold more than one governorship at the same school.
 - Not be detained under the Mental Health Act 1983.
 - Not be bankrupt or disqualified under the Company Directors Act 1986 or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order), or similar legislation for Northern Ireland.
 - Not have 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.
 - Not be included in the list of people considered by the Secretary of State as unsuitable to work with children.
 - Not be disqualified from working with children or subject to a direction under section 142 of the Education Act 2002.
 - Not be disqualified from registration for childminding or providing daycare or disqualified under Part 3 of the Childcare Act 2006.
 - Not have been sentenced (suspended or otherwise) to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor.
 - Not have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor.
 - Not at any time have received a prison sentence of 5 years or more.
 - Not have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor.
 - Not also act as clerk to the same school's Governing Body;
 - Not be eligible to be a staff governor at the same school;
 - Not refuse, if asked, to an application being made to the Criminal Records Bureau for a criminal records certificate.

If you have any queries about this application please contact Sue Hills on 01344 352060.

The Role of the Governing Body

A management paper (October 1995) "Lessons in Teamwork" produced by the Audit Commission and OFSTED lists five roles of a governing body;

- Steering role -** To draw up plans and policies, so deciding the school's strategy for improvement so that pupils are able to learn effectively and achieve the highest standards.
- Monitoring role -** To monitor the progress of school improvement plans, budget plans, standards and achievement.
- Executive role -** For example, by appointing (and dismissing) staff, hearing appeals, etc.
- Accountability role -** The headteacher and staff report to the governing body regarding the school's performance. The governing body is, in turn, accountable to the parents and the wider community through the annual report to parents and annual meeting.
- Supporting role -** To provide advice, information, encouragement and help to the school.

Responsibilities and duties of being a School Governor

As a governor you will be involved in:

- ensuring that standards are raised in the school;
- deciding on the values and priorities for the school;
- contributing to the efficiency with which the school is managed;
- helping to ensure that staff and pupils maintain high standards;

The key areas of the governing body's responsibilities include:

- admission to school
- appraisal arrangements
- annual report to parents and annual meeting
- charging policies
- complaints
- curriculum policy
- equal opportunities policy
- management of the school's budget
- health and safety within the school
- length of school sessions
- pupil educational records
- raising standards
- school development plan
- school premises
- setting targets
- sex education policy
- special educational needs provision and staffing

The governing body works closely with the Head Teacher.

Support

A range of support is available to individual governors or the governing body as a whole:

- Induction packs will be available to all new governors.
- Training courses are organised by the Education Department - full details will be available from the governing body's Link Governor or Clerk. You are encouraged to participate in appropriate courses.
- Resource packs are produced to support work in a range of areas, including policy making, selecting and appointing staff, and increasing the effectiveness of the governing body.
- Governors' Help Desk: located in the Education Department at Seymour House, to offer help, advice, guidance and information (01344 354066).

Further information about all aspects of becoming a school governor can be obtained from the Governors' Help Desk (01344 354066)