**APPLICATION TO SERVE AS A GOVERNOR**

1. **Surname** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **First name(s)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Title (Mr/Mrs/Ms/Miss/Rev/Dr or other)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Date of birth**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Contact number (home)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(work)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(mobile )** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Do you have any criminal convictions, cautions, convictions, reprimands or bind overs? YES/NO**
2. **What is your interest in/knowledge of the school?**

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

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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**

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

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

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

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1. **Please complete the attached Skills Audit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Experience, skills and other attributes** | **Level of experience/skill: rate on scale of 1 (none) to 4 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills | | | | |
|  | **1** | **2** |  | **3** | **4** |
| **Essential Attributes** |  | | | | |
| Commitment to improving education for all pupils |  |  |  |  |  |
| Ability to work in a professional manner as part of a team and take collective responsibility for decisions |  |  |  |  |  |
| Willingness to learn |  |  |  |  |  |
| Commitment to the school’s vision and ethos |  |  |  |  |  |
| **Basic Skills** | | | | | |
| Basic literacy and numeracy skills |  |  |  |  |  |
| Basic IT skills (i.e. word processing and email) |  |  |  |  |  |
| **Understanding and/or experience of governance** |  | | | | |
| Experience of being a board member in another sector or a governor/trustee in another school |  |  |  |  |  |
| Experience of chairing a board/ governing body or committee |  |  |  |  |  |
| Experience of professional leadership |  |  |  |  |  |
| **Vision and strategic planning** |  | | | | |
| Understanding and experience of strategic planning |  |  |  |  |  |
| Ability to analyse and review complex issues objectively |  |  |  |  |  |
| Problem solving skills |  |  |  |  |  |
| Ability to propose and consider innovative solutions |  |  |  |  |  |
| Change management (e.g. overseeing a merger or an organisational restructure, changing careers) |  |  |  |  |  |
| Understanding of current education policy |  |  |  |  |  |
| **Holding the head to account** |  | | | | |
| Communication skills, including being able to discuss sensitive issues tactfully |  |  |  |  |  |
| Ability to analyse data |  |  |  |  |  |
| Ability to question and challenge |  |  |  |  |  |
| Experience of project management |  |  |  |  |  |
| Performance management/appraisal of someone else |  |  |  |  |  |
| Experience of being performance managed/appraised yourself |  |  |  |  |  |
| **Financial oversight** | | | | | |
| Financial planning/management (e.g. as part of your job) |  |  |  |  |  |
| Experience of procurement/purchasing |  |  |  |  |  |
| Experience of premises and facilities management |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Experience, skills and other attributes** | **Level of experience/skill: rate on scale of 1 (none) to 4 (extensive)** Do remember to think about all the situations in which you may have developed/used these skills | | | | |
|  | **1** | **2** |  | **3** | **4** |
| **Human Resources** |  | | | | |
| Recruitment of staff |  |  |  |  |  |
| Knowledge of safer recruitment practices |  |  |  |  |  |
| Staff Appraisal |  |  |  |  |  |
|  |  |  |  |  |  |
| **Safeguarding/child protection** | | | | | |
| Knowledge and understanding of the governing body’s responsibilities re policy and practice |  |  |  |  |  |
|  |  |  |  |  |  |
| **Knowing your school and community** | | | | | |
| Links with the community |  |  |  |  |  |
| Links with local businesses |  |  |  |  |  |
| Knowledge of the local/regional economy |  |  |  |  |  |
| Working or volunteering with young people (eg teaching/social work/youth work/sports coach/health services) |  |  |  |  |  |
| Understanding of special educational needs |  |  |  |  |  |
|  |  |  |  |  |  |