**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**

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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**  |
| **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  |  |  |  |  |  |
|  |  |  |  |  |  |