**DGAT Co-opted Local Governor Application Form**

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| Name of School: |  |

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| --- | --- |
| Category of Governor  (please circle as appropriate) | Staff Trust Co-opted |

|  |  |
| --- | --- |
| Preferred Title: |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone Numbers: | Home:  Work:  Mobile: |
| Email Address: |  |
| Occupation: |  |

|  |  |
| --- | --- |
| Is this a re-appointment? | Yes / No |

|  |  |
| --- | --- |
| Are you the parent of a child attending the school? | Yes / No |

**Personal Statement**

If this is a **NEW** **APPOINTMENT** please indicate briefly your reasons for wishing to become a Governor on the Local Governing Body and the experience, skills and expertise you would bring to the school. Please also detail any personal information likely to be helpful to the Governing Body (including links to local businesses and communities).

If this is a **RE-APPOINTMENT** please indicate briefly your reasons for wishing to be re-appointed to the Local Governing Body and the experience, skills and expertise you would bring to the school. Please also detail any personal information likely to be helpful to the Governing Body (including links to local businesses and communities).

**Governance Experience**

If you have previous experience as a school or school governor, please provide information concerning your appointment(s).

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| --- | --- | --- |
| **Dates**  **From/to** | **School or school name** | **Areas of responsibility** |
|  |  |  |

Governance is a collective responsibility and our local governing bodies are made up of people who bring a diverse range of skills, knowledge and experience. Effective governance requires the following skills and knowledge to be present in the membership of the body.

No single governor is expected to have experience in all the areas outlined below, and training and a full induction will be provided. Please indicate your areas of skill and knowledge below.

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| --- | --- | --- | --- |
| **Skills and knowledge** | | | |
| Strategic leadership |  | Human resources |  |
| Setting organisational culture, values and ethos |  | Experience of external accountability |  |
| Decision-making |  | Building an effective team |  |
| Collaborative working with key stakeholders |  | Working within statutory and contractual requirements |  |
| Risk management |  | Self-review and evaluation |  |
| Analysis of data |  | Manging and developing teams |  |
| Financial management and monitoring |  | Legal knowledge |  |
| Procurement and contracting |  | Community engagement |  |
| Marketing/PR |  | Governance |  |
| Education |  | Health and safety |  |
| Premises management |  | Project management |  |

**Governor Training**

If you have previous experience as a school or school governor, or this is a **re-appointment**, please provide details of any training you have undertaken.

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| --- | --- | --- |
| **Year Course Taken** | **Course/training Title** | **Date** |
|  |  |  |

|  |  |
| --- | --- |
| **Suitability for the role of governor** | |
| **Have you ever been removed from the membership of a governing body or body of directors? Please circle as appropriate.** | |
| Yes No | |
| Please provide details: | |
| **Do you have any criminal convictions?**  Please note, all governors are required to undertake an enhanced DBS check within 21 days of appointment. | |
| Yes: | No: |
| Please provide details: | |

|  |  |
| --- | --- |
| **Confirmation statement** | |
| I confirm that the information provided in this application form is accurate and that I have not and will not withhold information from any representative of **the school, DGAT or** the local governing body. I confirm that I am not disqualified from holding office for any of the reasons as set out in the DGAT disqualification guidance (which can be found at the end of this form).  Signature: Date: | |
| How did you find out about the vacancy of governor at the school? |  |

**Data protection and GDPR**

For those successful in being appointed as a Governor this application form and any associated relevant paperwork is kept securely within the data management systems of the Diocese of Gloucester Academies Trust (DGAT). For further information please refer to the Privacy Notice: [www.dgat.org.uk/about-us/dgat-privacy-notices/](http://www.dgat.org.uk/about-us/dgat-privacy-notices/)

We will communicate with you in your role as Governor and keep you informed of changes in relation to your role and responsibilities, legislative and otherwise, relevant training for your role, information about church schools and other education related issues.

**An Enhanced Disclosure and Barring Service and Section 128 check is mandatory for all appointed governors, including co-opted governors who are re-appointed.**

The application for this will be undertaken by the school.

**Please return your completed application form to:**

[Insert name of clerk to the LGB]

[Clerk to the local governing body]

[Insert clerk to the LGB’s email address]

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** | |  |  |
| **Start Date:** |  | **Re-appointment:** | **Yes / No** |
| **Finish Date:** |  | **Type of Appointment** | **Staff / Co-opted/Trust** |

**Updated September 2024**

**Disqualification from holding or continuing to hold office as a local governor of a DGAT school.**

**The DGAT articles of association, state that ‘Articles 68 to 74, Articles 77 to 79 apply to any committee of the Directors, including a Local Governing Body, who is not a Director’. Therefore, a member of staff is disqualified from holding or continuing to hold office as a local governor of a DGAT school in the following circumstances (adapted from the DGAT Articles of Association).**

* Unless they are aged 18 or over at the date of their appointment.
* If they become incapable by reason of illness or injury of managing or adminsutering their own affairs.
* If they are absent without the permission of the Directors or other members of the Local Governing Board from all their meetings held in a period of six months and the Directors resolve that their office be vacated.
* If their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
* They are subject of a bankruptcy restriction or an interim order.
* If at any time they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section429(2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order).
* If they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.
* If at any time they have been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
* If they have not provided a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair of the Board of Trustees or CEO confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, as referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
* Where by virtue of the Trust Articles a person becomes disqualified from holding, or continuing to hold office as a staff local governor, and they are proposed to be a such a governor or Director, they shall upon becoming disqualified give written notice of that fact to the Clerk.