People Services | The Council House, Corporation Street, Derby, DE1 2FS | www.derby.gov.uk

**AUTHORITY GOVERNOR NOMINATION FORM**

**Please return this form to the Governor Support Team, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS or** [**governorenquiries@derby.gov.uk**](mailto:governorenquiries@derby.gov.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Information** | | | | |
| Name |  | Title |  |  |
|  |  |  |  |  |
| Address |  |  |  |  |
|  |  |  |  |  |
| Date of Birth |  |  |  |  |
|  |  |  |  |  |
| Telephone |  | Mobile |  |  |
|  |  |  |  |  |
| Email |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Relevant Information**  I am interested in becoming a school governor because:  (Please give details of experience/ knowledge/ skills you have to offer. These could include professional expertise, community involvement, and voluntary work) |

I am currently serving/ have previously served as a school governor   
(if yes, please give details: category of governor, school) **Yes No**

|  |
| --- |
| Occupation: |

|  |
| --- |
| How did you hear about becoming a school governor? |

**Preferences**

|  |
| --- |
| Age Level(s) of School Preferred  Primary/ Secondary/ Special |

|  |
| --- |
| Specific School or Area(s) of Derby: |

**References**   
We need two references, personal and professional, to support your application. We are enclosing letters and forms for you to pass on to your referees.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Personal** |  | **Business** |
| Referee |  | Referee |  |
| Job Title |  | Job Title |  |
| Email |  | Email |  |

**GDPR - Layer 1 Privacy Notice for Governors – 25th May 2018**

**How is your information used?**

For all governors, we will use the information we collect to fulfil our obligation of keeping records of School Governors within the City up to date. We will also use your data to keep you up to date with any changes, or information, relevant to your role of School Governor. Equalities data is collected so that we can ensure any training and resources are accessible, and to inform any future recruitment campaigns.

For Local Authority governors, the information that we collect will be used initially to determine your suitability for the role, matching against the Skills criteria provided by Governing Boards. Should your nomination be successful, we will then use the information to fulfil our obligation of keeping records of School Governors within the City up to date. We will also use your data to keep you up to date with any changes, or information, relevant to your role of School Governor. Equalities data is collected so that we can ensure any training and resources are accessible, and to inform any future recruitment campaigns.

**Who will your information be shared with?**

For all governors, we may share your information with other council departments, such as HR, Finance, Business Intelligence etc, and it will also be shared with the Department for Education (DfE) and Ofsted because we have a legal duty to do so.

For Local Authority governors, during the nomination process, we will also share your information with the schools to which we are nominating you.

**For further information about how your personal information will be used, please visit** <https://www.derby.gov.uk/privacy-notice/> **where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from Governor Support by phoning 01332 640364 or emailing** [governorenquiries@derby.gov.uk](mailto:governorenquiries@derby.gov.uk)

**Disqualification**   
A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

* is detained under the Mental Health Act 1983 during their period of office
* fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors)
* is subject to a bankruptcy restriction order or an interim order
* has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
* is subject to:
* a disqualification order or disqualification undertaking under the Company Directors Act 1986
* a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
* a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
* an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county administration order)
* has 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 and body;
* is included in the list of people considered by the Secretary of State as unsuitable to work with children
* is disqualified from working with children or subject to a direction under Section 142 of the Education Action 2002
* is disqualified from registration for child-minding or providing day care
* is disqualified from registration under Part 3 of the Childcare Act 2006
* has received a sentence of imprisonment (whether suspended or not) for a period of no less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor
* has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor
* has at any time received a prison sentence of five years or more
* has been fined for causing nuisance or disturbance on school premises during five years prior to or since appointment or election as a governor
* refuses to allow an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.

**Agreements**   
Please read the following statements and then sign that you agree prior to your appointment as a Local Authority Governor.

***I agree*** *with the Vision and Aims for the Derby Children and Young People’s Directorate outlined below.*

**OUR SHARED VISION**: Derby Children and Young People’s Directorate has a commitment to:

Building a brighter future for children and young people that provides a healthy, safe and happy childhood, with the opportunity to achieve their full potential.

Our commitment as a Partnership is to work together with children, young people and their families and communities to make Derby a place where children and young people:

* live in safe, secure communities and are protected from abuse, harassment and neglect
* are valued and encouraged to make a positive contribution in their homes, schools and communities
* are encouraged to realise their aspirations, dreams and talents and experience success in learning
* know how and where to get help if they need it
* benefit from a range of services where they are needed that share a common understanding and work together to plan and deliver a service
* are given the best opportunity to lead healthy, enjoyable and fulfilling lives.

**I agree** to attend an Induction training session of new governors at an appropriate time and place.

**I agree** that, if appointed, I will endeavour to attend regularly to the meetings of the Governing Body and understand that I can be removed from the position by the LA if I fail to do so without good reason.

**I confirm** that I do not have any ‘unspent’ criminal convictions and consent to completing a Disclosure for the Disclosure and Barring Service if required and that, having read and understood the disqualification criteria on page 2 and 3, I declare that I am eligible to serve as a school governor.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

|  |
| --- |
| Please return this form to – [governorenquiries@derby.gov.uk](mailto:governorenquiries@derby.gov.uk) or by post to  Jayne Hadfield, Derby City Council, The Council House, Corporation Street, Derby, DE1 2FS |

**EQUAL OPPORTUNITIES**

To help us plan meetings, for health and safety purposes and to improve our communications with governors, please can you give us the following:

Do you consider yourself to be a disabled person? **Yes No**

Is there anything relating to your disability that we could provide for you, which would make being a governor easier such as Braille documents, access requirements?

|  |
| --- |
|  |

Please can you help us with the following information as we need to have this information on our database for monitoring purposes. Ofsted/ Audit Commission also ask for ethnicity data during LA inspections.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asian or Asian British** |  |  | **Dual Heritage** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of Bangladeshi origin |  |  | Of White and Asian origin |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of Indian origin |  |  | Of White and Black African origin |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of Pakistani origin |  |  | Of White and Black Caribbean origin |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of any other Asian origin |  |  | Of other Dual Heritage origin |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Black or Black British** |  |  | **White** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of African origin |  |  | British |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of Caribbean origin |  |  | Irish |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| of any other Black origin |  |  | Of other White origin |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chinese** |  |  | **Other ethnic group** |  |
| of Chinese origin |  |  | Of any other ethnic origin which is: |  |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***See our Layer 1 Privacy Notice overleaf***

**GDPR - Layer 1 Privacy Notice for Governors – 25th May 2018**

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