



**Upper Nidderdale Primary Federation**  
**Glasshouses Community Primary School**  
**St Cuthbert's CE Primary School**  
**Fountains Earth CE Primary School**

**Governor application form**

It is recommended that, to support your application, you familiarise yourself with the ['Governance handbook'](#) and ['A Competency Framework for Governance'](#).

**Data protection**

The school will process the data collected in this form in accordance with the UK GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Trustees and Governors, which can be accessed via the school office at St Cuthbert's.

The governing board are particularly looking for new governors with the following skills to enable them to fulfil their duties and core function:

Experience of school governance  
Marketing and PR  
Managing change  
Strategic leadership and management

Please return completed application forms to:

Ang Lumley

Clerk to Governors

[clerk@uppernidderdalefed.school](mailto:clerk@uppernidderdalefed.school)

**Deadline date to receive applications: 09/01/2024**

Personal details	
Forename(s):	Surname:
Home address (including postcode):	
Preferred daytime contact number:	Preferred evening contact number:
Email address:	

Current or most recent employment or voluntary role	
Position or title:	Organisation name, address and telephone number:
Dates of employment:	
Brief description of duties:	

Are you currently, or have you been, a governor at another school or organisation? Please circle as appropriate.	
Yes	No
Please provide details:	

**Relevant training or CPD**  
Please give details of training and other CPD that may support your application.

Details	Relevance to governance	Dates	
		From	To

Governance is a collective responsibility and governing boards are made up of people who bring a diverse range of skills, knowledge and experience. Effective governance requires the skills and knowledge below to be present in the membership of the board.

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.

**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		Managing and developing teams	
Financial management and monitoring		Legal knowledge	
Procurement and contracting		Community engagement	
Marketing and PR		Governance	
Education		Health and safety	
Premises management		Project management	

Are there any other skills or experiences that you have gained which could support you in the role of governor?

--

**Understanding of governance**

Please provide a brief summary of your understanding of the role of a school governor. This information will not be used to assess your application, but will enable the governing board to identify the level of support and information new governors may need.

--

**Reasons for applying**

Please outline your reasons for showing an interest in becoming a school governor at The Upper Nidderdale Primary Federation.

--

**Suitability for the role of governor**

**Have you ever been removed from the membership of a governing board or board 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:

<b>Confirmation statement</b>	
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 Upper Nidderdale Primary Federation or its governing board. I confirm that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 (please see appendix 1).	
Signature:	Date:
How did you find out about the vacancy of governor at Upper Nidderdale Primary Federation_?	

## References

Please provide the names and addresses of two people who know you well and can provide confirmation of the information included in this application. Please include, where possible, your current or last employer or organisation you have most recently volunteered with.

### Referee 1

<b>Referee name:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>Relationship to you:</b>	
<b>Length of relationship:</b>	

### Referee 2

<b>Referee name:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>Relationship to you:</b>	
<b>Length of relationship:</b>	

## Appendix 1

Under Schedule 4 of the School Governance (Constitution) (England) Regulations 2012, a person is disqualified from holding or continuing to hold office as a governor in a maintained school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order; a debt relief order or an interim debt relief order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under the Companies (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- Has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from the office as an elected governor within the last five years.
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- Is barred from any regulated activity relating to children.
- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registration for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment or election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of 2 years and 6 months or more in the 20 years ending with the date preceding the date of appointment or election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment or election, or since appointment or election as a governor.
- Refuses a request by the clerk to make an application to the DBS for a criminal records certificate.

An individual would be disqualified from being a governor at the school they currently hold office at if they:

- Have, without the consent of the governing board, failed to attend their meetings for a continuous period of 6 months beginning with the date of the first such meeting the governor fails to attend. A foundation, LA, co-opted or partnership governor who is disqualified on these grounds is not qualified for election, nomination or appointment as a governor of any category at that school for 12 months starting on the date on which they are so disqualified (SI 2012/1034, Schedule 4).

In addition to the criteria stated above:

- A person is also disqualified from election or appointment as a parent governor of a school if the person is an elected member of the LA or is paid to work at the school for more than 500 hours in any 12 consecutive months.
- A parent governor is not disqualified from continuing to hold office if they cease to be a parent of a registered pupil at the school.
- A person is disqualified from appointment as an LA governor if the person is eligible to be a staff governor of the school.
- A person is disqualified from nomination or appointment as a partnership governor if the person is a parent of a registered pupil at the school, is eligible to be a staff governor, is an elected member of the LA, or is employed by the LA in connection with their education functions.
- Upon ceasing to work at the school, a staff governor is disqualified from continuing to hold office as such a governor (SI 2012/1034, Schedule 4).