

**STEP Governor
Nomination Form for STEP Governor Election
(Parents)**

Phoenix and White House Academy

This form should be returned to(insert name)by(insert date)

I would like to nominate myself/propose* for the role of STEP Governor

Name _____

Address _____

Tel No. Home _____ Mobile: _____

Email address: _____

I am a parent / guardian* of:

Name of child _____

Year Group _____

Signature _____

OR

My role in school is: _____

Signature: _____

If you are nominating someone else please first check that s/he is willing to stand and ask him or her to sign this form.

Name of proposer _____

Name of child _____

Signature _____

I wish to second the proposal for the above named to be nominated as a candidate for the STEP Governor election for parents. I am not related to the person nominated.

Name of seconder _____

Name of child _____

Signature _____

* delete as appropriate

The candidate is invited to provide a statement on the following proforma.

Why would you like to become a STEP Governor? Max. 250 words

Please refer to the Attitudes and Values section of the Person Specification.

What skills and knowledge could you bring to the role of being a STEP Governor? Max 250 words.

Please refer to your Skills and Knowledge Audit, and the Knowledge, Skills and Experience sections of the Person Specification.

Please provide a brief statement covering why you feel you should be elected as a STEP Governor by the parents/carers. This statement will be sent to all Parents and Carers as part of the election process. Please include (1) the skills you bring to the role (2) how you plan to contribute to future work of the Strategic Governing Body and (3) if you are currently a governor, what you have contributed to date. Max 250 words.

DECLARATION FOR ELIGIBILITY AS A SCHOOL GOVERNOR

I declare that I am not disqualified from serving as a school governor or associate member and that:

- I am aged over 18;
- I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- I am not subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- I am not subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
- I am not subject to a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
- I am not subject to an order made under section 492(2)(b) of the Insolvency Act 1986;
- I have not 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 any body;
- I am not included in the list of people considered by the Secretary of state as unsuitable to work with children;
- I am not disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- I am not disqualified from registration for childminding or providing day care;
- I am not disqualified from registration under Part 3 of the Childcare Act 2006;
- I have not received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- I have not received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- I have not at any time received a prison sentence of five years or more;
- I have not been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- I understand that if I am successful, my appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service clearance and that I do not refuse to allow an application to be made to the DBS

SAFEGUARDING DECLARATION

I declare that;-

- I have not been cautioned or convicted of any offences against a child
- I have not been cautioned or convicted of any violent or sexual offences against an adult

- I have not been barred from working with children by the Disclosure and Barring Service
- I have not had children taken into care
- Neither I, nor my children, are the subject of a child protection order
- No Court order has been made in respect of a child under my care
- I have not been refused registration or had registration cancelled in relation to childcare or a children's home or been disqualified from private fostering.

Signed:

Date:

Data Protection

The personal information submitted by you with your application for appointment together with any further information you provide will be held on manual and computerised filing systems and used throughout your appointment with the Trust (and any successor organisation) for a range of management functions in the legitimate interest of the Trust (and any successor organisation), including:

- Training and deployment
- Statistical monitoring
- Business planning
- Administration and the processing of expenses and other payments connected with your appointment
- Compliance with statutory requests from relevant public authorities/agencies
- The matching of data with other records held by the Trust and other public bodies, for the detection and prevention of crime
- Reviewing and appraising your performance in carrying out your role

Some elements of the above information are classified as sensitive personal data that can be obtained or processed if you give **explicit** consent to the processing of the data **or** the processes must be necessary for certain specific purposes including:

- In connection with any legal proceedings or for the purpose of obtaining legal advice or for the administration of justice
- For the protection of vital interests of you or another person

It is a condition of your appointment with the Trust that you agree to the processing of sensitive data that you have provided, prior to your appointment with the Trust and during your appointment with the Trust.

I give permission for STEP Academy Trust to share my contact details with the Department for Education, Disclosure & Barring Service, local authority, central STEP staff, Trustees and governors as appropriate.

I give permission for STEP Academy Trust to publish my photograph, biography and business interests (as provided by me) on the governance pages of its academy websites as appropriate.

Signed:

Date:

Disability Access

If you consider yourself to have a disability (i.e. a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities) what equipment, adaptations or adjustments would assist you in carrying out your role as a Governor?

STEP Governor's Profile
Traffic Light Skills and Knowledge Audit

Please use this questionnaire to identify which skills you already hold and which skills you have an interest in developing. Please highlight one of the boxes to indicate the profile of each skill.

KEY	I have strong skills and experience in this area	I have some skills and experience in this area	I have no skills and experience in this area	I require training in this area
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	Strong experience	Some experience	No experience	Training wanted
FINANCIAL AND GENERAL PURPOSES				
Financial Management				
Financial Planning				
Budget planning / management				
Tendering				
Project management				
Building services				
Planner or architect				
Legal services				
Health And Safety				
Risk Management				
Procurement				
Quality Assurance				
PUPILS AND PERSONNEL				
Recruitment of Staff				
Performance management				
Personnel management				
Trade Unions				
Mediation				
Equality / Equal opportunities				
Safeguarding				
Special Needs				
Social Services				
Medical Services				
Gifted and Talented				
STRATEGIC DEVELOPMENT				
Strategic planning				
Data analysis				
Curriculum				
Marketing				
Target setting				
Self-evaluation				
Leadership				
Mentoring				

ICT / IS				
Communications				
EXPERIENCE				
Complaints and Grievances				
Governance				
Taking the Chair				
Problem Solving				
Influencing				
Local school knowledge				
Local community knowledge				
Teaching				
Consultation				

Curriculum Areas of Interest

Other skills and interests that may be useful

Skills

Interests and general availability

STEP Governor Person Specification

Knowledge and Skills	Essential/ Desirable
Has appropriate levels of literacy in English and at least basic ICT skills.	E
Has sufficient numeracy skills to understand basic data	E
Able to analyse data and information, to ask questions and to challenge in a constructive not a confrontational manner.	E
Attitude & Values	
A strong commitment to securing the best education for every child.	E
Understands the relevance of the Seven Principles of Public Life and commits to following them.	E
Wants to make a positive difference to the local community	E
Willing to share their knowledge, experience and skills for the benefit of the SGB and the Academy(ies) as a whole	E
Values and respects the views and contributions that different people can make.	E
Willing and able to promote constructive working relationships within a team either as team leader or as a member of the team. (Give an example of where you have contributed to effective team working)	E
Willing to learn and develop new skills	E
Commitment	
Prepared to participate in substantial training on the role of the governor.	E
Willing and able to commit time to training, attending meetings and making focused visits to the Academy(ies)	E
Committed to making constructive contributions in and beyond SGB and committee meetings.	E
Experience and Examples – In this section, please include brief examples	
Prior successful experience as a governor (Example, less than 50 words)	D
Can describe how knowledge and skills acquired in training has enhanced their practice. (Example, less than 50 words)	E

Able to cite one or more expectations the DfE and Ofsted have of governing bodies. (give an example and say how you might support the SGB in meeting that expectation)	D
Successful experience of leading a team (Example, less than 50 words)	D

Annex A

The Seven Principles of Public Life

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands this.

Honesty

Holders of public office have a duty to declare any public interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Source: 'Second Report of the Committee on Standards in Public Life', The Nolan Committee, 1996

Annex B

Qualifications and disqualifications (regulation 17 and Schedule 4 to the Regulations)

Grounds for disqualification fall into three broad categories:

General grounds

- Grounds listed in the Declaration of Eligibility on Page 4 of this application form
- Registered pupils cannot be governors.
- A governor must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one governor post at the same school at the same time.
- Members of political parties are not eligible to stand for election or appointment as STEP Governors due to potential conflicts of interest

Grounds that apply to Particular Categories of Governor

- A person is disqualified from being a parent governor if they are an elected member of the local authority or paid to work at the academy for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

Grounds that arise because of particular failings or actions on the part of the governor

- A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to governors appointed by virtue of their office.

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.