**Mae’r ffurflen hon ar gael yn Gymraeg. / This form is available in Welsh.**

**Local Authority Governor Application**

# Important information

**1.1 Role of local authority governors**

All governing bodies of maintained schools, including maintained nursery schools, in Wales must be constituted in accordance with The Government of Maintained Schools (Wales) Regulations 2005.

All school governing bodies have four compulsory categories of governors. One of these categories is local authority governors.

Local authority governors are appointed by the local authority. The local authority can appoint any eligible person as a local authority governor who is interested in supporting schools and whose appointment has the support of the local authority. Candidates for local authority governor positions do not have to be councillors. A person cannot be appointed as a local authority governor for a school if they are eligible to be a staff or teacher governor of the school.

The term of office of most governors is four years from the date of appointment. Any governor may choose to resign from their term of office at any time. Any governor may apply to be re-elected/appointed for a further term, as long as they meet the qualification requirements. Any local authority governor may be removed from office by the local authority, as such governors are appointed and not elected.

A governing body needs to hear views that will help to inform its discussions and decisions.

Local authority governors are representatives of the local authority and not delegates. They must act in the best interests of the school and wider community. They should represent the perspective and views of the local authority but cannot be directed by the local authority to take a particular stance on issues. However, local authority governors should have an awareness and understanding of the local authority’s priorities and policies to enable them to inform the debates and priorities at school level.

* 1. **Local authority governor – person specification**

The following attributes represent the range of skills, abilities and experiences relevant to this position.

* Eligibility – all of the eligibility criteria (known as qualification criteria) and none of the ineligibility criteria (known as disqualification criteria), as set out in the Government of Maintained Schools (Wales) Regulations 2005, have been met.
* Commitment to raising the aspirations and achievement of children and young people.
* Commitment to regular attendance at meetings of the governing body and full participation in discharging the governing body’s responsibilities.
* Commitment to undertaking training that is mandatory under the Education (Wales) Measure 2011.
* Knowledge of the education system, and current education matters and developments.
* Knowledge of the local authority’s role and functions in relation to education, including the promotion of the Welsh language and the Welsh Language in Education Strategic Plan.
* Knowledge and experience of the role of a local authority governor.
* Knowledge of the area and community that the relevant school serves.
* Knowledge of and commitment to equal opportunities.
* Knowledge/awareness of the local authority’s priorities and policies.
* Excellent communication and interpersonal skills.
* The ability and commitment to work objectively, constructively and effectively with the headteacher.
* The ability and commitment to work objectively, constructively and effectively as part of a team, which will include with all the other members of the governing body.
* The ability to operate with tact and diplomacy.
* The ability to be objective and retain an open mind.
* The ability to absorb and assess information.
* Willingness to undertake any other training that may be non-mandatory but which the local authority recommends.

**Eligibility to become a local authority governor**

Regulations disqualify certain individuals from becoming a governor. The Qualification and disqualification of school governors is detailed in Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.

**You will be required to declare that you are not disqualified from becoming a governor.**

The criteria are:

1. A governor must be aged 18 or over at the time of their election or appointment.
2. A person is disqualified from holding or from continuing to hold office as a school governor if they:

* fail 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. Where a governor has sent an apology for the meeting, the minutes of that meeting must record the governing body’s consent or otherwise to the absence and a copy of the minutes must be sent to the governor;
* are made bankrupt, have made an arrangement with creditors, or had their estate sequestrated, which has not been discharged, annulled or rescinded;
* have been disqualified from acting as a company director under the laws of Wales, England, Scotland or Northern Ireland;
* have been removed from the office of charity trustee under the laws of Wales, England, Scotland or Northern Ireland;
* are included in any list prohibiting or restricting their employment with children, young persons or adults under the laws of Wales, England, Scotland or Northern Ireland;
* have 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
* have received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
* have, at any time, received a prison sentence of five years or more;
* have 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;
* refuse a request by the governing body to make an application to the Disclosure and Barring Service (DBS) for a DBS certificate.

**Please note: if you are appointed as a local authority governor and you meet any disqualification criterion while holding that governorship, you must inform both the clerk to the governing body and the local authority as soon as you become aware, or should have become aware, of the fact**.

1. A person cannot, at any time:

* hold more than one governorship at the same school; nor
* be a member of more than two governing bodies of maintained schools unless they are:
* a governor appointed to a school causing concern under sections 6, 7, 13 or 14 of the School Standards and Organisation (Wales) Act 2013; or
* a temporary governor (that is, a person appointed to be a member of a temporary governing body).

**I confirm that I am not disqualified from becoming a governor**

**Local Authority Governor Application**

All those seeking an appointment or re-appointment as a LA governor must complete this form. Before you complete the form, please read the guidance on the local authority’s website [www.bridgend.gov.uk](http://www.bridgend.gov.uk) regarding the role of school governors and the notes provided.

**Please complete every section of this form**. If any section is not completed, your application will be rejected.

**Your details**

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| --- | --- |
| Title (Mr, Mrs, Miss, Ms etc) |  |

|  |  |
| --- | --- |
| Your forename |  |

|  |  |
| --- | --- |
| Your legal surname |  |

**Current address**

|  |  |
| --- | --- |
| House number or name |  |

|  |  |
| --- | --- |
| Street |  |

|  |  |
| --- | --- |
| Town |  |

|  |  |
| --- | --- |
| County |  |

|  |  |
| --- | --- |
| Postcode |  |

**Contact details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your email address: |  | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your telephone number:  Home |  | | | | | | | | | | | | | | | | | | |
| Work |  | | | | | | | | | | | | | | | | | | |
| Mobile |  | | | | | | | | | | | | | | | | | | |

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| --- | --- |
| Name of the school for which you are  applying to be a local authority  governor. |  |
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| --- | --- | --- | --- | --- | --- |
| Are you a governor at another school?  Please tick | | Yes |  | No |  |
| If yes, please provide the  name of the school and  the location. |  | | | | |

**Additional Information**

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| --- | --- | --- | --- | --- | --- | --- |
| It is important that all applicants pay due regard to this section, as the local authority uses this information to **determine the suitability** of applicants for the position of local authority governor. Therefore, please provide examples, where applicable, of your relevant skills, abilities and experiences as detailed in section 1.2 local authority governor - person specification (above). | | | | | | |
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| Do you have any unresolved complaints with the school/governing body or member of school staff?  **(Any unresolved complaint will not preclude your application for progressing)**  Please tick | Yes |  | No |  |

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| --- | --- | --- | --- | --- |
| Do you wish for all future communication with you  to be in Welsh?  Please tick | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| How would you like to receive notification of the outcome of your application?  Please tick | By  mail |  | By  email |  |

**DECLARATION**

Please confirm all requirements needed below:

I have read the information regarding the appointment of local authority governors;

I confirm my eligibility to stand as a local authority governor and that the information provided in support of my application for nomination as local authority governor is accurate;

If appointed, I agree to inform the local authority of any change to my circumstances that might disqualify me from holding office as a local authority governor;

**Data protection**

* + - * Any information recorded in this application will be held electronically and used by Bridgend County Borough Council (the local authority) for the purpose of processing your application.
      * We regard your privacy as important and we comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The full Data Protection guidance and principles of the local authority may be viewed on our website: <https://www.bridgend.gov.uk/council/freedom-of-information/data-protection/>
      * The local authority will share the information provided on the form with the relevant school/s in accordance with the Fair Processing Statement – Education and Family Support, which is available at: <https://www.bridgend.gov.uk/council/freedom-of-information/data-protection/>

**Signature**

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|  |

**Date**

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**Please forward this completed form to:**

[pupilservices@bridgend.gov.uk](mailto:pupilservices@bridgend.gov.uk)

or post to:

Bridgend County Borough Council

Education, Early Years and Young People Directorate – Pupil Services

Civic Office

Angel Street

Bridgend

CF31 4WB