



Application to join the Local Governing Body as a Co-opted/Community Governor

The role of a Local Governor is to contribute to the work of our Local Governing Body (LGB) to help secure a high-quality education and good outcomes for all the children at our school.

To be a Local Governor you must support the values and ethos of The White Horse Federation (TWHF). You should also be prepared to:

- ✓ Develop your knowledge of teaching, learning and assessment
- ✓ Know your school and its pupils, staff and parents
- ✓ Systematically challenge and support leaders
- ✓ Consistently communicate high expectations and ambitions
- ✓ Ask questions and have a clear commitment to effective challenge and support
- ✓ Regularly review your own performance and contribution

Role of the Local Governor

The role of a Local Governor is an important one. Local Governors monitor their school's key performance indicators and act as a critical friend to the Principal and the Senior Leadership Team, providing challenge and support, as appropriate. Its role is to provide focused local governance for the school.

What we need you to commit to

We are looking for Local Governors who are keen to join us on our journey developing our Academy year on year. We are looking for people in the community who may not have children at our school (or who are grandparents or carers) and who could demonstrate a commitment to governance, to ask questions, to visit school a few times a year and to know our strengths and weaknesses and monitor progress and most importantly ensure our children get the education they so deserve.

Local governors need to be able to work as a team delivering the role as delegated by the WHF Board of Trustees. We will support you with training and help you develop a sound knowledge of the Ofsted Framework and teaching and learning as we progress through our exciting journey. You will need to be able to consider initiatives and outcomes in the best interests of the school and The White Horse Federation.

We meet as a local governing body 6 times a year. Meetings are held in the evening and last no longer than two hours.

What we will offer you

- A good induction with other new Local Governors
- Support and guidance from a mentor
- Professional clerking support to facilitate good governance
- The opportunity to make a difference to the young people in our care now and in the future

The White Horse Federation takes very seriously its responsibilities to safeguard children in our schools. The appointment process requires newly appointed Local Governors to undergo a DBS (Disclosure and Barring Service) check within 3 weeks of appointment. Refusal to comply leads to disqualification as a Local Governor. We will also follow up your references and ask you to produce evidence of identity (e.g. a passport or photo driving license) prior to your first meeting.

Application to be a Local Governor

Title:

Surname:

Forenames:

Date of Birth:

Home Address:

Home Tel No:

Work Tel No:

Mobile:

E Mail:

Please outline below your reasons for showing an interest in becoming a Local Governor. Please include details of personal qualities, experience of skills you feel you could bring to a school governing body. Please do not exceed 125 words.

Are you a parent of a child currently at school?

Have you been a School Governor before?

Local Governor Eligibility - Self-declaration

Name:

	YES / NO
FAILURE TO ATTEND MEETINGS/DISQUALIFICATION	
Have you ever been disqualified as a School Governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body?	
Have you ever been disqualified as a School Governor at any other school?	
BANKRUPTCY	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim debt relief restriction order?	
DISQUALIFICATION OF COMPANY DIRECTORS	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors 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 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
DISQUALIFICATION OF CHAIRTY TRUSTEES	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?	
PROHIBITED OR RESTRICTED EMPLOYMENT	
Are you included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children or young people)?	
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?	
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?	
Are you disqualified from working with children or disqualified from registration for child minding or providing day care?	
Are you disqualified from being an independent school proprietor, teacher or employer?	
CRIMINAL CONVICTIONS	
Have you, in the five years prior to becoming a Local Governor, or since becoming a Local Governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?	
Have you, in the twenty years prior to becoming a Local Governor, received a prison sentence of two and a half years or more?	
Have you, at any time, received a prison sentence of five years or more?	
Have you been fined, in the five years prior to becoming a Local Governor or since becoming a Local Governor, for causing a nuisance or disturbance on school or education premises?	
SCHOOL EMPLOYMENT- Parent Local Governors only	
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?	

I have read the reasons for disqualification listed above and confirm that none of them apply to me. I understand that if appointed or elected I will be required to provide proof of identity

X

Signature

Date

LGB Code of Conduct

Introduction

The purpose of the Code of Conduct is to ensure Local Governors have a clear understanding of their role, which whilst voluntary comes with expectations and commitment.

The Clerk to the Local Governing Body (LGB) will ask all new Local Governors to sign this document at the commencement of their term of office and all Local Governors will make an annual commitment. The signed declaration will be kept with LGB records.

Local Governors must: -

- a) Support the aims and objectives of the school and safeguard the interests of The White Horse Federation (TWHF) and its students in the wider community
- b) Work co-operatively with other Local Governors in the best interests of TWHF placing a high priority on attending and contributing to meetings, sending apologies to the Clerk to the LGB in advance of the meeting when unavoidable absence is necessary. Without prior agreement of the LGB Local Governors are expected to attend at least 4 of the 6 meetings planned per annum.
- c) Remain loyal to the consensus decisions reached, even if these go against personal preference.
- d) Base opinion on matters before the LGB on an impartial assessment of the available facts.
- e) Take due account of views of parents, pupils, staff and other interested parties.
- f) Complete work as set out in the TWHF Scheme of Delegation, which will be reviewed annually as legally required.
- g) Not act or speak on behalf of the LGB without delegated authority to do so. In exceptional circumstances the Chair may act on behalf of the LGB but must report these actions to fellow Local Governors as soon as possible after action has been taken.
- h) Treat each other with respect at all times, valuing each other's contributions to the work of the governing body, accepting that all Local Governors have equal status, and although appointed or elected by different groups (e.g. parents, staff, LGB) the overriding concern will be the welfare of the school and TWHF as a whole.
- i) Be confident that the CEO will respect the Local Governors' monitoring and oversight role and will provide the LGB with the information it needs to hold TWHF to account for the standards achieved.
- j) Refer parents to the school's complaints procedure in the event of receiving complaints relating to any aspect of TWHF.
- k) Resist the temptation or outside pressure to use their position of Local Governor to benefit himself or herself or other individuals or agencies. Local Governors will make known any personal or pecuniary interest that might affect their ability to participate in particular discussions or decisions. This will be done through an annual declaration of interest, and also through the standard declaration on each agenda.
- l) Visit the Academy, with all visits arranged in advance with the staff.
- m) Involve themselves actively in the work of the LGB, and accept a fair share of responsibilities.
- n) Be mindful of the criteria disqualifying individuals from being a Local Governor and will immediately stand down if any of the criteria should apply.
- o) Observe the confidentiality of any matters deemed confidential by the LGB.
- p) Seek to be good ambassadors for TWHF in the wider community particularly considering the impact of any use of Social Media on the Academy, TWHF, pupils, staff and overall reputation.

- q) Make every effort to get to know the Academy well and respond to opportunities to involve themselves in school activities.
- r) Take or seek to participate in training and development opportunities.
- s) Accept that in the interests of transparency, the names, terms of office, roles on the LGB and category of Local Governor will be published on the school's website.
- t) Agree to declare all business interests – including any relationships between Local Governors and members of the school staff including spouses, partners and relatives and will offer information about other governorships of other schools so that it can be published on the website. Any Local Governor failing to reveal information to enable the LGB to fulfil its responsibilities will be in breach of this Code of Conduct and as a result will be bringing the LGB into disrepute.

Breach of this code of conduct

- If it is believed that a Local Governor has breached this code, Local Governors will raise this issue with the Chair and the Chair will investigate; the LGB will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the Chair that Local Governors believe has breached this code this will be reported to TWHF who will investigate.

Safeguarding

I confirm that I have read and understood the DfE publications

- Keeping Children Safe in Education (latest version)
- Working Together to Safeguard Children (latest version)

New Local Governors

I confirm I will complete a DBS application within 21 days of commencing the role of Local Governor.

All Local Governors – annual declaration

I confirm that there has been no change to my DBS certification in the past 12 months

Signed by:

Date:

