

## **Could you be a co-opted governor at our school?**

In addition to our parent governor vacancy, we currently have two co-opted governor vacancies on our Governing Body. A co-opted governor is a person appointed by the Governing Body and who, in the opinion of the Governing Body, has the skills required to contribute to the effective governance and success of the school. You do not have to be a parent of a pupil at our school to be a co-opted governor.

### **What are we looking for?**

Whenever co-opted governor vacancies arise, the Governing Body re-evaluates what expertise we need. Currently, we are particularly interested to hear from anyone who has skills and experience in the following areas:

- **Communications** - governors are responsible for setting strategy and vision of the school and it is important to ensure that we appropriately consult with parents, carers and wider community and also communicate decisions made. We are keen to further improve the communication of school with stakeholders and so would like to increase the number of governors we have with experience in this area.
- **Human Resources** - governors are responsible for appointing a Headteacher and the performance management of the Headteacher. We also work with the Headteacher in relation to recruitment of staff for school and ongoing personnel strategy, including pay reviews, flexible working arrangements, disciplinary and grievance procedures. Experience of HR matters in an educational setting would be a ideal, however experience of HR matters in any other context would be beneficial.
- **Health & Safety** - whilst we have a number of governors with some relevant expertise, our lead governor for Health & Safety matters has recently stepped down and so we would be interested to hear from anyone who has skills in this area. We can provide a handover to someone who would be willing to take on this lead role.
- **Finance** - again, we have a number of governors with some relevant expertise in this area. However, this is an area where we have particularly struggled with having the right governor with the right skills who can be available at least three times a year to come into school during the school day to meet with the school bursar and review school finances. Whilst reasonable notice of the dates can be given, there is less flexibility for the governor to influence the choice of these dates than there are with other governor visits that need to happen.

In addition to these specific skills, please see the attached sheet which we prepared for parent governor elections but which sets out the skills and enthusiasm that we look for from all our governors.

### **What do you need to do if you are interested?**

If you have any questions, please get in touch with our Chair of Governors, Rebecca Rawson by email [cofg@kirksmeaton.n-yorks.sch.uk](mailto:cofg@kirksmeaton.n-yorks.sch.uk)

We ask that anyone who would like to be considered for a co-opted governor vacancy submits a short (one or two paragraphs) summary of their skills that they think would be relevant and why they would like to be considered for the role along with the Self Declaration Form attached.

**Self Declaration form**

I declare that I am not disqualified from serving as a school governor (or an Associate Member) in accordance with the following criteria:

- **I am** not a registered pupil at the school (this does not apply to Associate Members);
- **I am** aged 18 or over at the date of election or appointment (this does not apply to Associate Members);
- **I do not** work at the school for more than 500 hours in a school year (this applies to Parent Governors only);
- **I do not** already hold a governorship of the same school;
- **I am not** an elected member of the local authority (this applies to Parent, Staff & Community Governors only);
- **I am not** the subject of a bankruptcy restrictions order or an interim order or a debt relief restrictions order or an interim debt relief restrictions order.
  
- **I have not** had my estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced;
- **I am not subject to:**
  - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
  - an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
  - 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.
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment Act (Scotland) Act 2005 (a) from being concerned in the management or control of anybody;
- **I am not**
  - Included in the list kept under section 1 of the Protection of Children Act 1999 as amended (list of those considered by the Secretary of State as unsuitable to work with children);
  - disqualified from working with children or subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
  - disqualified from registering for child-minding or providing day care;
  - disqualified from registration under Part 3 of the Childcare Act 2006;
  - Disqualified from working with children under sections 28, 29 or 29a of the Criminal Justice and Court Services Act 2000;
- **I have not**, in the five years prior to becoming a governor, or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of three months or more without the option of a fine;
- **I have not**, in the twenty years prior to becoming a governor received a sentence of imprisonment for a period of two and a half years or more;
- **I have not**, at any time, received a prison sentence of 5 years or more;
- **I have not** been fined, in the five years prior to becoming a governor or since appointment or election as a governor, for causing a nuisance or disturbance on education premises;
- **I have not** been disqualified for non-attendance as an LA, foundation (other than ex officio foundation governor), community governor, co-opted governor, or sponsor governor in the past 12 months at this School;
- **When requested** by the clerk to the governing body I do not refuse an application being made under section 113A of the Police Act 1997 for a criminal records certificate.

**I confirm it is my understanding that should any of the above statements change I will inform the Clerk to Governors immediately of my resignation. I further understand that my personal details will be checked with the Criminal Records Bureau.**

I am applying to be a governor at: .....School

Full Name (Block capitals please):

.....

Signature:.....Date:.....

If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Rose Walker, Strategic Support Services, County Hall, Northallerton, DL7 8AE. Tel: 01609 532936 e-mail:Rose.Walker@northyorks.gov.

