



North

Yorkshire County Council

Children & Young People's Service

# YOU CAN MAKE A DIFFERENCE



## BECOME A SCHOOL GOVERNOR

*Excellence for all*

nurse  
driver  
accountant  
travel agent  
househusband  
receptionist  
teacher  
manager  
retired  
engineer  
solicitor  
hairdresser  
mechanic  
doctor  
farmer  
plumber  
architect  
shop worker  
paramedic  
electrician  
chef  
window cleaner  
housewife  
police constable  
cleaner  
photographer  
gardener  
journalist  
chemist  
joiner  
office worker  
unemployed  
civil servant  
labourer  
waiter  
soldier  
care worker  
pilot  
caretaker  
dentist  
traffic warden  
veterinary surgeon  
teaching assistant  
clergy  
designer  
retired  
security guard  
driving instructor

**North Yorkshire County Council is recruiting school governors. Governors are people who help schools give pupils a quality education, people who bring a range of perspectives and experience, people like you. Governors are volunteers giving energy, enthusiasm and their time.**

**The role of school governor is a rewarding and challenging experience and pupils will benefit from your efforts. You will work with people from diverse backgrounds, learn about the education system, strengthen existing skills and develop new skills.**

## **GOVERNORS ARE:-**

- People who care about education
- Volunteers from all walks of life
- Members of a team supporting their school
- People who help their community to develop
- Supported and helped to do their work
- Given the opportunity for training

## **THINK ABOUT BECOMING A GOVERNOR**

### **If you have**

- An interest in education and the local community
- Time and enthusiasm
- A readiness to work in a team and accept responsibility

## **BEING A GOVERNOR**

### **Involves**

- Visiting and getting to know the school
- Working with the headteacher and others as a team
- Attending two or three meetings a term
- Reading papers before a meeting
- Observing confidentiality

## WHAT GOVERNORS DO

- Governors help to provide high standards of education in schools by
  - Setting suitable aims and objectives
  - Agreeing policies, targets and practices
  - Monitoring progress
- The full governing body usually meets at least once a term usually in the late afternoon or evening
- Smaller groups of governors meet as committees to consider matters in more detail

## KNOWLEDGE AND TRAINING

Specialist knowledge is not required.

Schools receive grant funding for governor training. North Yorkshire County Council and the Diocesan/Church Authorities provide information, support and training to help you feel confident to carry out your duties.

## HOW DO I APPLY TO BE A GOVERNOR?

If you have been provided with this leaflet by a school, and are eligible to become a governor (see the Qualification and Disqualification criteria on page 7 of this leaflet), please liaise with the school on what vacancies they have.

If you have been supplied with this leaflet by Governor Support at County Hall, and are eligible to become a governor (see the Qualification and Disqualification list on page 7 of this booklet) please complete the enclosed application form and submit it to the address on the back page of this leaflet. Please also note the Data Protection Statement on the application form.



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police constable

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photographer

gardener

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chemist

joiner

office worker

unemployed

civil servant

labourer

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## FREQUENTLY ASKED QUESTIONS

### Why do schools have governing bodies?

To ensure pupils are provided with the best education possible. The governing body works in partnership with headteachers, parents and school staff.

The governing body is part of the school leadership team and is responsible for planning and policy development.



### What responsibilities do governors have?

Governing bodies are corporate bodies with powers and responsibilities largely defined by statute. They should act with integrity, objectivity, honesty and in the best interests of the school they serve. Individual governors must be loyal to the governing body, staff and pupils of the school and observe confidentiality when required, or asked to do so by the governing body, especially regarding matters concerning individual staff or pupils.

They are accountable and must be prepared to explain their decisions and actions.

### How long does a person serve as a governor?

As long as they wish provided that they are not disqualified for any reason (see paragraph below). A governor's term of office is usually 4 years and governors may choose to stand for re-appointment/re-election at the end of each term of office, provided that they are still eligible to do so.

### Is everyone eligible to become a school governor?

Understandably there are some restrictions to prevent some people from serving as school governors. The full list of qualification and disqualification criteria is shown on page 7 of this leaflet. Provided you comply with the criteria then you may apply to serve as a school governor, however, if any of the disqualification criteria become applicable during your term of office you would have to stand down.

## What training and support is available?

- North Yorkshire County Council provides an annual governor training programme which includes courses aimed at new governors to help them understand their role and responsibilities.
- North Yorkshire County Council also provides new governors with a Welcome Pack, which provides information to new governors to help them settle into their new role and to provide details of guidance, training and support available. Schools should also provide induction processes and materials, however, this will vary from school to school.

## How much time is involved?

Governing bodies must hold a minimum of three full governing body meetings per year, the majority hold between three and six per year.

Governing bodies may also set up committees or working groups to deal with specific issues. If a school has committees governors would be expected to serve on one or more of these committees which usually meet once or twice per term.

Governors would be expected to read all the reports and papers circulated to them for each meeting.

In addition to this governors may volunteer their time and energies to assist the school in a variety of ways, such as fund raising or acting as a link between the school and governing body for specific area of school activity.

Governors have the right to reasonable time off work to undertake this public duty, however, this may be unpaid leave. You will need to check with your employer how much time you will be allowed off and whether or not this is paid leave.

## Do governors receive payment?

Governors are unpaid volunteers and are not able to claim for loss of earnings, however, some governing bodies may agree to pay reasonable out of pocket expenses.

## Will I be held personally liable for decisions made?

Governors do not stand alone; they decide policy and make decisions on a collective basis. Provided that governors act in good faith and with integrity and honesty then they will not be personally liable. However, if they act fraudulently or with criminal intention then they may be individually prosecuted.

## Am I able to serve on more than one governing body?

Yes. There is no limit to the number of schools you may serve. It depends on the time you have available. However, you may only hold one governor place per school.

nurse  
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 retired  
 engineer  
 solicitor  
 hairdresser  
 mechanic  
 doctor  
 farmer  
 plumber  
 architect  
 shop worker  
 paramedic  
 electrician  
 chef  
 window cleaner  
 housewife  
 police constable  
 cleaner  
 photographer  
 gardener  
 journalist  
 chemist  
 joiner  
 office worker  
 unemployed  
 civil servant  
 labourer  
 waiter  
 soldier  
 care worker  
 pilot  
 caretaker  
 dentist  
 traffic warden  
 veterinary surgeon  
 teaching assistant  
 clergy  
 designer  
 retired  
 security guard  
 driving instructor

## If I apply will I automatically be appointed as a governor?

No. All candidates must complete a declaration form to confirm they are eligible and, to safeguard children, must undergo a legally required check.

If you are submitting an application form to Governor Support at County Hall, appointment will also depend on satisfactory references. You will be placed on the Register of Potential Governors which is circulated to North Yorkshire schools and other bodies who appoint governors.

If you are applying directly at a school, appointment will also depend on the type of governor you are applying to be – see the list below.

## What types of governor are there?

The main types of governor are:-

- Parent governors – are normally elected by and from the parents of children registered at the school. The school seeks nominations from parents when there is a vacancy. If there are more candidates than places available an election will be held and the places awarded to the candidates with the highest number of votes. If there are insufficient nominations the governing body can appoint parent governors to fill these places and will inform the individuals accordingly.
- Community governors – are appointed by the governing body. The governing body considers nominations when there are vacancies and will inform the candidates accordingly.
- Foundation & Partnership governors – are appointed by the school's founding body, church or other organisation legally specified. The appropriate body will advise the school and the candidates accordingly.
- Staff governors – are elected by and from the staff employed to work at the school. Nominations will be sought and if there are more candidates than places available the headteacher will arrange for an election to be held.
- Local Authority (LA) governors – are nominated by the elected Members of North Yorkshire County Council. The appointments are administered by Governor Support at County Hall.

## If I have further questions what should I do?

North Yorkshire County Council Governor Support Team will be happy to answer any other questions you may have. Please see the back page of this leaflet for contact details.

## QUALIFICATION & DISQUALIFICATION

By completing the School Governor application or Self Declaration form you will be declaring that you are eligible to serve as a school governor in accordance with the following criteria:

You **must** be aged 18 or over at the date of election or appointment.

A person is **disqualified** from being a school governor if they:

- already hold a governorship of the same school;
- have a mental disorder and are liable to be detained under the Mental Health Act 1983;
- have had their estate sequestrated (temporarily repossessed) with the sequestration having not been discharged, annulled or reduced;
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order under the Company Directors Disqualification Act 1986(a) or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- have 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 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;
- are included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- are disqualified from working with children;
- are disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- have, in the five years prior to 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;
- have, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and have had passed on them a sentence of imprisonment for a period of two and a half years or more;
- have, at any time, had passed on them a sentence of imprisonment for a period of five years or more;
- have been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- are subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- have been disqualified for non-attendance as an LA, foundation (other than ex officio foundation governor), community, sponsor governor or associate member in the past 12 months at this School;
- refuse an application being made to the Criminal Records Bureau for a criminal records disclosure.

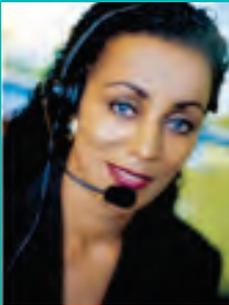
If you have any questions about your eligibility to become or remain a governor you may, in complete confidence, contact Rose Walker, Governor Support, County Hall  
Tel: (01609) 532936 E-mail: [Rose.Walker@northyorks.gov.uk](mailto:Rose.Walker@northyorks.gov.uk)



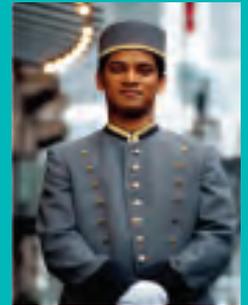
# SCHOOL GOVERNORS ARE PEOPLE LIKE YOU



To apply contact:-



Your local school  
or



Governor Support

Children & Young People's Service



North Yorkshire County Council



County Hall

Northallerton

North Yorkshire

DL7 8AE

Tel: (01609) 532936



E-mail: [Governor.Support@northyorks.gov.uk](mailto:Governor.Support@northyorks.gov.uk)



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