

Guidance for Applicants



1.	Have you read: <ul style="list-style-type: none"> • ‘What does a governor do’ • Birmingham City Council’s Model Code of Conduct (the above are available via www.birmingham.gov.uk/school-governors) • Nolan Principles of Public Life (Appendix B) • School Governor Qualifications and Disqualifications (Appendix C) 	
2.	Have all sections of the form been completed?	
3.	Does your statement of supporting information (Section D, page 4) consist of at least 80-100 words?	
4.	Does your statement of supporting information (Section D, page 4) demonstrate your capacity to be an effective governor and reflect your understanding of the role as outlined in ‘What does a governor do’?	
5.	Have you provided examples that demonstrates you have the skills and abilities required of all governors: <ul style="list-style-type: none"> • a strong commitment to the role and to improving outcomes for children; • the inquisitiveness to question and analyse; • the willingness to learn; • good inter-personal skills; • appropriate levels of literacy in English (unless the governing body is prepared to make special arrangements); • sufficient numeracy skills to understand basic data. 	
6.	Have you clearly outlined any additional transferrable skills and experience that can be used in the role of governor?	
7.	Have you ensured your referees are not family members? (You may wish to consider individuals who have known you in a professional capacity)	
8.	Have you declared your commitment to all the points described in Section G?	
9.	Have you signed and dated the form?	
10.	Have you completed Appendix A: Equalities monitoring?	
11.	Have you completed the Skills Audit form?	

What happens next?

Your application will be acknowledged and references will be requested. Upon receipt of these your application will be submitted to the Chair and Head Teacher who meet on a half-termly basis to consider all Governor applications.

Applicants will be contacted following the outcome of this meeting. Successful applicants will be asked to come into school for an initial meeting.

On average an application process takes approximately 3/4 months to complete. It may take longer depending on circumstances.

Further Information

If at any stage additional information is required from you to support your application you will be contacted by a member of the Clerk to Governors.

If you require any support in completing the application form or have any queries regarding the progress of your application, please call 0121 464 6420 or email enquiry@stbendic.bham.sch.uk