

## **Declaration of Eligibility to Service as a School Governor**

### **QUALIFICATIONS AND DISQUALIFICATIONS**

#### **General**

1. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.
2. A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.
4. Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the Governing Board unless the disqualification is under paragraphs 1 or 2 of this Schedule.

#### **Disqualification criteria for categories of governor**

5. (1) A person is disqualified from election or appointment as a parent governor of a school if the person—
  - (a) is an elected member of the local authority; or
  - (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.(2) A person ("P") is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be).
6. A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.
7. (1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—
  - (a) a parent of a registered pupil at the school;
  - (b) eligible to be a staff governor of the school;
  - (c) an elected member of the local authority; or
  - (d) employed by the local authority in connection with their education functions.(2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.
8. Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

#### **Failure to attend meetings**

9. (1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

(2) A governor who, without the consent of the Governing Board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

#### **Bankruptcy**

10. A person is disqualified from holding or continuing to hold office as a governor of a school if—

(a) the person's estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

(b) the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(1), a debt relief restrictions order or an interim debt relief restrictions order(2).

#### **Disqualification of company directors**

11. A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

(a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(3);

(b) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(4);

(c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or

(d) an order made under section 429(2)(b) of the Insolvency Act 1986(5) (failure to pay under county court administration order).

#### **Disqualification of charity trustees**

12. A person is disqualified from holding or from continuing to hold office as a governor of a school if—

(a) the person ("P") has been removed from the office of 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 in the administration of the charity for which P was responsible or to which P was privy, or to which P contributed or which P facilitated by P's conduct; or

(b) the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(6), from being concerned in the management or control of any body.

#### **Persons whose employment is prohibited or restricted**

13. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

(a) included in the list kept under section 1 of the Protection of Children Act 1999(7) (list of those considered by the Secretary of State as unsuitable to work with children);

(b) subject to a direction of the Secretary of State under section 142 of EA 2002(8) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

- (c) barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(9);
- (d) disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(10);
- (e) disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(11) for child minding or providing day care; or
- (f) disqualified from registration under Part 3 of the Childcare Act 2006(12).

#### **Criminal convictions**

14. (1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

(2) This sub-paragraph applies to a person ("P") if—

(a) within the period of five years ending with the date immediately preceding the date on which P's appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or

(b) since P's appointment or election as governor or, as the case may be, since P became a governor by virtue of an office,

P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person ("Q") if within the period of 20 years ending with the date immediately preceding the date on which Q's appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.

(4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

(5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person ("R") if—

(a) within the period of five years ending with the date immediately preceding the date on which R's appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

(b) since R's appointment or election as governor or, as the case may be, since R became a governor by virtue of an office,

R has been convicted under section 547 of EA 1996([13](#)) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992([14](#)) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

**Refusal to make an application for a criminal records certificate**

15. A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the Governing Board to make an application under section 113B of the Police Act 1997([15](#)) for a criminal records certificate.

**Notification to clerk**

16. Where a person ("P") is, or is proposed to become, a governor and by virtue of any of paragraphs 10 to 14 P is disqualified from holding, or from continuing to hold, office as a governor, P must give notice of that fact to the clerk to the Governing Board.

(1) "Bankruptcy restrictions order" means an order made under paragraph 1 of Schedule 4A to the Insolvency Act [1986 \(c. 45\)](#) and "interim bankruptcy restrictions order" means an order made under paragraph 5 of that Schedule. Schedule 4A was inserted by Schedule 20 to the Enterprise Act [2002 \(c. 40\)](#).

(2) "Debt relief order" means an order made under paragraph 1 of Schedule 4ZB to the Insolvency Act [1986 \(c. 45\)](#) and "interim debt relief order" means an order made under paragraph 5 of that Schedule. Schedule 4ZB was inserted by Schedule 19 to the Tribunals, Courts and Enforcement Act [2007 \(c. 15\)](#).

(3) [1986 c.46](#).

(4) [S.I. 2002/3150 \(N.I. 4\)](#), as amended by the Companies Act [2006 \(c.46\)](#), the Banking Act [2009 \(c.1\)](#), the Debt Relief Act (Northern Ireland) [2010 \(c.16\)](#) and by [S.I. 2005/1454 \(N.I.9\)](#), [2005/1455 \(N.I.10\)](#), [2005/1967 \(N.I.17\)](#), [2006/314 \(N.I.3\)](#), [2006/3336 \(N.I.21\)](#), [2007/2194](#), [2008/948](#), [2009/805](#) and [2009/1941](#).

(5) [1986 c.45](#). Section 429(2) is repealed and substituted by section 106 of and Schedule 16 to the Tribunals, Courts and Enforcement Act [2007 \(c.15\)](#), which are not yet in force.

(6) [2005 asp 10](#).

(7) [1999 c.14](#), as amended by the Care Standards Act 2000 ([2000 c.14](#)). Section 1 is repealed by section 63 of and Schedules 9 and 10 to the Safeguarding Vulnerable Groups Act [2006 \(c.47\)](#) save as provided by [S.I. 2009/2611](#).

(8) Section 142 is repealed by section 63 of and Schedule 10 to the Safeguarding Vulnerable Groups Act 2006 (which are only partly in force) save as provided by [S.I. 2009/2611](#).

(9) [2006 c.47](#).

(10) [2000 c.43](#). Section 28 is repealed by section 63 of and Schedule 10 to the Safeguarding Vulnerable Groups Act 2006 (which are only partly in force) save as provided by [S.I. 2009/2611](#) and [S.I. 2010/1101](#).

(11) [2010 nawm 1](#).

(12) [2006 c.21](#). Part 3 is amended by the Education and Inspections Act [2006 \(c.40\)](#), the Safeguarding Vulnerable Groups Act 2006, the Education and Skills Act [2008 \(c. 25\)](#), the Apprenticeships, Skills, Children and Learning Act [2009 \(c.22\)](#) and the Education Act [2011 \(c.21\)](#).

(13) As amended by SSFA 1998 and by section 206 of and Schedule 20 to EA 2002 and by section 6 of and Schedule 1 to the Education and Inspections Act 2006 and by [S.I. 2010/1158](#).

(14) [1992 c.13](#); section 85A was inserted by section 206 of and Schedule 20 to EA 2002 and amended by [S.I. 2010/1158](#) and by section 54 of and Schedule 13 to the Education Act 2011.

- (15) [1997 c.50](#); inserted by section 163 of the Serious Organised Crime and Police Act 2005 ([2005 c.15](#)) and amended by the Safeguarding Vulnerable Groups Act 2006, the Armed Forces Act [2006 \(c.52\)](#), the Policing and Crime Act [2009 \(c.26\)](#) and [S.I.2009/203](#) and [S.I. 2010/1146](#).

**DECLARATION OF ELIGIBILITY FORM**

RESTRICTED

- Please complete Section A and the first half of Section B.
- Please provide two proofs of identity (e.g. Passport/Driving Licence/Utility Bill/Bankers Card) to the Headteacher or Clerk to Governors who will complete and sign Section C
- **SECTION A TO BE RETAINED BY THE CLERK TO GOVERNORS FOR THE DURATION OF THE TERM OF OFFICE.**
- **SECTIONS B AND C TO BE DEALT WITH ACCORDING TO THE SCHOOL'S DATA PROTECTION PROCEDURES FOLLOWING ELECTION / APPOINTMENT PROCESS.**

**SECTION A**

- *Having read and understood the disqualification criteria as listed, I declare that I am not disqualified from serving on a School Governing Board. If I become disqualified I will give notice of the fact to the Clerk of the Governing Board.*
- *Upon election / appointment, I understand that my personal data including name, address, telephone number and email address will be held securely by the LA's Governor Support Service in line with Derbyshire County Council's Children's Services retention schedule and these details may be shared with other members of the LA if necessary\*.*

Signed: ..... Date: .....

**SECTION B**

Title: ..... Name: .....

Home address: .....  
 .....

Email Address: .....

Telephone/Mobile .....

**To be completed by the Headteacher or Clerk to Governors:**

School Name: .....

Category of Governor: .....

Date elected/appointed: ..... Length of term of office: ..... years

**SECTION C**

Proof of Identify – two forms of identity required. Please indicate the nature of the proof seen:

Governor Name: .....

(1) ..... (2) .....

Countersigned by Headteacher or Clerk to Governors:

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

**\*Please note:** If you do not wish your details to be held by the Governor Support Service, please contact the Team directly on 01629 535769 or email [governor.support@derbyshire.gov.uk](mailto:governor.support@derbyshire.gov.uk)