


**Bryan Slater**  
**Director of Education**

**Distribution**

Clerks to Governors

*information*

The attached document is provided for your **information**:

<b>ACTION</b>	<b>Title</b>	New Procedures for informing the Governor Support Service of new and reappointed governors.		
	<b>Summary of contents</b>	Clearance Form for List 99, Declaration of Eligibility and Acceptance.		
	<b>Associated documents</b>			
	<b>Date</b>	18.02.04		
	<b>Summary of action required</b>	New and reappointed Governors need to complete Section 1 of the Clearance Form. Clerks need to send a completed Clearance Form as a means of notification to Governor Support Service of new and reappointed governors.		
	<b>To be completed by</b>	When appropriate		
	<b>LEA Contact</b>	Ninette Taylor		01603 433276
	<b>E-mail address</b>	<a href="mailto:Ninette.taylor@norfolk.gov.uk">Ninette.taylor@norfolk.gov.uk</a>		
	<b>Norfolk Self Review reference</b>	7. How well is the school led and managed?		
	<b>Document reference</b>	GI 04/2004		

**New Procedure**

All new and reappointed governors, including staff governors, must undergo a List 99 check, give a declaration regarding eligibility and formally accept the governorship. The attached Clearance Form combines these requirements and is also a notification form for clerks to pass on details of new and reappointed governors to the Governor Support Service.

**Clerks should photocopy both sides of the attached master copy of the Clearance Form (GSS99/04) to advise Governor Support Service of all new and reappointed governors, with immediate effect.**

**Please follow the procedure listed below.**

1. All new and reappointed governors must complete and sign Section 1 of the notification form. (All sections must be completed in order that the List 99 check can be carried out by the Department for Education and Skills)

2. Clerks must complete Section 2

3. The completed form should be sent to the Governor Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL or the schools' courier post may be used.

4. On receipt of the Clearance Form, the Governor Support Service will arrange for a List 99 check to be undertaken. These checks usually take one week.

5. When List 99 clearance is received, the Governor Support Service will send a letter to the new or reappointed governor, confirming their appointment. New governors will also be sent a Welcome Pack.

Emails, letters, telephone calls and amendment forms will no longer be accepted for advising the Governor Support Service of new and reappointed governors. The attached form must be used. This form is also available on the Governor Support Service website. [www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk) Changes of address for governors and new governor vacancies can be emailed or telephoned to the Governor Support Service.

### **LEA Governors**

The Governor Support Service will send the Clearance Form to all new and reappointed LEA governors.

Governing bodies should still complete a suggestion form if they wish to put forward a name for consideration for a LEA governorship. A suggestion form is sent from the Governor Support Service each time a LEA governorship becomes vacant.

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### **Ethnic Monitoring Form**

Also attached is a master copy of the Ethnic Monitoring Form. This form is to help the Governor Support Service to monitor the membership of governing bodies. It will provide useful information to help us to encourage people from minority groups to become governors. All new and reappointed governors are requested to complete this form. This form can be attached and returned with the Clearance Form.

**New and re-appointed governors to complete section 1.  
Clerks to Governors to complete section 2.**

This form must be completed for each new or reappointed Governor. It includes the Declaration regarding eligibility and requests the information for the List 99 check.

**Section 1 – For completion by all new and reappointed governors**

**All sections must be completed in order that the List 99 check can be carried out.**

New and reappointed governors must undergo a List 99 check. This list is held by the Department of Education and Skills and contains details of those people who, after investigation, were found to be unsuitable to work with children and young adults.

- I give my consent for the Authority to undertake a List 99 check.
- I declare that I am not disqualified from serving as a School Governor (please see disqualification criteria overleaf)
- I confirm that I accept the appointment of \*Parent Governor ☐ \*Community Governor ☐  
\*Co-opted Governor ☐ \*Foundation Governor ☐ \*Partnership Governor ☐ \*LEA Governor ☐  
Staff Governor ☐ (\*please tick the appropriate box)

at ..... **School** (please insert name of school)

**Signed** ..... **Date** .....

Please supply the following details in block capitals:

**TITLE** ..... **FORENAMES:** ..... **SURNAME:**

.....  
**PREVIOUS SURNAMES** (including

Maiden name or please state 'none') .....

**DATE OF BIRTH:** .....

**FULL ADDRESS:** .....

..... **POST CODE:** .....

**CONTACT NOS:** Home: ..... Mobile: .....

Business: ..... E-mail: .....

These details will be held on computer and registered under the Data Protection Act 1984, in compliance with its 8 principles.

Governors' home addresses and telephone numbers are only available to Local Education Authority employees and the other governors on that school's governing body. If you require your private address and telephone number to be removed from our database please place an 'X' in this box ☐  
If you place a cross in the box all correspondence will be sent care of the school.

**An appointment letter will be sent as soon as the List 99 check is cleared.**

**Section 2 - For completion by the Clerk.**

Date elected or appointed (if new governor)  
or date of reappointment or re-election: .....

Name of previous governor: ..... Governor type: .....

and last date of service: ..... please indicate reason: .....  
(retirement, resignation, end of term of office)

**Chair of Governors' name:** ..... **Clerk to Governors' name:** .....

This form should be placed in an envelope and sent via the school's post or royal mail to:

The Governor Support Service,  
Professional Development Centre,  
Woodside Road,  
Norwich NR7 9QL.  
Form: GSS/99/04

## **Qualifications and Disqualifications (regulation 20 and Schedule 6 of the Constitution Regulations)**

**A governor must be aged 18 or over at the time of their election or appointment. A person cannot hold more than one governorship at the same school.**

**A person is disqualified from being a governor or associate member if they:**

- **have a mental disorder and are liable to be detained under the Mental Health Act 1983;**
- **have failed to attend the governing body meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This provision does not apply to the head teacher;**
- **are bankrupt;**
- **are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429 (2) of the Insolvency Act 1986;**
- **have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on 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 of teachers or workers prohibited or restricted from working with children or young people;**
- **are disqualified from working with children;**
- **are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;**
- **have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor;**
- **have received a prison sentence of 2½ years or more in the 20 years before becoming a governor;**
- **have at any time received a prison sentence of 5 years or more;**
- **have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;**
- **refuse to an application being made to the Criminal Records Bureau for a criminal records certificate.**

# Norfolk County Council Ethnic Monitoring Form

Name \_\_\_\_\_

Governor at \_\_\_\_\_ School

This form will help the Governor Support Service to monitor the membership of governing bodies. It will provide useful information to help us to encourage people from minority groups to become governors. It may be returned via the schools courier post in a separate envelope addressed to the Governor Support Service. Thank you for completing this form.

Please tick in the appropriate box

## Ethnic Origin

**(A)**

### White

☐

British

☐

Irish

☐

Any other White background

**(B)**

### Mixed

☐

White & Black Caribbean

☐

White & Black African

☐

White & Asian

☐

Any other mixed background

**(C)**

### Asian or Asian British

☐

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any other Asian background within (c)

**(D)**

### Black or Black British

☐

Caribbean

☐

African

☐

Any other Black background within (d)

**(E)**

### Other Ethnic Groups

☐

Chinese

☐

Any other ethnic group

☐

Not stated