|  |  |  |
| --- | --- | --- |
|  | Team | Governor Support  |
| Contact | Jayne Hadfield |
| Our ref |       |
|  | Email | Jayne.hadfield@derby.gov.uk  |
| Tel |  |
| Fax |       |
| Minicom |       |
| Date | Date as post mark / email |

To Whom It May Concern

**Application to become an authority school governor:**

We have received an application to become an authority governor from the above-named person. We require two references for new appointments or one for reappointments and they have given your name as a referee for this post. Please can you complete the reference form attached to this letter.

School governors are part of a team, the school’s governing body, which has significant responsibilities in running the school. A school governor does not need any specific experience, just interest, enthusiasm and commitment to making a positive contribution to children’s education. Various skills are, of course, helpful, but these need not be directly related to schools in the first instance. An interest in children’s education is important.

I should be grateful if you would let me have your candid assessment of the applicant’s suitability to become a school governor. In particular, any comments you may wish to make on their:

* reliability
* confidentiality
* areas of potentially relevant experience
* ability to be an effective and efficient member of a team
* communication skills, both written and oral

I would also appreciate it if you could indicate if you have any reservations about their ability to undertake the role of school governor.

The applicant has a right to see this reference however, under the Data Protection Act 1998 we must make sure we have your consent before we can disclose it. Please indicate if you are happy for us to disclose it to the applicant upon request.

Thank you in advance for your assistance.

Yours sincerely

Jayne Hadfield

**Jayne Hadfield**

Governor Support Manager

**Reference Form – Authority School Governor**

**To be used for PERSONAL REFERENCES**

|  |  |
| --- | --- |
| Applicants Name: |  |
| School/ Place of Work:  |  |
| Name of Referee: |  |
| Address: |  |
| How long have you known the applicant? |  |
| Capacity known: |  |
| Occupation |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I believe the applicant will make a good school governor |  |  |
| Is this applicant reliable? |  |  |
| Is this applicant able to maintain confidentiality in relation to sensitive issues? |  |  |
| In your opinion, would this applicant be an effective and efficient member of a team? |  |  |
| Does the applicant have good written and communication skills? |  |  |
|  |  |  |
| Any other comments: |

The applicant has a right to see this reference however, under the Data Protection Act 1998, We must make sure we have your consent before we can disclose it. Please indicate if you are happy for us to disclose it to the applicant upon request. **Yes/No**

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GDPR - Layer 1 Privacy Notice for Governors – 25th May 2018**

**How is your information used?**

For all governors, we will use the information we collect to fulfil our obligation of keeping records of School Governors within the City up to date. We will also use your data to keep you up to date with any changes, or information, relevant to your role of School Governor. Equalities data is collected so that we can ensure any training and resources are accessible, and to inform any future recruitment campaigns.

For Local Authority governors, the information that we collect will be used initially to determine your suitability for the role, matching against the Skills criteria provided by Governing Boards. Should your nomination be successful, we will then use the information to fulfil our obligation of keeping records of School Governors within the City up to date. We will also use your data to keep you up to date with any changes, or information, relevant to your role of School Governor. Equalities data is collected so that we can ensure any training and resources are accessible, and to inform any future recruitment campaigns.

**Who will your information be shared with?**

For all governors, we may share your information with other council departments, such as HR, Finance, Business Intelligence etc. and it will also be shared with the Department for Education (DfE) and Ofsted because we have a legal duty to do so.

For Local Authority governors, during the nomination process, we will also share your information with the schools to which we are nominating you.

**For further information about how your personal information will be used, please visit** <https://www.derby.gov.uk/privacy-notice/> **where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from Governor Support by phoning 01332 640364 or emailing** governorenquiries@derby.gov.uk