

## **Maryland School Governing Body**

### **Policy on verification of personal details for the election and appointment of governors**

#### **Introduction**

Candidates for appointment and election as school governors often self-nominate. Application statements will often contain general information about the candidate's background, but there might also be references to higher education and professional qualifications as well as information about employment or voluntary work in a professional capacity. This type of information should be advantageous for candidates. However, for those standing for election it is taken on trust and could give candidates an unfair advantage if there is any misrepresentation.

#### **Verification of personal details for the election and appointment of governors**

##### **1. Elected governors**

Parent governor candidates are invited to submit a personal statement of no more than 100 words. In the event of an election this is circulated to parents with the ballot paper to help them to decide who to vote for. Where candidates refer to higher education or professional qualifications or holding a professional post through employment or voluntary work in their statements they will be invited to visit the school to provide documentary evidence to verify this information. Qualifications should be verified by producing certificates and employment should be verified by producing a contract of employment or a confirmatory letter from the employer.

Candidates will be given at least five working days to provide documentary evidence to the Headteacher. Those who fail to respond will have their personal statement withdrawn and not circulated with the ballot paper. Those who respond but are unable to fully verify the information will be asked to remove the relevant details from their statement within one working day. Refusal to do this will lead to the statement being withdrawn and not circulated with the ballot paper.

##### **2. Appointed governors**

Co-opted and Authority governor candidates should submit an application form which includes a supporting personal statement. All candidates should be interviewed before any recommendation is made regarding their appointment. Where candidates refer to higher education or professional qualifications or holding a professional post through employment or voluntary work in their statements they will be asked to bring evidence of these to the interview. The governing body reserves the right to take up references as a further pre-appointment check

This policy will be reviewed in Sept 2018.

**Maryland School Governing Body**  
**April 2017**