

**Application for Trustee/Governor Vacancies**

**Personal details**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Best days/times to call you** |  |
| **Email address** |  |

**Tell us about you**

I would like to apply for the role of:

* Trustee
* Local Governing Body Member:

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| **Please outline your reasons for this application:** |
| **Why would you like to become a Trustee/Local Governor within our Trust?** |
| **What skills can you bring to the role?** |
| **A summary of your experience/relevant employment?** |

**Skills audit**

*Please tick to indicate how confident you are in the following areas:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Professional-level knowledge or expertise** | **Confident in the area, but not to a professional level** | **A basic or working understanding** | **No experience** |
| Strategic planning |  |  |  |  |
| Setting a vision, values and goals |  |  |  |  |
| Public sector or charity governance |  |  |  |  |
| Knowledge of the education sector |  |  |  |  |
| Teamwork and collaborative decision making |  |  |  |  |
| Communication skills |  |  |  |  |
| Financial management |  |  |  |  |
| Fundraising/income generation |  |  |  |  |
| Human resources |  |  |  |  |
| Performance management |  |  |  |  |
| Data analysis |  |  |  |  |
| Legal skills |  |  |  |  |
| Health and safety |  |  |  |  |
| Premises management |  |  |  |  |
| Curriculum and assessment |  |  |  |  |
| Safeguarding |  |  |  |  |
| Special educational needs and disabilities (SEND) |  |  |  |  |
| Approving and monitoring the implementation of plans and/or policies |  |  |  |  |
| Compliance |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills |  |  |  |  |

**Conflict of interests**

We maintain a register of relevant business and pecuniary interests for all governance members so that we can act on potential conflicts and make sure that the decisions we take are impartial, in the interests of our pupils and not affected by outside interests.

For example, your decision could potentially be swayed because:

* You are a Trustee/Governor at another Trust/school
* Work for a company that provides services to schools (e.g. uniforms, catering, payroll provider, photocopiers, etc)
* Have a personal relationship with a member of staff (e.g. spouse, partner, relative, etc)

If you are not sure an interest is relevant, err on the side of caution and declare it.

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| **Category of interest** | **Name and nature of business / body / organisation, nature of interest, date the interest began** |
| Bodies of which I am an employee: |  |
| Other bodies of which I am a company director or officer: |  |
| Firms in which I am a partner: |  |
| Other educational institutions or charities for which I am a trustee or governor: |  |
| Public bodies of which I am an official or elected member: |  |
| Companies whose shares are publicly quoted in which I own or control more than 1% of the shares: |  |
| Companies whose shares are not publicly quoted in which I own or control shares: |  |
| Any other interest (potential or actual) which is significant or material: |  |

**Eligibility**

**I confirm that:**

* I am aged 18 or over.
* I am not a pupil at the Trust
* I am not an undischarged bankrupt.
* I am not disqualified from acting as a charity trustee under Section 72 of the Charities Act 1993

*Section 72 of the Charities Act 1993 provide a person will be disqualified as a charity trustee for:-*

* + *conviction of any offence involving dishonesty or deception (unless the conviction is spent);*
  + *being adjudged bankrupt or having his/her property made available to creditors and (in either case) he/she has not been discharged;*
  + *making a formal arrangement with his/her creditors which has not been discharged;*
  + *removal from the office of charity trustee by an order of the Charity Commissioners or of the High Court;*
  + *removal under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being concerned in the management or control of any body; or*
  + *being subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under Section 429 (2) (b) of the Insolvency Act 1986.*
* I am not included in the list kept by the Secretary of State under Section 1 of the Protection of Children Act 1999.
* I am not disqualified from working with children in accordance with Section 35 Criminal Justice and Court Services Act 2000.
* I am not barred from regulated activity relation to children (within the meaning of Section 3(2) of the Safeguarding of Vulnerable Groups Act 2006.
* I am not the subject of a direction under Section 142 Education Act 2002 nor am I subject to any prohibition or restriction which takes effect as if contained in such a direction.
* I have not been convicted of any criminal offence, excluding any offence that is spent under the Rehabilitation of Offenders Act 1974 and any offence for which the maximum sentence is a fine or a lesser sentence.
* I am not under a disqualification order made by a Court under the Company Directors Disqualification Act 1986.

*A disqualification order* ***must*** *be made against a director if he/she is or has been a director of a company which has at any time become insolvent and his/her conduct as a director of that company (taken alone or together with his/her conduct as a director of any other company or companies) makes him/her unfit to be concerned in the management of a company.*

*A disqualification order* ***may*** *be made against a director for:-*

* + *conviction of an offence in connection with the promotion, formation, management, liquidation or striking off of a company or with the receivership or management of a company’s property;*
  + *persistent breaches of companies legislation (eg failure to file accounts and annual returns);*
  + *fraudulent trading or of any other fraud in relation to the company;*
  + *conviction for contravention of or failure to comply with any provision in companies legislation requiring the filing of documents with the registrar of companies; or*
  + *participation in wrongful trading.*

From 1 August 2018 individuals are automatically disqualified from acting as a trustee of a charity if:

* one or more of the reasons in Annex A apply; and
* they have not obtained a waiver of that disqualification from the Charity Commission.

I declare that:

* I am not disqualified from acting as a trustee and
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.

**Christian ethos for CofE Schools within the Trust**

We have Church of England schools in our Trust, which means that our Articles of Association (our constitution) state that we must have a majority of Foundation directors. You have to be broadly supportive of Christian ethos and values but you do not have to attend church or be a Christian. Like all schools, we abide by the Equality Act and aim to actively eliminate discrimination, advance equality of opportunity and foster good relations between people of all backgrounds and beliefs.

**Privacy notice**

The information provided on this form will be used for purposes relating to school governance, specifically to recruit new Trustees or Governors. It will not be processed or shared for any other unrelated purpose. If your application is not successful, this information will be deleted securely. If your application is successful we will keep this information for as long as you are a governance volunteer and/or as long as statutory necessary. For more information and relevant GDPR policies, please see [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk)

**References**

Please supply the names and contact details of two people who you would be happy for us to contact for a reference. Referees must not be related to you, or writing solely in the capacity of a friend; and we would request that one knows you in a professional capacity.

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| --- | --- | --- | --- |
| Referee 1 | | Referee 2 | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |
| Occupation/  Relationship |  | Occupation/  Relationship |  |
| How long have they known you? |  | How long have they known you? |  |