

**Trustees Application Form**

This form contains important information, please read and complete **all** sections of this form using black ink or type and return to the Clerk to the Governors, Ansford Academy, Maggs Lane, Castle Cary BA77JJ or email to: Clerk.governors@ansford.net

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| DATA PROTECTION NOTICE |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You will find more information on how we use your personal data in our privacy notice for Governors |

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| DISCLOSURE AND BARRING AND RECRUITMENT CHECKS |
| Ansford Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  If you are going to be involved in regulated activity, the DBS check will include a barred list check. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Ansford Academy’s privacy notice.  If you have lived or worked outside of the UK in the last 5 years Ansford Academy may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  Your position as governor will be conditional on the satisfactory completion of the necessary preemployment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:   Inclusion in the list of those unsuitable to work with children |

* 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 2 and a half years or more in the 20 years before becoming a governor
* Have 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

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| SECTION 128 CHECK |
| Ansford Academy will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes trustees, and governors on local governing bodies who have been delegated any management responsibilities. |

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| RIGHT TO WORK IN THE UK AND OTHER CHECKS |
| The trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK. |

**Personal details and eligibility**

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| PERSONAL DETAILS | |
| **Title** |  |
| **Name** |  |
| **Previous**  **Name(s)** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

**Eligibility**

I confirm that I:

 Am aged over 18

 Am not a current pupil at the school

 Have not been declared bankrupt

 Am not the subject of a bankruptcy restrictions order or an interim order

 Have not been disqualified from holding office as a governor

 Have not been disqualified from being a company director and/or a charity trustee

 Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity

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| I HAVE READ THIS FORM AND AGREE THE ELIGIBILITY CRITERIA AND CHECKS ASSOCIATED WITH BECOMING A GOVERNOR. | |
| **Name** |  |
| **Sign** |  |
| **Date** |  |

# Additional Information

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| EDUCATION AND EMPLOYMENT HISTORY |
| **Highest level of education received**  *Please state the institution, qualification received and classification.* |
| **Please give details of any other relevant education or training courses** |
| **Current employment**  *Please state your employer, role, length of time in role and a summary of responsibilities.* |
| **Relevant previous employment** |
| EDUCATION AND EMPLOYMENT HISTORY |
| **Other relevant interests and experience**  *This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.* |
| A BIT MORE ABOUT YOU |
| **Why would you like to become a governor?** |
| **Why would you like to become a governor at our school in particular?** |
| **What skills can you bring to the role?** |

**Skills audit**

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

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| SKILL | PROFESSIONALLEVEL  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 |  |  |  |  |
| SKILL | PROFESSIONALLEVEL  KNOWLEDGE OR EXPERTISE | CONFIDENT IN  THE AREA, BUT NOT TO A  PROFESSIONAL LEVEL | A BASIC OR  WORKING  UNDERSTANDING | NO EXPERIENCE |
| Safeguarding |  |  |  |  |
| Special educational  needs and disabilities (SEND) |  |  |  |  |
| Approving and monitoring the implementation of policies |  |  |  |  |
| Compliance |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills |  |  |  |  |
| Further or higher education |  |  |  |  |
| Knowledge of the local community |  |  |  |  |