**APPLICATION TO SERVE AS A WORCESTER DIOCESAN ACADEMIES TRUST (WDAT) FOUNDATION DIRECTOR/TRUSTEE**

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| Thank you for your interest in serving as a WDAT-appointed Foundation Trustee.  Please complete and return your application form, with the requested copy of I.D. evidence, to Nadia Underwood (Executive Officer) on [nunderwood@cofe-worcester.org.uk](mailto:nunderwood@cofe-worcester.org.uk).  You will be notified of the outcome by letter after the next scheduled WDAT meeting. If you have any queries in the meantime, please telephone either 01905 730 733. |

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| Eligibility to serve as an academy trustee  The Government stipulates that appropriate checks are made on anybody who will be working in a school, academy or further education institution. This includes directors/trustees. The application form lists disqualification criteria and you are asked to confirm that none apply to you.  New Foundation directors/trustees are appointed subject to a satisfactory application being made to the Disclosure and Barring Service for a criminal records certificate. This is undertaken by the academy. |

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| The meaning of ‘Trustee’, ‘Director’ and ‘governor’  *Definitions are taken from the EFA’s ‘Academies Financial Handbook’, effective from September 2016*  In academies there are frequent references to ‘Trustees’. This is the same body of people as both the ‘Directors’ of the company and the ‘governors’ of a *single* academy trust; these words are used interchangeably. Governors must understand their duties as company directors and charity trustees. Essential reading: the Charity Commission guidance CC3: ‘The Essential Trustee: What you need to know, what you need to do’.  The ‘Members’ of an academy trust have a different status from the directors/trustees. The members are the subscribers to the trust’s memorandum of association. Members have an overview of the governance arrangements of the trust and have the power to appoint some of the directors/trustees. |

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| Proof of identity  Even if you are known to the academy, you are also asked to present proof of identity to the Clerk to the Trust, or, Administrative Officer of the academy as part of the application process. This proof of identity will be a birth certificate, driving licence, or passport. |

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| **Name of academy** |  |

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| **Name (Mr / Mrs / Miss / Ms / Rev’d)** |  |
| **Address** |  |
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| **Post-code** |  |
| **Telephone No.** |  |
| **Email address** |  |

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| **Please describe your Christian commitment and involvement** |
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| **Please identify any experience / expertise you can bring to the Trust Board of the academy (e.g. as a former governor / trustee, teacher, administrator, in business, finance, human resources, etc.)**  **Please also complete the Skills Audit questionnaire and return with your completed application.** |
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| **Other relevant information** |
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| **Declaration of Interests** | |
| Are you employed by the academy? | YES / NO |
| Will you have a child at the academy during the current academic year? | YES / NO |
| Are you a company Director, Partner or owner of any business, or, a Trustee of a charity? | YES / NO |
| If YES, please provide further details: | |
| Is your spouse, or anyone living with you, employed by the academy? | YES / NO |
| Is there any other interest you wish to declare? | YES / NO |
| If YES, please state: | |

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| **Agreement** | |
| * I confirm that I am willing to serve as a Foundation Director/Trustee for a term of office as specified in the academy’s Instrument of Government (usually 4 years). * I agree to support and maintain the ethos of the academy by ensuring that the academy is distinctively Christian and that Christian values, principles and beliefs of central to its curriculum, relationships and work. * I confirm that under the statutory guidance, I am eligible for appointment as a Foundation trustee and have signed the **Declaration of Eligibility** (Appendix 1). * I have read and signed the **Code of Practice for Members of a Church of England Trust Board** (Appendix 2) and the **Governance Agreement** of the Diocese of Worcester. * In the event that I am appointed to the Trust Board, I will notify the DBE and the Clerk to the Trust immediately should I resign my position or become disqualified during my term of office. | |
| **Signed** |  |
| **Date** |  |

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| **I.D. checked by (e.g. Clerk to the Trust, Chair of Trustees)** |  |
| **Signed** |  |
| **Date** |  |

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| We require a record of approval by the Trust Board of this appointment. The Clerk to the Trust should attach the section of minutes from your Full Trust Board meeting agreeing this. |

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| **Name of Clerk to the Trust** |  |
| **Email address** |  |

**Appendix 1: Declaration of Eligibility**

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| **Declaration of Eligibility to serve as a director/trustee** |
| In order to continue to serve as a trustee, you must sign the following declaration:  **I declare that I am not disqualified from serving as an academy governor and that:**   * **I am** aged 18 or over at the date of this appointment. * **I do not** already hold a governorship of the same academy. * **I am not** a governor of more than two schools / academies. * **I am not** liable to be detained under the Mental Health Act 1983. * **I accept that** if I fail to attend the Trust Board meetings for a continuous period of six months beginning with the date of the first meeting I fail to attend, without the consent of the Trust Board, I will be disqualified. * **I am not** bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986, or, to an order made under section 429(2)(b) of the Insolvency Act 1986. * **I have not** been removed from the office of a charity trustee, or trustee for a charity, by an order made by the Charity Commissioners or the High Court, on the 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. * **I am not** disqualified from working with children. * **I am not** disqualified from being the proprietor of any independent school, or, for being a teacher or other employee in any school / academy by the Secretary of State. * **I have not,** in the five years prior to or since becoming a trustee, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months, without the option of a fine. * **I have not,** in the twenty years prior to or since becoming a trustees, been convicted as aforesaid of any offence, nor have had passed on me a sentence of imprisonment for a period of not less than two and a half years. * **I have not,** at any time, had passed on me a sentence of imprisonment for a period of five years or more. * **I have not** been fined, in the five years prior to or since becoming a trustee, for causing a nuisance or disturbance on education premises. * **I have not** refused an application being made to the Disclosure and Barring Service for a criminal records certificate. |

**Appendix 2: Diocese of Worcester Code of Practice for Members of a Church of England Trust Board**

1. **Rationale**

The purpose of this code of practice is to enable the Trust Board to:

* Fulfil its primary role as the strategic leaders, to ensure every child gets the best possible education.
* Build a productive and supportive relationship with the Headteacher and staff, in promoting the Christian ethos of the academy, whilst holding them to account for academy performance.

1. **Legal Framework**

* The Trust Board is a corporate body. Directors/Trustees have no authority to act individually.
* All directors/trustees have equal status and although directors/trustees are appointed and elected by different groups, the central concern must be the welfare of the academy.

1. **Roles and Responsibilities**

The Trust Board is responsible for:

* Ensuring clarity of vision, ethos and strategic direction, ensuring that the academy has identified what the Christian ethos means for the academy in its context and community.
* Overseeing the financial performance of the academy and making sure its money is well spent.
* Holding the Headteacher and Senior Leadership Team (SLT) to account for the educational performance of pupils and the performance management of staff.
* Ensuring the academy meets statutory requirements and additional functions and responsibilities, depending on its category.

1. **Commitment**

Being a director/trustee:

* Involves participating fully in the work of the Trust Board, in order that individuals accept a fair share of the responsibilities and duties, including service on committees and working parties. Individual directors/trustees should be prepared to serve on at least one committee.
* Requires regular attendance at meetings of the full Trust Board and committees.
* Requires getting to know the academy well, getting involved in academy activities and undertaking at least 2 monitoring visits annually.
* Requires serious consideration of individual and collective training and development needs, and using any designated funds to address them.

1. **Confidentiality**

Directors/Trustees should:

* Observe confidentiality routinely as a matter of course, but particularly when explicitly asked to do so, for example, regarding matters concerning staff, children or their parents / carers.
* Keep discussion about decisions confidential, even when decisions themselves are made public through the minutes of meetings.
* Exercise prudence when invited to respond in discussions and informal talk outside Trust Board meetings, including any contributions on social media platforms. Refrain from passing individual comment, but encourage issues to be brought to the attention of the Headteacher, or, Trust Board (depending on the nature of the issue) through the proper channels.

Any media contact should be directed to the Diocesan Communications Officer.

1. **Relationships**

The Trust Board will strive to develop effective working relationships with:

* The Headteacher, staff, children, parents, other local schools / academies, the Diocese, the local community, the Local Authority (LA) and those legal bodies which act as stakeholders in the academy.

In forming, building and sustaining good working relationships, directors/trustees will strive to:

* Remember that they are typically representative of the **category** of trustee to which they are appointed / elected. They are not representatives **of** those groups, e.g. a representative parent, **not** a representative **of** the parents.
* Work as a members of a team, in which constructive working relationships are actively promoted, forming the Trust Board which functions with corporate responsibility and accountability. All relationships are built on trust.
* Develop an open and honest relationship with the Headteacher and all academy staff; acting as ‘critical friend’ to the academy, ensuring a balance is struck between offering challenge and support. We endorse the ‘Eyes On, Hands Off’ approach, quoted in Sir Michael Wilshaw’s speech of November 2015.

1. **Conduct**

Directors/Trustees have a general duty to act with integrity, objectivity and honesty in the best interests of the academy, and will strive to behave professionally at all times.

* Directors/Trustees will aim to discharge their duties in a manner that maintains and develops the positive Christian ethos of the academy and its reputation in the local community and wider educational community. Directors/Trustees’ actions should, at all times, reflect the responsibility to secure the positive Christian ethos of the academy.
* Directors/Trustees should reflect on how they are perceived by stakeholders in all they say and do, both as individual trustees and as a corporate body. They should conduct their duties in line with the mission of the Worcester Diocesan ‘Kingdom People’ vision and its values of love, compassion, justice and freedom.
* Directors/Trustees should carefully consider how their decisions and actions might affect others, whether they are individuals employed by the academy; children or adults who are part of the academy community; other academy in the locality; or the wider community.
* Directors/Trustees should express views openly at meetings, but accept collective responsibility for all decisions made by the Trust Board, or any individual director/trustee delegated to do so.
* Directors/Trustees should not speak out against majority decisions in public or in private outside of the Trustee Board. The intention is to protect the reputation and authority of the Trustee Board and the academy in the public domain. If trustees have a concern they should speak to the Chair of Trustees, or the Diocese.
* Directors/Trustees will only speak or act on behalf of the Trust Board when they have been specifically authorised to do so.
* Directors/Trustees will respond to criticism or complaints about the academy and / or its staff, by referring to the academy’s Complaints Procedure, adopted by the Trust Board for the correct procedure to be followed and will advise the complainant accordingly.
* Directors/Trustees will record in the register of business interests any pecuniary interest they might have in connection with the Trust Board’s business.
* Directors/Trustees will be expected to declare when they have a pecuniary or non-pecuniary interest in any item of business and withdraw from the meeting whilst it is under discussion.
* Directors/Trustees will always undertake academy visits in consultation with the Headteacher and ensure that they are not an unhelpful presence in the academy.

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| **I have read the Declaration of Eligibility to serve as an academy trustee and agree to adhere by the Code of Practice for Members of a Church of England Trust Board and the Governance Agreement of the Diocese of Worcester.** | |
| **Name of applicant** |  |
| **Signed** |  |
| **Date** |  |

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| Once completed, please return your entire application form along with your Skills Audit, by email to Nadia Underwood on [nunderwood@cofe-worcester.org.uk](mailto:nunderwood@cofe-worcester.org.uk), or, post to the following address:  Nadia Underwood, Diocesan Education Team, 16 Lowesmoor Wharf, Worcester, WR1 2RS |

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| **Data Protection** |
| The information that you provide on this form will be held on a computerised database maintained by the Worcester Diocesan Education Team. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller. |