

**DGET**
**ACADEMY TRUSTEE APPLICATION FORM**

Please complete the following information in **BLOCK CAPITALS**

Name of academy			
Surname		First names	
Salutation		Date of Birth	
Any previous or used surnames (including maiden name)			
Address			
Post code		Telephone Number	
E-mail address		Mobile Number	
Occupation/Current employment			
Are you the parent of a child attending the Academy?			

Having read the attached information, including a summary of the roles and responsibilities of an Academy Trustee and the associated person specification, please provide relevant information relating to both:

- The experience, skills and expertise you would bring to the role of Academy Trustee
- Your involvement in the life of the Church (e.g. communicant member, vicar, churchwarden, worship leader, or equivalent, if a member of another Christian Church.);
- Any other experience pertinent to the role

Please also indicate briefly your reasons for wishing to become an Academy Trustee.

**One** side of A4 maximum

[gloucester.anglican.org](http://gloucester.anglican.org)

☎ 01452 835539 ✉ [education@glosdioc.org.uk](mailto:education@glosdioc.org.uk)

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**Education Department | Diocese of Gloucester | Church House | 4 College Green | Gloucester | GL1 2LR**



## Declarations

I confirm that I have read the Memorandum and Articles of Association and Academy Funding Agreement and in accordance with these documents, I confirm that I am committed to supporting the Academy Objects. I understand the roles and responsibilities invested in a Trustee and will do all I can to execute these responsibilities to ensure that pupils at the Academy receive the best possible education.

*Signed:*

*Date:*

### Data Protection

"I consent to the information I have given on this application form being held on file under the terms of the Data Protection Act 1998.

*Signed*

*Date:*

Please give the name of Trustee being replaced, if appropriate.....

If appointed, please indicate whether you would also be willing to serve as an Academy Director/Governor. Yes/No

## The Protection of Children and Young Persons

This form should be completed by the person requiring clearance before the commencement of their engagement. This Declaration is intended for use in those cases where an individual wishes to work in a capacity that involves contact with children but does not require a Disclosure through the Criminal Records Bureau. This form should be used in conjunction with the other checks appropriate to the role involved as Academy Trustee.

### DECLARATION OF CRIMINAL OFFENCES, BIND-OVERS AND CAUTIONS

#### A. PERSONAL DETAILS

1. Designation Mr / Mrs / Ms / Miss / Other ..... (Please delete as appropriate)
2. Surname .....
3. Forename(s).....
4. Previous or other used names (including Maiden name) .....
5. Date of birth .....
6. Place of birth .....
7. Address .....

#### B. ACADEMY FOR WHICH CLEARANCE IS REQUIRED

.....

#### C. DECLARATION

Please answer the following questions:

- |   |          |
|---|----------|
| 1. Have you ever been convicted of a criminal offence?                      | Yes / No |
| 2. Have you ever been bound over or cautioned for a criminal offence?       | Yes / No |
| 3. Are there any cases pending against you for an alleged criminal offence? | Yes / No |
| 4. Are you under report or investigation for an alleged criminal offence?   | Yes / No |

If you have answered 'yes' to any of these questions you must provide further information in a sealed envelope attached to the form. Please return your form and any attachments to: Adviser to Governors, Children and Young People's Department, Diocese of Gloucester, 4 College Green, Gloucester, GL1 2LR.

I confirm that the information provided above is true and complete and understand that knowingly to make a false statement for this purpose is a criminal offence. I am aware that my name will be checked against ISA First (formerly List 99).

Signed ..... Date .....

**DISQUALIFICATION (From the Memorandum and Articles of Association)**

69. No person shall be qualified to be a Governor unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be a Governor.
70. A Governor shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.
71. A Governor shall cease to hold office if he is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his office be vacated.
72. A person shall be disqualified from holding or continuing to hold office as a Governor if—
- a) his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
  - b) he is the subject of a bankruptcy restrictions order or an interim order; or
  - c) notice has been served upon such person pursuant to Article 13A
73. A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
74. A Governor shall cease to hold office if he ceases to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
75. A person shall be disqualified from holding or continuing to hold office as a Governor if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
76. A person shall be disqualified from holding or from continuing to hold office as a Governor at any time when he is:
- a) included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
  - b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or

- c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006)
  - d) unwilling to give the undertaking required pursuant to Article 45A when requested in writing to provide this by the Foundation Members,
  - e) a person who has previously been disqualified from being a governor of a Church of England designated school
77. A person shall be disqualified from holding or continuing to hold office as a Governor if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
78. A person shall be disqualified from holding or continuing to hold office as a Governor where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
79. After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Governor if he has not provided to the chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
80. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor; and he is, or is proposed, to become such a Governor, he shall upon becoming so disqualified give written notice of that fact to the Secretary.
81. Articles 69 to 80 and Articles 98-99 also apply to any member of any committee of the Governors who is not a Governor.

**I declare I have read the above disqualifications information and I am not disqualified from serving as an Academy Trustee or Director/governor**

**Signed .....**

**Date .....**

## Roles and Responsibilities of Church of England Academy Trustees

The following paragraphs explain the role and responsibility of Trustees appointed to Church of England Academies by the Diocese of Gloucester Academies Company (DGAC).

### Responsibilities of Trustees

As Trustees of a state-funded independent school, trustees appointed by the Diocese of Gloucester Academies Company (DGAC) must ensure that the Academy is compliant with both charity law and company law. Trustees must ensure that the Academy pursues its Objects as defined in its Memorandum and Articles of Association as well as having due regard for any other relevant legislation or regulations.

The Academy must use its resources exclusively in pursuance of these Objects, and as a Church of England Academy, Trustees must advance education, for the public benefit, upholding and developing the Christian foundation of the Academy as an institution with a designated Church of England religious character. The Trustees must offer a broad and balanced curriculum, conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship (as required by the Funding Agreement).

The Role of an Academy Trustee is to take ultimate responsibility for the Academy's resources: the employment of staff, land and building matters and academy finances and funds. Crucially, Trustees are also accountable to the Secretary of State for the academic and educational standards in the Academy and the performance of its pupils.

*The role of an Academy Trustee is therefore to*

- Be a guardian of the Academy vision and Trust Objects, safeguarding and promoting the values of the of the Academy and its Christian ethos
- Employ staff
- Be accountable for standards, attainment and outcomes for young people
- Critically evaluate the performance of the Academy and hold the governing body to account
- Establish clear and effective lines of communication with Academy governors/Directors in order to effectively undertake Trustee responsibilities
- Agree the financial budget and the auditing of Academy accounts, ensuring sound financial management of the academy
- Contribute to the Governing Body's role in giving clear strategic direction to the Academy
- Carry out Board business effectively, including induction of new Trustees and a commitment to the continued professional development of Members

## Person Specification

It is an expectation of the Diocese of Gloucester Academies Company (DGAC) that Academy Trustees which are appointed by the Trust will have:

- A commitment to the Academy and its Objects including the Christian character and ethos of the Academy
- A willingness to devote the necessary time and effort to Academy business
- An ability to hold others to account for their professional practice
- Strategic vision
- Good independent judgement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Experience of at least one of the following broad areas: finance, risk management, business, Human Resource, education/Church Schools, land, trust or building matters, law
- Effective communication skills