

**Potential Trustee/Governor Application Form**

Please complete and return this form to the headteacher/principal of the school/academy you are interested in joining as a Governor, or the HSLT Governance Advisor (jess.swarbrick@york.gov.uk) if you are interested in joining any school within the Trust or as a Trustee. The details you provide will help us to match your nomination to a present or future governor vacancy at a Hope Sentamu Learning Trust (HSLT) school/academy.

**Your Details\***The details you provide on this form will be shared with the City of York Council’s Governance Support and Development Service who provide governance support to the Hope Sentamu Learning Trust. Under Article 6(1)(e) of the Data Protection Act 2018 they have a legal basis for processing the below personal information as is it necessary for the performance of a task carried out in the public interest. For their full Privacy Notice please click here: [www.york.gov.uk/privacy/GovernanceSupportAndDevelopmentService](http://www.york.gov.uk/privacy/GovernanceSupportAndDevelopmentService) to view HSLT’s Privacy Notice for Members’, Trustees’ and Governors’ please click [HERE](https://hslt.academy/wp-content/uploads/2022/03/Members-Trustees-Governors-Privacy-Notice_V1.0_2022.02.28.pdf).

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| **Title** |  | **First names** |  | **Surname** |  |
| **Address** |  | **Postcode** |  |
| **Telephone (inc STD code)** | **Daytime** |  | **Evening** |  |
| **Mobile phone number** |  |
| **E-mail address** |  |

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| **What type of role are you interested in?** *(please tick one or more)* |
| Governor |  | Trustee |  |
| **What type of school would you like to work with?** *(please tick one or more)* |
| Primary  |  | Secondary |  |
| Alternative Provision  |  | Any |  |
| **Do you have a preferred School?** | **Yes** |  | **No** |  |  |
| If yes, which one? |  |
| **Would you consider an appointment at a faith school e.g. Church of England or Anglican Methodist?** *(please tick)* | **Yes** |  | **No** |  |

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| **Have you been a governor/trustee before?** | **Yes** |  | **No** |  |
| **If yes please provide details:** |
| **Do you hold any other governance roles within an academy trust or a maintained school?**  | **Yes** |  | **No** |  |
| **If yes please provide details:** |

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| **Please select which skills you could bring to a Local Governing Committee/Trust Board** *(please tick)* |
| Monitoring outcomes |  | Recruitment of Staff |  | Decision Making |  |
| Project Management |  | Business Connections |  | Strategic Planning |  |
| Contracting Services |  | Community Engagement |  | Time Management |  |
| Buildings Maintenance |  | Fundraising |  | Leadership |  |
| Health and Safety |  | Communication Skills |  | Conflict Negotiation |  |
| Data Analysis |  | Interest in Education |  | Problem Solving |  |
| ICT |  | Team Working |  | Performance Management |  |
| Human Resources |  | PR / Marketing & Media |  | Mentoring and CPD |  |
| Legal Knowledge |  | Understanding of Governance |  | Financial Planning |  |
| Other (please state) |  |  |

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| **Please say briefly why you would like to become a governor/trustee.** |
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| **What is your current employment status?** |
| Employed |  | Unemployed |  | Retired |  |
| **If you are currently employed, what is your occupation?**  |  |
| **Please indicate whether you are including a CV** | **Yes** |  | **No** |  |
| If you are not including a CV with your application, please provide a brief overview of your past and current roles, and how these will contribute to your role as governor |
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| **Please provide the name and contact details for two people who can provide a reference on your suitability to be a trustee or governor and your suitability to work within a school environment.** References will be sought prior to your appointment. The referees must have known you for a minimum of 2 years cannot be related to you and one should be your current employer (where applicable). |
| Name |  |
| Address |  |
| Postcode |  |
| E-mail address |  |
| Telephone number(s): |  |

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| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| E-mail address |  |
| Telephone number(s): |  |

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| Please give details of any special needs provision you require (e.g. Do you require wheelchair access, audio loop facilities, etc?) |
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| **Disqualifications and Declarations** |
| **Under HSLT Multi Academy Trust’s Articles of Association, there are some grounds for disqualification from being a governor or trustee.**A person is disqualified from holding or continuing to hold office if:* that person is aged under 18;
* that person is a current pupil or current student of any of the academies;
* that person’s estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
* that person is the subject of a bankruptcy restrictions order or an interim order;
* that person 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);
* that person ceases to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
* that person 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 they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
* that person 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 178 of the Charities Act 2011;
* that person has not provided to the Chair of the Local Governing Committee 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 the Chair or the Headteacher / 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;
* that person has not been banned from taking part in the management of an independent school, academy or free school under section 128 of the Education Skills Act 2008.
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| **DBS Clearance and Safeguarding checks**Anyone volunteering to become a school trustee or governor will be subject to a check carried out by the Disclosure and Barring Service (DBS), alongside additional safeguarding checks. The DBS check is also carried out to ascertain whether you are ineligible to serve on the Local Governing Committee of a school or board of a trust because either:* you are disqualified from working with children by Section 35 of the Criminal Justice and Court Services Act 2000; or
* you contravene one of the conditions imposed in the school governance regulations.
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| **Please answer these questions/statements with a Yes or No to make your declaration:**  **Yes or No** |
| Are you disqualified from being a governor or trustee under the disqualification criteria listed above? |  |
| Have you lived or worked overseas for more than three months over the age of 18?  |  |
| If Yes please provide details: |
| Have you been subject to any child protection investigation? |  |
| Do you have any relationship with a pupil, employee, governor, trustee or member? |  |
| If Yes please provide details: |
| I confirm that when asked I will provide evidence of my right to work in the UK |  |
| I confirm that when asked I will provide the Trust with the required identification documents and my birth certificate |  |
| I confirm that when asked I will provide the appropriate documents to allow: an enhanced DBS check to be undertaken and a Children’s Barred List check *(if I will be involved in regulated activity)*  |  |
| I can confirm that I am not subject to a Section 128 direction in an independent school, academy or free school  |  |

Please note that as part of your governor/trustee role you will be expected to undertake prescribed safeguarding training within six months of your appointment.

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| **UK General Data Protection Regulation (GDPR) declaration** **See: HSLT’s Privacy Notice for Members’, Trustees’ and Governors’ available** [HERE](https://hslt.academy/wp-content/uploads/2022/03/Members-Trustees-Governors-Privacy-Notice_V1.0_2022.02.28.pdf)**I declare that I understand: Yes or No** |
| That the information I provide in this application may form part of a public report  |  |
| The categories of my information the Trust collects and uses |  |
| The Trust has a lawful basis for collecting and using my personal information |  |
| The Trust may share my information as outlined within the Privacy Notice  |  |
| The Trust will not share information about me with anyone without my consent, unless the law and the Trust’s policies allow the Trust to do so |  |
| My information is retained in line with the Trust’s Data Protection (UK GDPR) Policy and Data Retention Schedule and I understand my rights to the processing of my personal information  |  |

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| I certify that I have read and understood this form and to the best of my knowledge the information I have entered is true and complete. I understand that if I have failed to disclose or have given false information then it will disqualify me from any governor position within the Trust.  |
| **Please sign this declaration** |  | **Date** |  |

**PLEASE LEAVE THE SECTION BELOW BLANK**

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| **Confirmations** *(to be completed by or on behalf of recommending person/body following interview)* |
| *Before putting an individual forward for appointment, please make sure that the recommendation has been discussed with the Chair of the Local Governing Committee or Chair of the Trustee Board, as appropriate.***I/We confirm that:** 1. I/We are confident that the individual being recommended:
* has the skills and attributes required to contribute to the effective governance and success of the Academy Trust;
* Addresses the following skills gap within the Local Governing Committee/Trust Board\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. I/We hereby recommend the individual named above to become a governor/trustee\* within the Hope Sentamu Learning Trust.

*Signed by/on behalf of recommending body:***Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \*delete as appropriate |