Application Form for The Nicholas Hamond Academy’s Local Academy Committee

Name









October 2020

# Section 1 - Personal details

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Are you a parent of a current pupil, or a member of staff (if yes, please state which)** |  |

**Section 2 – Nominations/references**

Please provide details of two people who are happy to support your nomination. They cannot be related to you, and we may choose to contact them ahead of your taking up post.

|  |  |
| --- | --- |
| **Name 1** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **Name 2** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

**Section 3 - Education and employment history**

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| --- |
| **Brief details of education and training that may be relevant to this role** |
| **Your current or most recent employment**  *Please state your employer, role, length of time in role and a summary of responsibilities.* |
| **Relevant previous employment** |
| **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.* |

# Section 4 – Your skills and motivation

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| **Why would you like to become a governor?** |
| **Why would you like to become a governor at The Nicholas Hamond Academy in particular?** |
| **What questions would you like to ask the Principal of The Nicholas Hamond Academy at your first LAC meeting?** |

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| **Please provide a Pen Portrait of no more than 200 words. Please note, if your application is successful, this will be used in the Governance section of the academy website.** |

**Section 5 - Skills audit**

We want our LAC to have a balance of skills – not everyone needs to be able to do everything but it is helpful to get a sense of how confident you may feel in these 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 |  |  |  |  |
| Public sector or charity governance |  |  |  |  |
| Knowledge of the education sector |  |  |  |  |
| Communication skills |  |  |  |  |
| Financial management |  |  |  |  |
| Fundraising/income generation |  |  |  |  |
| Human resources |  |  |  |  |
| Performance management |  |  |  |  |
| Data analysis |  |  |  |  |
| Legal skills |  |  |  |  |
| Health and safety |  |  |  |  |
| Premises management |  |  |  |  |
| Curriculum and assessment |  |  |  |  |
| Safeguarding |  |  |  |  |
| **Skill** | Professional-level knowledge or expertise | Confident in the area, but not to a professional level | A basic or working understanding | No experience |
| Special educational needs and disabilities (SEND) |  |  |  |  |
| Compliance |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills |  |  |  |  |
| Further or higher education |  |  |  |  |
| Knowledge of the local community |  |  |  |  |

**Section 6 - Declaration**

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
* have not been convicted of a criminal offence (excluding any spent convictions, or any offences for which the maximum sentence was a fine)
* agree to provide a criminal records certificate at an enhanced disclosure level.

I understand that it is an offence to serve as an academy governor if disqualified on the grounds of one of the points above.

I have read the Code of Conduct for Academy Transformation Trust Governors in Appendix 1 and agree to abide by the Code of Conduct.

I consent to the data I have provided on this form being collected and processed for the purposes of this recruitment process as outlined in Appendix 2.

I confirm that the information on this form is correct and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**Code of Conduct for Academy Transformation Trust Governors**

The below Code of Conduct details the expectations and commitment required from individual academy Governors in order for the Academy Committee, as a whole, to carry out its work within the academy and local community to the required standard.

**The purpose of the Academy Committee**

The Academy Committee is accountable to Academy Transformation Trust. It is responsible for the conduct of the academy and promoting high standards in all areas of academy life. It is the aim of the Academy Committee to ensure that pupils are attending a successful academy which serves to provide them with a good education in addition to supporting their general well-being.

**The role of the Governor**

In law, the Academy Committee is a corporate body, which means

* no Governor can act on her/his own without proper authority from the full Academy Committee:
* all Governors carry equal responsibility for decisions made
* although appointed through different routes, the overriding concern of all Governors has to be the welfare of the academy as a whole.

1. **General**

**Governors will**

* accept that they have no legal authority to act individually, except when the Academy Committee has given them delegated authority to do so, and therefore will only speak on behalf of the Academy Committee when they have been specifically authorised to do so
* have a duty to act fairly and without prejudice, and in so far as they have responsibility for staff, will fulfill all that is expected of a good employer
* encourage open government and will act appropriately
* accept collective responsibility for all decisions made by the Academy Committee or its delegated agents; this means that they will not speak against majority decisions outside the Academy Committee meeting.
* consider carefully how decisions may affect the local community and other academies/schools
* always be mindful of their responsibility to maintain and develop the ethos and reputation of our academy and Academy Transformation Trust; their actions within the academy and the local community will reflect this.
* follow the procedures established by the Trust when making or responding to criticism or complaints affecting the Academy.

**2. Commitment**

**Governors will**

* acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy
* each involve themselves actively in the work of the Academy Committee, and accept their fair share of responsibilities
* make full efforts to attend all meetings and, where this is not possible, explain in advance in full to the Clerk why they are unable to
* get to know the academy well and respond to opportunities to involve themselves in academy activities
* arrange visits to the academy in advance with staff and undertake these within the framework established by the Academy Committee and agreed with the Principal
* consider seriously their individual and collective needs for training and development, and will undertake relevant training
* actively support and challenge the Principal.

**3. Relationships**

**Governors will**

* strive to work as a team in which constructive working relationships are actively promoted
* express views openly, courteously and respectfully in all their communications with other Governors
* support the Chair in their role of ensuring appropriate conduct at meetings and at other times
* answer queries from other Governors in relation to delegated functions and take into account any concerns expressed, and acknowledge the time, effort and skills that have been committed to the delegated function by those involved
* seek to develop effective working relationships with the Principal, staff and parents, Academy Transformation Trust and other relevant agencies and the local community.

**4. Confidentiality**

**Governors will**

* observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside academy
* exercise the greatest prudence at all times when discussions regarding academy business arise outside a Academy Committee meeting
* not reveal the details of any Academy Committee vote.

**5. Conflicts of interest**

**Governors will**

* record any pecuniary or other business interest that we have in connection with the Academy Committee’s business in the Register of Business Interests
* declare any pecuniary interest - or a personal interest which could be perceived as a conflict of interest - in a matter under discussion at a meeting and offer to leave the meeting for the appropriate length of time.

**6. Breach of this Code of Conduct**

**Governors will**

* raise any potential breach of this Code of Conduct with the Chair and the Chair will investigate - the Academy Committee should only use removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
* understand that any allegation of a material breach of this code of practice by any Governor shall be raised at a meeting of the Academy Committee, and, if agreed to be substantiated by a majority of Governors, shall be minuted and can lead to consideration of removal from the Academy Committee.

**7. Undertaking**

As members of the Academy Committee, Governors will always have the well-being of the students and reputation of the academy at heart. They will do all they can to be an ambassador for the academy, publicly supporting its aims, values and ethos. They will never do anything publicly that will embarrass the academy, the Academy Committee, Academy Transformation Trust, the Principal or its staff.

**Appendix 2 – Your data**

As part of this recruitment process, ATT collects and processes the personal data provided on this form. This data may be stored on your application record, on our governance management systems and on other IT systems (including email).

We need to process data to take steps at your request prior to entering into an agreement with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a Governor’s eligibility before they take up the role.

ATT has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing this data allows us to manage the recruitment process, assess and confirm an applicant’s suitability and decide whom to appoint.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the academy leadership team and the Trust’s governance team and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application is successful and we need to take up references. We will then share your data with the referees you have declared to obtain references for you, and with background check providers to obtain necessary background checks.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your application is unsuccessful, ATT will delete or destroy your data.

If your application is successful, personal data gathered during the recruitment process will be handled in accordance with the Trust’s Data Protection Policy, which is available at [www.academytransformationtrust.co.uk](http://www.academytransformationtrust.co.uk).

You are under no statutory or contractual obligation to provide data to ATT during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.