



Wildern Academy Trust

Wildern School

Local Governing Body Application Form

Wildern School is built on three key words;

CARE, OPPORTUNITY and QUALITY

and that **every student matters, every moment counts**. We are a comprehensive school in the heart of our community and are very proud of the relationships we have with our students, parents and local residents. We are a National Teaching School and believe passionately in quality education for all and the significant part we play in ensuring this both within our own community and beyond.

The three stated academy aims for Wildern School are:

1. To enhance the opportunities and successes enjoyed by all present and future students and staff.
2. To develop further the school's track record of contributing to school improvement, innovation and transformation both within the school, locally within our immediate family of schools and for the wider system as a whole.
3. To develop further the schools' wider community role and our contribution to opportunities for our stakeholders in our immediate community, particularly in the arts and sport.

Personal details (please print)

Title: First Names:
Surname:

Address and Postcode:	Contact address (if different):
<input type="text"/>	<input type="text"/>

E mail address:

Daytime telephone: Evening telephone:

Mobile:

Other information

Category of Local Governor: Parent/Staff/Appointed (please delete as applicable)

How did you find out about the vacancy?

Have you ever been or are you currently a Governor? Yes No

If yes please give details of the academy/school, type of Governor and period of office:

Note: in the case of parent/staff governor applications the following two sections will form the election statement if one is necessary.

Reasons for applying

Experience and personal skills

Please give details of any experience (including voluntary or community work), skills, abilities and interests you have which you feel will help you as a Local Governor of **Wildern School**.

P Please evaluate your skill level for each of the following areas (1 – no knowledge or experience; 2- some understanding and experience; 3 – confident and experienced)

	grading	Brief explanatory note
Corporate Governance		
Education, particularly secondary education		
Human Resources		
Information Technology		
Public Sector		
Safeguarding / child protection / social services		

Expectations

The Trust Board of **Wildern Academy Trust** have high expectations of the students and staff of the Academy and of themselves. Consequently Local Governors are required to:

- attend regularly meetings of the Local Governing Body (twice termly);
- complete a Due Diligence Form, including a Declaration of Pecuniary and Other Interests and an undertaking to uphold the objectives of the Academy Trust as detailed in the Articles of Association;
- complete a Disclosure and Barring Service (DBS) check;
- provide proof of identity and right of residence.

Disclosure and Barring Service Checks

Wildern Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our election practices reflect this commitment. All Local Governing Body governors will be subject to Disclosure and Barring Service checks.

Disqualification Criteria

Local Governing Body Governors will be subject to the same Disqualification criteria as Trustees under the current Articles of Association, dated February 2016, specifically article 80 which states Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees, including a Local Governing Body, who is not a Trustee. Please see the full criteria at the end of this application form.

Data Protection

The information that you provide on this form will be held on a computerised database maintained by **Wildern Academy Trust**. The data will be used in accordance with the principles set out in the General Data Protection Regulations (GDPR) 2018, which protects the right to privacy of individuals whose personal details are held by the data controller. The School will only make details available to the Department for Education or Companies House or any other body involved with the business of the Trust Board as necessary.

Please note that Governor contact information is shared amongst the Trust Board and should be treated as confidential. Individuals leaving the Trust Board will be expected to destroy all such information.

Disability - optional

The law says a person is disabled if they have “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself to have an impairment of this type? Yes No

If yes – please could you tick any of the following descriptions that may apply to you:

Mobility difficulty	<input type="checkbox"/>	Learning difficulty	<input type="checkbox"/>
Hearing difficulty	<input type="checkbox"/>	Mental health issues	<input type="checkbox"/>
Difficulty seeing	<input type="checkbox"/>	Other	<input type="checkbox"/>

This information will be handled sensitively to ensure you are supported as you wish.

Declaration

I have read the disqualification criteria and confirm that I am not disqualified from serving as a governor and that in the event that I am elected/appointed to the Local Governing Body of **Wildern School**, I will notify the Clerk to the Board immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a governor whilst disqualified.

Governors elected/appointed will normally take office for a term of four years from the date of the next Trust Board meeting following their appointment.

I agree to the information given on this form being recorded and used by the academy in accordance with the GDPR and confirm that it is correct and complete to the best of my knowledge and belief.

Signed:

Date:

The completed form should be returned to:

The Clerk to the Trust Board
Wildern School
Wildern Lane
Hedge End
Southampton
SO30 4EJ

Where do I Start? Some Guidance for new/prospective Local Governors

I am sure that you would find the role of Local Governor both rewarding, interesting and an opportunity to contribute to the school and local community.

As a Local Governor you will be required, in addition to the items listed under 'Expectations', to:

- attend an Induction meeting with the Headteacher, Chair of the Trust Board and your assigned mentor;
- attend school events and planning meetings wherever possible;
- carry out link visits with subject teachers.

The Local Governors at Wildern work in partnership with others in the school community, to provide an environment within which students are able to be safe, thrive, enjoy school life and aspire to achieve their potential. In so doing, Local Governors have a wide range of responsibilities including;

- helping to raise the standards of student achievement;
- contributing to the planning of the Academy's future direction;
- monitoring the performance of the School and its staff thus developing the role of critical friend;
- monitoring the performance of the School to parents and the wider community and reporting to the Trust Board.

The LGB is made up of individuals who bring a range of personal and professional experience to provide both challenge and a collective support to the staff of the School, in providing quality personal and academic learning for students.

In order to carry out their role, Local Governors need to become familiar with:

- The background to the Academy and School itself;
 - the context within which it operates (the constantly changing national educational scene and the wider community);
 - the aspirations of its students and parents.
- Its current status, via;
 - the latest Ofsted report and requirements;
 - recent newsletters;
 - the Academy and School website;
 - minutes of recent Local Governors' Meetings;
 - talking to other Local Governors.
- Its people;
 - the Headteacher and the staff;
 - the students;
 - the Chair of the Trust Board;
 - the Clerk to the Trust Board;
 - the other members of the Trust Board.
- The Academy's plans for the future;
 - the vision that the Academy and School has for the future;
 - the current Strategic and Improvement Plans;
 - any significant current or imminent projects.

In carrying out their role individual Local Governors should:

- Remember they are not responsible for the day-to-day running of the School, which is a role delegated to the Headteacher;
- Respect the Headteacher's position as professional leader of the School;
- Represent his or her own views, not those of his or her 'constituency' (parents; staff; a particular business; their own child);
- Be prepared to present and at times debate his or her case, but accept and support the majority view;
- Respect issues of confidentiality;

- Attend/complete appropriate training (including e-learning);
- Enjoy contributing to the education of young people.

Inevitably a new Local Governor will feel somewhat overwhelmed and guidance notes such as these often increase rather than ease that feeling. When you have questions to ask, please do so. This can most easily be done by contacting:

- The Local Governor assigned as your mentor;
- Annette Towgood, the Clerk;
- Mary-Lou Litton and me - you should have a more formal meeting with us within your first two terms.

On appointment you will receive access to:

- Governors Induction Handbook and Competency Framework;
- Pecuniary Interests Guidance;
- Recent Trust, Local Governing Body and Committee minutes;
- The Articles of Association of the Wildern Academy Trust;
- The Governance Plan
- The Scheme of Delegation
- Committee Terms of Reference;
- School Policies;
- The Governors' Code of Conduct.

In return our Trust Board commits to;

- providing you with a structured induction;
- providing access to training;
- providing you with an experienced Local Governor as a mentor;
- providing informal feedback on your contribution as a Local Governor on an annual basis.

Glenda Lane
Chair of Wildern Academy Trust Board

**DISQUALIFICATION OF TRUSTEES – ARTICLES OF ASSOCIATION OF WILDERN ACADEMY TRUST
COMPANY NUMBER : 07554117**

68. No person shall be qualified to be a Trustee unless he is aged 18 or over at the date of his election or appointment. No current pupil or current student of any of the Academies shall be a Trustee.
69. A Trustee shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.
70. A Trustee shall cease to hold office if he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.
71. A person shall be disqualified from holding or continuing to hold office as a Trustee if -
- a. he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
 - b. he is the subject of a bankruptcy restrictions order or an interim order.
72. A person shall be disqualified from holding or continuing to hold office as a Trustee 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).
73. A Trustee shall cease to hold office if he ceases to be a Trustee by virtue of any provision in the Companies Act 2006, 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).
74. A person shall be disqualified from holding or continuing to hold office as a Trustee 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.
75. Not used.
76. Not used.
77. A person shall be disqualified from holding or continuing to hold office as a Trustee 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 178 of the Charities Act 2011.
78. After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if he has not provided to the chairman of the Trustees 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 Chief Executive Officer 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.
79. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee; and he is, or is proposed, to become such a Trustee, he shall upon becoming so disqualified give written notice of that fact to the Clerk.
80. Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees, including a Local Governing Body, who is not a Trustee.

CONFLICTS OF INTEREST

97. Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a Trustee shall disclose that fact to the Trustees as soon as he becomes aware of it. A Trustee must absent himself from any discussions of the Trustees in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy Trust and any duty or personal interest (including but not limited to any Personal Financial Interest).

98. For the purpose of Article 97, a Trustee has a Personal Financial Interest in the employment or remuneration of, or the provision of any other benefit to, that Trustee as permitted by and as defined by Articles 6.5-6.8A.

OBJECTS

6.5 A Trustee may at the discretion of the Trustees be reimbursed from the property of the Academy Trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.

6.6 No Trustee may:

- a. buy any goods or services from the Academy Trust;
- b. sell goods, services, or any interest in land to the Academy Trust;
- c. be employed by, or receive any remuneration from the Academy Trust (other than the Chief Executive Officer to the extent he or she is a Trustee, whose employment and/or remuneration is subject to the procedure and conditions in Article 6.8); or
- d. receive any other financial benefit from the Academy Trust; unless:
 - i. the payment is permitted by Article 6.7 and the Trustees follow the procedure and observe the conditions set out in Article 6.8; or
 - ii. the Trustees obtain the prior written approval of the Charity Commission and fully comply with any procedures it prescribes.

6.7 Subject to Article 6.8, a Trustee may:

- a. receive a benefit from the Academy Trust in the capacity of a beneficiary of the Academy Trust;
- b. be employed by the Academy Trust or enter into a contract for the supply of goods or services to the Academy Trust, other than for acting as a Trustee;
- c. receive interest on money lent to the Academy Trust at a reasonable and proper rate not exceeding 2% per annum below the base rate of a clearing bank to be selected by the Trustees, or 0.5%, whichever is the higher; and
- d. receive rent for premises let by the Trustee to the Academy Trust if the amount of the rent and the other terms of the lease are reasonable and proper.

6.8 The Academy Trust and its Trustees may only rely upon the authority provided by Article 6.7 if each of the following conditions is satisfied:

- e. the remuneration or other sums paid to the Trustee do not exceed an amount that is reasonable in all the circumstances;
- f. the Trustee is absent from the part of any meeting at which there is discussion of:
 - i. his or her employment, remuneration, or any matter concerning the contract, payment or benefit; or
 - ii. his or her performance in the employment, or his or her performance of the contract; or
 - iii. any proposal to enter into any other contract or arrangement with him or her or to confer any benefit upon him or her that would be permitted under Article 6.7; or
 - iv. any other matter relating to a payment or the conferring of any benefit permitted by Article 6.7;
- g. the Trustee does not vote on any such matter and is not to be counted when calculating whether a quorum of Trustees is present at the meeting;
- h. save in relation to employing or contracting with the Chief Executive Officer (to the extent he or she is a Trustee), the other Trustees are satisfied that it is in the interests of the Academy Trust to employ or to contract with that Trustee rather than with someone who is not a Trustee. In reaching that decision the Trustees must balance the advantage of employing a Trustee against the disadvantages of doing so (especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest);
- i. the reason for their decision is recorded by the Trustees in the minute book; and
- j. a majority of the Trustees then in office have received no such payments or benefit.

6.8A The provision in Article 6.6 (c) that no Trustee may be employed by or receive any remuneration from the Academy Trust (other than the Chief Executive Officer to the extent he or she is a Trustee) does not apply to an employee of the Academy Trust who is subsequently elected or appointed as a Trustee save that this Article shall only allow such a Trustee to receive remuneration or benefit from the Academy Trust in his capacity as an employee of the Academy Trust and provided that the procedure as set out in Articles 6.8(b) and 6.8 (c) is followed.