

## Local Governing Body Application Form

The three stated Trust aims 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.

### Personal details (please print)

**Title:**  **First Names:**

**Surname:**

Address and Postcode:	Contact address (if different):

**E mail address:**

**Daytime telephone:**  **Evening telephone:**

**Mobile:**

### Other information

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

Which school are you interested in being a Governor for? (Please Tick)

- Boorley Park Primary School
- Deer Park School
- Wildern School

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:

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**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.

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		
Finance		
Information Technology		
Human Resources		
Project Management		
Public Sector		
Safeguarding / child protection / social services		

## Expectations

The Trust Board of Wildern Multi Academy Trust have high expectations of the students and staff of the schools 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 Multi 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, including a Section 128 check.

## 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 Multi 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 a Local Governing Body of Wildern Multi Academy Trust, 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 Governance Professional 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 Chief Executive Officer, Headteacher, Chair of the Local Governing Body and your assigned mentor;
- attend school events and planning meetings wherever possible;
- carry out link visits with subject teachers.

The Local Governors 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 Trust 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 Trust 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 Chief Executive Officer;
  - the other members of the Trust Board.
- The Trusts plans for the future;
  - the vision that the Trust 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 Trustee/Governor assigned as your mentor;
- Annette Towgood, the Governance Professional;
- CEO and me - you should have a more formal meeting with us within your first two terms.

On appointment you will receive access to:

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

Katie Griffin  
Chair of Wildern Multi 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 Governance Professional.
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.

## ADDITIONAL INFORMATION

### OBJECTS

4. The Academy Trust's objects ("**the Objects**") are specifically restricted to the following:
  - a. to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing, by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("**the Academy**")
  - b. to promote for the benefit of the inhabitants of Southampton and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of the life of the said inhabitants.

### PARENT TRUSTEES

53. In circumstances where the Trustees have not appointed Local Governing Bodies in respect of the Academies as envisaged in Article 100a or if no provision is made for at least 2 Parent Local Governors on each established Local Governing Body pursuant to Article 101A there shall be a minimum of two Parent Trustees and otherwise such number as the Members shall decide who shall be appointed or elected in accordance with Articles 54 - 56.

54. Parent Trustees and Parent Local Governors shall be elected or, if the number of parents, or individuals exercising parental responsibility, standing for election is less than the number of vacancies, appointed (in accordance with the terms of reference determined by the Trustees from time to time). The elected or appointed Parent Trustees must be a parent, or an individual exercising parental responsibility, of a registered pupil at one or more of the Academies at the time when he is elected or appointed. The elected (or, if the number of parents or individuals exercising parental responsibility standing for election is less than the number of vacancies, appointed) Parent Local Governors of the Local Governing Body must be a parent, or an individual exercising parental responsibility, of a registered pupil at one or more of the Academies overseen by the Local Governing Body at the time when he is elected or appointed.

54A. The number of Parent Trustees and Parent Local Governors required shall be made up by Parent Trustees and Parent Local Governors appointed by the Trustees if the number of parents, or individuals exercising parental responsibility, standing for election is less than the number of vacancies.

55. The Trustees shall make all necessary arrangements for, and determine all other matters relating to, an election of the Parent Trustees or Parent Local Governors, including any question of whether a person is a parent, or an individual exercising parental responsibility, of a registered pupil at one of the Academies. Any election of the Parent Trustees or Parent Local Governors which is contested shall be held by secret ballot. For the purposes of any election of Parent Local Governors, any parent, or an individual exercising parental responsibility, of a registered pupil at the Academies overseen by the Local Governing Body shall be eligible to vote.

56. In appointing a Parent Trustee or Parent Local Governor the Trustees shall appoint a person who is the parent, or an individual exercising parental responsibility, of a registered pupil at an Academy as described in Articles 54 and 54AA; or where the Trustees are exercising their power to appoint a Parent Trustee or



Parent Local Governor and it is not reasonably practical to appoint a parent, or an individual exercising parental responsibility, as described in Articles 54 and 54AA, then the Trustees may appoint a person who is the parent, or an individual exercising parental responsibility, of a child within the age range of at least one of the Academies or, in the case of an appointment to a Local Governing Body, the age range of at least one of the Academies overseen by that Local Governing Body.

## **COMMITTEES**

100. Subject to these Articles, the Trustees:

- a. may appoint committees to be known as Local Governing Bodies for each Academy (and the same Local Governing Body may be appointed for more than one Academy); and
- b. may establish any other committee

101. Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees. Except in the case of a Local Governing Body, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

101A. The Trustees shall ensure that any Local Governing Body shall include at least 2 Parent Local Governors.

102. Not used.

103. Not used.

104. The functions, duties and proceedings of the Local Governing Bodies or committees shall be subject to regulations made by the Trustees from time to time. Local Governing Bodies may also be established solely for the purpose of fulfilling an advisory function to the board of Trustees.

## **DELEGATION**

105. The Trustees may delegate any of their powers or functions (including the power to sub-delegate) to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office. Any such delegation shall be made in writing and subject to any conditions the Trustees may impose, and may be revoked or altered.

105A. A Trustee, committee (including any Local Governing Body), the Chief Executive Officer or any other holder of an executive office to whom a power or function of the Trustees is delegated under Article 105 may further sub-delegate those powers or functions (or any of them) to a further person. Where any power or function of the Trustees is sub-delegated by any person to whom it has been delegated, that person must inform the Trustees as soon as reasonably practicable which powers and functions have been further delegated and to whom, and any such sub-delegation shall be made subject to any conditions the Trustees may impose, and may be revoked or altered by the Trustees.

106. Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustee, the Chief Executive Officer any other holder of an executive office, or a person to whom a power or function has been sub-delegated under Article 105A, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.