

# Application Form

# Local Academy Board member, within the Diocese of Hereford Multi-Academy Trust

*Please note*

***Where it states Local Academy Board (LAB) this includes Strategic Task Group (STG) where these are the main governance structure at an academy.***

*This form to be used for all LAB member applications, including Staff, Parents and local foundation members*

***Appointments will not be processed without the relevant signatures***

**Academies need Local Academy Board members who:**

* Are interested in the wellbeing of children.
* Bring appropriate skills and experience
* Will commit time and energy to the work of the Local Academy Board
* Will visit the school during the working day, when required
* Will work as part of a team
* Will attend training
* Will work for the benefit of the school as a whole, and uphold its values

# The key task for Local Academy Boards is to promote high standards of educational achievement.

Local Academy Boards work for, and with, the Trust, Headteacher and staff of their academies. Support is available to ensure that you have the necessary skills and knowledge. Once appointed, Local Academy Boards have access to a comprehensive programme of training and guidance, as part of the Diocese of Hereford partnership agreement and training programme.

**The completed and signed form should be emailed by the LAB Clerk to:** *k.bowen@dhmat.org.uk*

**The Diocese of Hereford Multi-Academy Trust is committed to safeguarding and promoting the welfare of young people and the successful applicant will be required to undertake an Enhanced DBS check and a Section 128 Check.**

**ELIGIBILITY TO SERVE ON A LOCAL ACADEMY BOARD**

**QUALIFICATIONS AND DISQUALIFICATIONS**

**Local Academy Board (‘LAB’)/ Strategic Task Group (‘STG’)**

* A person must be aged 18 or over at the time of his or her appointment and cannot be a registered pupil at the school.
* A person is disqualified from holding, or from continuing to hold office, if he or she:
* fails to attend the Local Academy Board meetings – without the consent of the LAB and Trust – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio appointments);
* is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
* has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
* refusal to sign the Local Academy Board member Code of Conduct;
* Is subject to:
* a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
* a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
* a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
* an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
* has been removed from the office of charity trustee, or trustee for a charity, by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005, from participating in the management or control of anybody;
* is included in the list of people considered by the Secretary of State as unsuitable to work with children;
* is disqualified from working with children, or subject to a direction under Section 142 of the Education Act 2002;
* is disqualified from registration for childminding or providing day care;
* is disqualified from registration under Part 3 of the Childcare Act 2006;

continued…

* has received a sentence of imprisonment (whether suspended or not), for a period of not less than three months (without the option of a fine), in the five years before becoming a governor or since becoming a governor;
* has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
* has at any time received a prison sentence of five years or more;
* has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor/LAB member;
* refuses to allow an application for a Disclosure and Barring Service and Section 128 check.
* must not be a clerk to a LAB of which he or she is a member.

Please ensure that you read and understand the Scheme of Delegated Authority for the Academy you are applying for. There may also be an informal interview required with the Chair and the Headteacher.

**THE LAW:**

**N.B. As legislation is often amended, and new regulations introduced, references made in ‘Governors’ Handbook’ may point to legislation that has been superseded. For an up-to-date list of legislation applying to schools refer to the Government website.**

[**https://www.gov.uk/government/publications/governance-handbook**](https://www.gov.uk/government/publications/governance-handbook)

**Removal of LAB members**

***Data Protection Information: The Diocese of Hereford Multi-Academy Trust (‘Trust’) will use the information requested on this form only for the purposes related to your duties as a LAB member. It will be made available only to staff in the Trust and that may need to access it. The Trust undertakes not to use the information for any other purpose unless it first obtains your explicit consent.***

***It is also a requirement for certain details to be shared on the DfE Getting Information About Schools (GIAS), platform, which will show your name and dates of office and can be accessed by the public.***

***By signing the form on page 8, determines that you understand and agree to the statement above.***

(*Ref: DHMAT LAB STG member Code of Conduct; 7.0 Breaching the Code; 7.1-7.5)*

If we believe this code has been breached, we will raise this issue with the Chair and the Chair will investigate; Local Academy Board should seek to resolve any difficulties or disputes constructively;

Should it be the Chair that we believe has breached this code, the Trust may request that another LAB member, such as the Vice Chair investigate; or arrange a Trust investigation.

We understand that any allegation of a material breach of this code of practice by any LAB member shall be raised at a meeting of the Local Academy Board, and, if agreed to be substantiated by a majority of governors, shall be minuted and can lead to consideration of suspension or in some circumstances removal from the Local Academy Board.

In taking the decision to suspend, the Trust and LAB will follow the process within the Trust Articles of Association *(Articles 68 to 75; Articles 77 to 79 and Articles 97 to 98B also apply to any member of any committee of the Directors; including a Local Academy Board, who is not a Director)* and the Scheme of Delegated Authority.

LAB and STG members will sign the LAB member code of conduct at the first meeting of each academy year.

**Application Form**

|  |
| --- |
| I am interested in being a part of the LAB at (*insert academy name)* |
|  |

|  |  |
| --- | --- |
| Title |  |
| First Name: |  |
| Surname: |  |
| Address: |  |
| Postcode: |  |
| Tel:  | Home: Mobile: Work: |
| Email: |  |
| Length of residence in the area: |  |
| Do you have any children at school?  | YES/NO (If YES which year group(s) |
| Is the application for a Parent LAB member appointment? YES/NO |
| **Is this nomination a request for a re-appointment for an existing LAB member?** **Y**  **N** |

**Please give examples of the following:***(please continue on additional sheet if necessary)*:

**What would make you a good member of the Local Academy Board? Why do you want to become a member?**

* **Relevant Skills:** (Good communication skills, analytical skills)
* **Experience:** (for example; experience of being a governor, background in education, performance management of staff, budget monitoring)

**If your academy is a church academy, how do you plan to support the Christian ethos of the academy?**

* **Community and or Church links:**
* **Working in collaboration within a team: (**working to common objectives, able to establish good relationships)
* **Personal Attributes:** (Interest in the education of children, time commitment, willingness to learn and develop skills)

**Appointment: *(NB: appointments will not be processed without relevant signatures)***

Thank you for your application to be a member of the Local Academy Board (‘LAB’), who are part of the Diocese of Hereford Multi-Academy Trust (‘Trust’). Please read the following information carefully, and if you feel that you are able and willing to undertake the responsibilities outlined below, please sign at the bottom of this page. As a Local Academy Board member, you will share management responsibility equally, with other members of the LAB, including, for example, monitoring of the academy budget, employment of the teaching staff and most of the support staff. Other responsibilities along with other members of the LAB include:

* Following guidance within the academy’s Scheme of Delegated Authority, LAB member Code of Conduct and if relevant the Staff Code of Conduct;
* Provide support and commitment to the Headteacher, Chair and Local Academy Board
* Ensure the Trust is notified of Headteacher or Deputy Headteacher resignation.
* The appointment of staff ensuring that all teaching and support staff are made aware of the character and foundation of the academy.
* Notify the Trust on any matter requiring their attention regarding the academy

**Local Academy Board members will be expected to:**

* Have an understanding of financial limits of the Headteacher, LAB and Trust; as per the Scheme of Delegated Authority;
* Complete a Skills Audit form prior to nomination; and annually during term of office.
* Uphold the Vision and Ethos of the Academy;
* Uphold the Vision, Mission and Values of the Trust;
* Attend Trust/Diocese led Induction training within 2 terms of appointment;
* Continue with development using resources made available by the Trust and academy
* Keep informed of any changes in Education and Academy legislation.
* Complete Register of Interest forms annually.
* Read the relevant documents within the induction pack, received from the Clerk.
* Use the online communication platform Governor Hub to access meeting papers and information.
* Please ensure that you read and understand the Scheme of Delegated Authority for the Academy you are applying for.
* There may be an informal interview required with the Chair and the Headteacher.

**I have read the above information and am able and willing to undertake the responsibilities of a Local Academy Board member.**

|  |  |
| --- | --- |
|  | Please tick box |
| I can confirm that I am not disqualified from being a Governor/LAB member (see pages 2 - 3). |  |
| I understand that I will be subject to an Enhanced Disclosure and Barring Service (DBS) check, and a Section 128 Check in line with regulations, if I am appointed. |  |
| I understand that I may be required by the academy or Trust Board to supply referees.  |  |

**By completing and signing this form you are giving a written undertaking to the Directors, and the Diocesan Corporate Member, to uphold the Object of the Company, within the**

**Trust Articles of Association.**

**OBJECT**

*4. The Company's object* ***("the Object")*** *is specifically restricted to the following:*

*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 Academies which shall offer a broad and balanced*

*curriculum and which:*

*(i) shall include Church of England Academies* ***("Church Academies"*** *and each a*

***"Church Academy")*** *designated as such which shall be 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, and*

*(ii) may include other Academies whether with or without a designated religious*

*character;*

*but in relation to each of the Academies to recognise and support their individual ethos,*

*whether or not designated Church of England.*

*Where an Academy is designated as or recognised1 as a Church Academy, in relation*

*to the ethos and religious education provided at the academy the Directors shall have*

*regard to any advice and follow any directives issued by the Diocesan Corporate Member.*

|  |  |  |
| --- | --- | --- |
| **Print Name:** | **Signature:**  | **Date** |
|  |  |  |

**Additional Sheet for further relevant information to support your application (if required)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Print Name** | **Signature****(*to be completed before appointment can be made*)** | **Date** |
| **Headteacher** |  |  |  |
| **Chair of Local Academy Board** |  |  |  |
| **Trust approved representative** |  |  |  |

**For completion by Clerk**

|  |  |  |
| --- | --- | --- |
| Clerk Name: |  | Please give name of retiring member *if applicable* |
| Email: |  |  |
|  |  |
| State date of term of office: | Term completion date:  |

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY:**  | **Date Approved by Trust:** |  |
| **Checklist:*** Completed and signed application
* All necessary signatures obtained
* Completed and signed Skills Audit
* Diocese notified
* Clerk notified
* Appointment letter sent with Training programme
* LAB member Trust induction document issued
* Appointment recorded on Trust database
* Subscription to NGA
* Registered on Governor Hub
* LAB member, academy based email address issued
* GIAS updated

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Governance Officer Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |