# Governance – Application Form

Personal details

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

As part of our commitment to safeguarding children and to further enhance our due diligence, HEART Academy Trust will undertake an enhanced DBS check, including a barred list check, 128 check, references and online checks on all “governance” candidates. HEARTS Academy Trust works in partnership with various external organisations including “Single Central Tracker” (SCR), “Essex County Council” and” Social Media Check” to undertake the checks.

**Eligibility**I confirm that:

* I am aged over 18
* I am not a current pupil at the school
* I have not been declared bankrupt
* I am not the subject of a bankruptcy restrictions order or an interim order
* I have not been disqualified from holding office as a Local Advisory Board member
* I have not been disqualified from being a company director and/or a charity trustee (128 check will be undertaken to confirm this)
* I 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
* I have not been convicted of a criminal offence (excluding any spent convictions, or any offences for which the maximum sentence was a fine)
* I agree to provide a criminal records certificate at an enhanced disclosure level

Please sign and date to indicate that you have read, and agree to this information:

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

**Education and employment history**

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| **Highest level of education received -** *Please state the institution, qualification received and classification.* |
| **Please give details of any other relevant education or training courses** |
| **Current 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 Local Advisory Board member.* |

# A bit more about you

# Please note these details will be used to compose a “biography” which will be added to the school website.

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| **Why would you like to become a Local Advisory Board member?** |
| **Why would you like to become a Local Advisory Board member at our school in particular?** |
| **What skills can you bring to the role?** |

**References**

Please provide two references. They cannot be related to you, and one should be your current employer.

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| --- | --- |
| **Name of referee 1** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |
| **Name of referee 2** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

**Relevant business and pecuniary interests**

Our Local Advisory Board (LAB) is committed to acting with integrity and impartiality. To this end, we must publish a register of our LAB members’ relevant business and pecuniary interests.

These interests are anything that might sway your decision making, or affect your ability to act in an impartial way. For example, this might mean that you:

* Are a governor at another school
* Work for a company that the school might engage the services of (a catering or payroll provider etc.)
* Have a personal relationship with any staff at the school (spouse, partner, relative etc.)

If you’re not sure an interest counts, err on the side of caution and declare it.

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| **Relevant business or charity interest (name of organisation and nature of interest)** | **Links to other educational establishments**  **(name of school and nature of link)** | **Personal relationships**  **(name of staff member/Local Advisory Board member and nature of relationship)** | **Date interest declared** |
|  |  |  |  |
|  |  |  |  |

**Skills audit**

Please tick to indicate how confident you are in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | Professional-level knowledge or expertise | Confident in the area, but not to a professional level | A basic or working understanding | No experience |
| Setting a vision, values and goals |  |  |  |  |
| Public sector or charity governance |  |  |  |  |
| Knowledge of the education sector |  |  |  |  |
| Teamwork |  |  |  |  |
| Communication skills |  |  |  |  |
| Fundraising/income generation |  |  |  |  |
| Human resources |  |  |  |  |
| Data analysis |  |  |  |  |
| Health and safety |  |  |  |  |
| Curriculum and assessment |  |  |  |  |
| Safeguarding |  |  |  |  |
| Special educational needs and disabilities (SEND) |  |  |  |  |
| Monitoring the implementation of policies |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills |  |  |  |  |
| Knowledge of the local community |  |  |  |  |

Please contact Louise Allbury, our Chief Operating Officer and Clerk to the Board for an informal conversation about joining HEARTS. Tel: 01268 572 672 or Email: l.allbury@heartsacademy.uk

Please return your completed application form to: **recruitment@heartsacademy.uk**