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**Academy Local Governor Application Form**

Thank you for considering volunteering for the role of Academy governor. To help us find you the right academy please complete all sections of the form (pages 4 to 6)

If you require any help in completing the form, please contact Lyndsey Williams at [Lyndsey.williams@roselearning.co.uk](mailto:Lyndsey.williams@roselearning.co.uk)

**Who can become a school governor?**

Anyone aged 18 or over can be a governor (but there are some exceptions) and you do not need to be a parent. There is no requirement for you to understand the education system, just the necessary skills, character, and time to contribute. There is plenty of training available to help you learn about education. Schools needs and benefit from a range of professional knowledge on their governing board including education, finance, human resources, legal, marketing, and public relations, property and estates management, and organisational change.

Effective governance requires a board with a range of skills. These skills enable governors to ask the right questions, analyse data and have discussions which create robust accountability for school leaders. A skills audit is a way of assessing the board’s breadth and depth of skills, knowledge, and behaviour. The skills audit should be completed together as part of an evaluation process.

Local governing bodies have been found to be most effective when they include a diverse and dynamic combination of governors and the Trust welcomes applications from anyone who is willing to support its partner academies and the communities they serve.

**Conflict of Interest**

The trust is keen to avoid any situation in which a governor’s personal relationships or loyalties could or could be seen to prevent them from making a decision which is in the best interests of the academy. Therefore, there may be certain circumstances where consideration of an applicant, who has a personal relationship with an existing governor or member of staff, requires additional supporting information from the chair of governors.

**Governance structure of the Rose Learning Trust**

Governance within the Trust operates at 3 levels:

* Trust Members – the guardians of the constitution
* Trust Board – the trustees
* Local Governing Bodies – the local governors

A central team of staff consisting of the Chief Executive Officer (CEO), the Deputy Chief Executive Officer (DCEO), Chief Finance Officer (CFO) and the Trust Governance and Compliance Officer support effective governance at all levels..

**Members**

Members of the trust have an important role to play in overseeing and holding the trust board to account for the governance arrangements of the trust.

The Members appoint trustees to ensure the trust’s charitable object is carried out and can remove trustees if they fail to fulfil this responsibility.

The trust board submits an annual report on the performance of the trust to the Members. Members are also responsible for approving any amendments made to the trust’s Articles of Association. Members are in effect the ‘guardians’ of the governance of the trust.

**The Trust Board**

The Trust board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with:

* the trust’s charitable objects
* regulatory, contractual and statutory requirements
* their funding agreement

The board also has:

* strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained
* a role in making sure that it delivers its commitment to other schools and academies, however it is done

In practice, this means that it is responsible for setting the trust’s overarching policies, adopting the trust’s Developing Excellence Plan (DEP) and budget plan, monitoring performance against these plans, and making major decisions about the direction of the trust, including its curriculum, and the achievement and welfare of students and staffing.

The trust board is the legally accountable body for all decisions taken in the trust however, the board does not need to take all decisions; it believes that, where possible, governance should be as close as possible to the point of impact of decision making, therefore it has delegated a range of decisions to:

* The CEO and other executive leaders within the central team
* Local Governing Bodies of individual academies
* Principals of individual academies

These delegated decision-making powers are recorded in its written **Scheme of Delegation** which provides clarity as to who the decision makers are for different levels of decisions.

**Local Governing Bodies**

The Local Governing Bodies of The Rose Learning Trust academies vary in number however the total membership of any LGB shall be not less than **6** and not more than **8**, plus the headteacher.

All local governors are appointed for a four-year term of office and may be re-appointed for a further term of office upon the expiry of their current term.

The membership of all RLT governing bodies include: -

* The headteacher
* Two elected parent members
* One elected staff member
* Such other members as the trust decides

The current membership of each LGB can be found on the website of each respective academy.

Trustees reserve the right to attend any LGB meeting in the capacity of trustee members.

**Committees of the Local Governing Body**

To enable the LGB to fulfil its delegated responsibility for academy’s finances, each LGB is required to establish an Audit & Risk committee which will meet at least twice per year; in May to ratify the Budget Forecast Return: Outturn (BFRO), and in July to approve the annual budget for the following academic year.

**Meetings of the Local Governing Body**

Meetings of the Local Governing Body (LGB) should be purposeful, effective and make efficient use of the time that volunteer local governors generously give to support the academy.

The LGB should meet at least once per term, in accordance with the annual meeting schedule agreed at the beginning of each academic year. Additional meetings may be called as and when necessary, at the request of the chair, or by the trust board, where appropriate.

**APPLICATION FORM**

|  |  |
| --- | --- |
| Title  Mr, Miss, Ms, Dr, Rev |  |
| Name |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |
| Please tell us why you want to become a governor, what you will bring to the role and what you will gain from it |  |
| How did you hear about being a governor? |  |
| Are you the parent/carer of a pupil attending a Rose Learning Trust academy? |  |
| Do you work for a Doncaster school? | If yes, please state which one/s & in what capacity |

**Declaration of Eligibility:**

|  |  |
| --- | --- |
| **Eligibility Criteria** | **YES or NO** |
| **Are you** aged 18 or over at the date of this election or appointment? |  |
| **Have you** been disqualified as a governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? |  |
| **Has your** estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled, or reduced? |  |
| **Are you** the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order? |  |
| **Are you** subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)? |  |
| **Have you** been removed from the office of a trustee for a charity by an order  made by the Charity Commission or Commissioners or the High Court on the  grounds of any misconduct or mismanagement in the administration of the  charity for which you were responsible or to which you were privy or to which  you contributed or to which you facilitated by your conduct? |  |
| **Have you** been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody? |  |
| **Are you** included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)? |  |
| **Are you** subject to a direction of the Secretary of State under section 142 of EA 2002(or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)? |  |
| **Are you** barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006? |  |
| **Are you** disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000? |  |
| **Are you** disqualified from registration under Part 2 of the Children and Families Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006? |  |
| **Have you**, in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine? |  |
| **Have you**, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more? |  |
| **Have you**, at any time, received a prison sentence of five years or more? |  |
| **Have you** been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises? |  |
| **Are you** employed to work at The Rose Learning Trust or on a contract for services at the Trust and work for more than 500 hours a year? |  |
| **I have read the summary of regulations above and confirm that I am not disqualified from serving as an academy governor. In the event that I am appointed as an academy governor I will notify the governing body immediately, should I become disqualified during my term of office. I understand that it is an offence to serve as an academy governor whilst disqualified.**  **I agree to the information given on this form being recorded and used in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.**  **Signed......................................................................................Date..............................................** | |

Please return the complete form to:

[Lyndsey.williams@roselearning.co.uk](mailto:Lyndsey.williams@roselearning.co.uk)