**Primley Wood Primary School**

**Trustee Application Form**

Please return completed forms directly to School via info@primleywood.co.uk or by post to Primley Wood Primary School, Fir Tree Rise, Alwoodley, Leeds, LS17 7EZ.

If your application is successful, your referees will be contacted for a reference. As with other roles within School, all Trustees are subject to a Disclosure and Barring Service (DBS) check prior to appointment.

**Who are we?**

At Primley Wood, we believe that every child deserves the best possible start in life. This is why we hold high expectations for all our pupils. Through interactive play and investigative learning, we seek to give our children the confidence to think for themselves and develop a natural curiosity in the world around them.

We are focused on providing our children with an international education and as such our teaching is underpinned by the national curriculum with a focus on STEM (in particular science) and Spanish. We believe that both STEM and language skills will prepare our children for the 21st century, which in turn will allow access to some of the best opportunities available to them as young adults.

At Primley Wood, we welcome all children regardless of their backgrounds or faith. We aim to help children develop a lifelong love of learning, which will support them throughout their academic careers and beyond.

Primley Wood is not a faith school. We are instead firmly committed to developing our pupils’ understanding and appreciation of the diverse world they live in.

**What do our Academy Trustees do?**

Trustees off an academy form the governance board which works with the Principal and staff to ensure pupils get the best of their time at the academy. We have **three core roles** as defined in the DFE’s Governance Handbook:

* Ensuring clarity of vision, ethos and strategic direction
* Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
* Overseeing the financial performance of the organisation and making sure its money is well spent

Academy Trustees also have responsibilities of both company directors and charity trustees:

**Responsibilities as a charitable trustee:**

* Duty of compliance
* Duty of prudence
* Duty of care

**Responsibilities as a company director:**

* To act within powers
* To act in good faith
* To exercise independent judgement
* To exercise reasonable care, skill and diligence
* To avoid conflicts (or possible conflicts) between the interest of te director and those of the company
* Not to accept benefits from third parties (i.e. another person other than the company) by reason of being a director or doing anything as director (Regulation 31)
* To declare any interest in a proposed transaction or arrangement

**Who can become a Trustee?**

We encourage applications from people from all walks of life so that we gain a wide variety of skills and experience to support and develop the academy. The eligibility criteria can be found at the end of this document, but equally important is your readiness to work as part of a team that understands the academy’s work and ability to think through new ideas and decide what is best for the academy.

This means **you are willing to**:

* Attend meetings regularly
* Read all paperwork circulated for meetings
* Become involved and get to know the academy
* Take on a specific monitoring responsibility in line with your expertise on behalf of the trustees
* Attend events at the academy
* Respect confidentiality at all times

**What are the benefits of becoming a Trustee?**

Our Trustees find the role challenging, interesting and rewarding because they can see how their work contributes to the well-being and outcomes of its pupils. It gives them a real opportunity to make a difference. In addition, our Trustees tell us how it assists their personal development as being Trustees provides experience of executive decision making.

**Your details**

|  |  |
| --- | --- |
| **Name** |  |
| **Former Names** |  |
| **Address** |  |
| **Date of Birth** (for Companies House registration purposes only) |  |
| **Email address** |  |
| **Telephone** |  |
| **Present Job Title** |  |
| **Present Employer** |  |

**Why do you want to be a Trustee at Primley Wood Primary School?**

Are you or have you ever been:

**A governor at another establishment** YES / NO (If ‘Yes’ please provide details)

**Been removed from membership of a governing body or board of directors for any reason?**  YES / NO (If ‘Yes’ please provide details)

**Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments. For these positions you are not entitled to withhold information regarding previous criminal convictions, including cautions, for any offences (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act.

Please provide details of any convictions in a sealed envelope marked ‘confidential’ and for the attention of the Chair of Trustees. Please enclose with your application.

**If the above is not applicable, please confirm by writing ‘N/A’ here.**

The following **Skills Audit** enables our board of trustees to explore its skills and knowledge base and helps us to organise committees, delegate tasks and assist in identifying any skill gaps for recruitment and training purposes.

Please tick the boxes below, identifying the skills and knowledge you would bring:

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategy & leadership** |  | **Data analysis** |  |
| **Education – attainment, progress and leadership** |  | **Financial planning** |  |
| **Governance** |  | **Health & Safety** |  |
| **Human Resources** |  | **Safeguarding** |  |
| **Legal knowledge** |  | **Special educational needs and disabilities** |  |
| **Marketing/PR** |  | **Premises maintenance** |  |
| **Procurement/contracting services** |  | **Project management** |  |
| **Other, please list:** | | | |

Are you or have you ever been:

**A parent of a child at Primley Wood**  YES / NO (If ‘Yes’ please provide details)

**An employee of Primley Wood** YES / NO (If ‘Yes’ please provide details)

**A contractor or supplier to Primley Wood** YES / NO (If ‘Yes’ please provide details)

**References**

Please provide the details of two referees. Please note: referees cannot be related to you, your spouse/civil partner.

**Referee One**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Capacity in which they know you** |  |

**Referee Two**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Telephone** |  |
| **Capacity in which they know you** |  |

**Declaration of eligibility to become an academy Trustee**

* I am aged 18 or over
* I do not already hold governorship at the same academy. (If you are applying for re-appointment, this information relates to the period when your current term of office ends.)
* I am not liable to be detained under the Mental Health Act 1983
* I am not bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986
* I have not been removed from the office or a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body.
* I am not included on the barred list of teachers and workers with children or young persons whose employment is prohibited or restricted
* I am not disqualified from being the proprietor of any independent school or from being a teacher or other employee in a school
* I have not in the five years prior to applying to be a governor, received a sentence of imprisonment, suspended or otherwise, for a minimum of three months without the option of a fine
* I have not, in the twenty years prior to applying to be a governor, been previously convicted of any offence and had passed on me a sentence of imprisonment for a minimum of two and a half years
* I have not, at any time, had passed on me a sentence of imprisonment for a minimum of five years
* I have not, in the five years prior to applying to become a governor, been fined for causing a nuisance or disturbance on education premises
* I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000
* My estate has not been sequestrated
* I am not the subject of a bankruptcy restrictions order or an interim order.

Signed:

Date:

Print name: