**WYVERN COLLEGE**

**TRUSTEES/MEMBER/DIRECTORS APPLICATION FORM**

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| **Please use black pen when completing this form****Please return this completed application form to** clerk@wyvern.hants.sch.uk or send to:**The Clerk to the Trustees** **Wyvern College****Botley Road****Fair Oak****Eastleigh****SO50 7AN** If you would like us to acknowledge receipt of your application, please include a note to this effect with your application and an email address which can be used for this purpose.  |
| **Applicant's** **details** |
| Last name |  | First name |  |
| Any other last names |  | Title |  |
| Address |  |
|  |
|  | Postcode |  |
| Day time contact no. |  | Evening / Mobile no |  |
| Email address |  |
| National Insurance No(this is required for IT access) |  |
| Date of Birth |  |
| **Data protection notice** |
| In this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligation
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| **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 be of value to the trustee board. In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have undertaken particularly any positions of responsibility held, e.g., governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. Appendix A lists skills that you may like to refer to here. |
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| **The vetting process** |
| In the interest of safeguarding children, it will be necessary for your application to undergo a vettingprocess. Criminal records may be disclosed because being a Trustee is covered by the Rehabilitationof Offenders Exemption Act.Your position as a Trustee will be conditional on the satisfactory completion of the necessary pre appointment checks.The following summarises the qualification and disqualification regulations. Please seek advice if you think this could be an issue and contact Deb Tyler Clerk to the Trustees: d.tyler@wyvern.hants.ukor Lynda Smith, Chair of Trustees: L.Smith@wyvern.hants.sch.ukThe trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making Trustee appointments. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. The DBS check will include a barred list check.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust’s privacy notice.**Do you have a DBS certificate?** ☐Yes ☐No Date of check: If you have lived or worked outside of the UK the trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK**? ☐Yes ☐No We will not ask for any criminal records information until we have received the results of a DBS check.Any convictions listed on a DBS check will be considered on a case-by-case basis.Applicants should be aware of the following circumstances which might prevent them from being appointed as a Trustee* Inclusion in the list of those unsuitable to work with children
* Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a Trustee or since becoming a Trustee
* Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a Trustee
* Having received a prison sentence of 5 years or more
* Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Trustee.

I confirm that :* I am aged over 18
* I am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
* 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 removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
* I have not been disqualified from being a company director and/or a charity trustee
* I have not been disqualified from holding office as a governor or trustee
* I have not been removed from office as an elected governor or trustee within the last 5 years
* I am not disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare
* I am not disqualified from registering under Part 3 of the Childcare Act 2006
* I am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
* I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
* If a parent governor, I also confirm that I am not:
	+ An elected member of the local authority
	+ Paid to work at the school for more than 500 hours in a year
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| **Section 128 check**  |
| The trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes trustees, and governors on local governing bodies who have been delegated any management responsibilities.  |
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| I hereby confirm that the information I have given above is true.I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected  |
| **Signature of Candidate** |

**Skills audit**

For information only. Please let us know how you would rate your own skills in the areas listed.

| skill | professional-level knowledge or expertise | confident in the area, but not to a professional level | a basic or working understanding | no experience |
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| Strategic planning |  |  |  |  |
| Setting a vision, values and goals |  |  |  |  |
| Public sector or charity governance |  |  |  |  |
| Knowledge of the education sector |  |  |  |  |
| Teamwork and collaborative decision making |  |  |  |  |
| Communication skills |  |  |  |  |
| Financial management  |  |  |  |  |
| Fundraising/income generation |  |  |  |  |
| Human resources |  |  |  |  |
| Performance management |  |  |  |  |
| Data analysis |  |  |  |  |
| Legal skills |  |  |  |  |
| Health and safety |  |  |  |  |
| Premises management |  |  |  |  |
| Curriculum and assessment |  |  |  |  |
| Safeguarding |  |  |  |  |
| Special educational needs and disabilities (SEND) |  |  |  |  |
| Approving and monitoring the implementation of policies |  |  |  |  |
| Compliance  |  |  |  |  |
| Marketing/public relations |  |  |  |  |
| Procurement |  |  |  |  |
| ICT or technology skills |  |  |  |  |
| Further or higher education  |  |  |  |  |
| Knowledge of the local community  |  |  |  |  |