# Diocese of Hereford Education Trust (DHET)

# ACADEMY TRUST DIRECTOR

APPOINTMENT/RE-APPOINTMENT FORM

# *(Please delete as applicable to denote if this is a new appointment or reappointment)*

**Information on the application process**

Thank you for your interest in serving as a Director/Trustee for a Church of England Academy Trust. Please see the process below.

1. Please ensure you have read and understood the roles and responsibilities of Church of England Academy Directors overview as detailed below. All Directors are urged to keep up to date with academy governance legislation as specified in the most recent edition of [The Academy Trust Handbook](https://www.gov.uk/guidance/academy-trust-handbook)
2. Please complete the **application form pages 2 & 3, to include signatures and dates on page 4** to state you agree with the declarations. The form should be completed electronically wherever possible, with scanned signatures inserted (typed signatures are not acceptable). Alternatively, the form can be printed, completed manually, signed and scanned before emailing to your Clerk to the Board for authorisation signatures.
3. Return your form to your Clerk or Chair of Board as directed to obtain the relevant **authorising signatures on page 4** to support your application.
4. Once complete and all authorising signatures have been obtained this form needs to be emailed to education@hereford.anglican.org at least 10 days prior to the next DHET meeting date for their review and approval (dates published annually on our [Appointments to Academy Boards](https://www.hereford.anglican.org/schools/school-governance/governor-appointments-academies/) web page).
5. Once your appointment has been approved, you will then receive a confirmation letter via email and a list of training dates to support your induction process. The Chair, Clerk of the Board and Academy Trust Leader will also receive a copy.

# Eligibility to Serve as a Director

The Government stipulates that appropriate checks are made on anybody who will be working in a school or further education institution, and this includes Directors. Newly appointed Directors are subject to a satisfactory application being made to the Disclosure and Barring Service (DBS) for a criminal records certificate. This is undertaken by the Academy Trust.

# Proof of Identity

Even if you are known to the Academy Trust, you are also asked to present proof of identity to the clerk or administrative officer of the Academy as part of the application process. This proof of identity will be a birth certificate, driving licence, or passport. The **verifier will sign the Application Form on page 4** to confirm that they have seen the original documents. Please do not send copies of ID to the Education Team.

# HDBE Equality and Diversity Policy and Governance Monitoring Form

HDBE values the contributions which can come from including diverse voices and promoting a safe and welcoming workplace. HDBE understands that equal opportunity is dependent on valuing and cherishing difference. All applicants are requested to complete on a voluntary basis our [Equality and Diversity in Governance Monitoring Form](https://forms.gle/7Bq9pKHf5w2gfK2c9) in accordance with the [HDBE Equality and Diversity Policy](https://www.hereford.anglican.org/content/pages/documents/hdbe-policy-for-equality---diversity-published-sept-22.pdf).

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# ROLES AND RESPONSIBILITIES OF CHURCH OF ENGLAND ACADEMY TRUST DIRECTORS

The following paragraphs explain the role and responsibility of Directors appointed to Church of England Academy Trusts by the Diocese of Hereford.

# Responsibilities of Directors

Directors must ensure that the Academy Trust is compliant with both charity law and company law. Directors must ensure that the Academy Trust pursues its Objects as defined in its Memorandum and Articles of Association as well as having due regard for any other relevant legislation or regulations.

The Academy Trust must use its resources exclusively in pursuance of these Objects and Directors must advance education, for the public benefit, upholding and developing the Christian foundation of any institution with a designated Church of England religious character. Within these establishments the Directors must offer a broad and balanced curriculum, 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 (as required by the Funding Agreement).

The role of an Academy Trust Director is to take ultimate responsibility for the Academy Trust’s resources: the employment of staff, land and building matters and academy finances and funds. Crucially, Directors are also accountable to the Secretary of State for the academic and educational standards in the Academy Trust and the performance of its pupils.

*In addition, the role of a Diocesan appointed Academy Trust Director is to:*

* Uphold the founding Trust deed for the school (not least in relation to the Site)
* To safeguard and promote the values of the of the Academy Trust and in particular uphold and develop the Christian character and ethos of any Church of England schools
* Critically evaluate the performance of the Academy Trust with particular regard to the Church Schools within the group and bring any concerns to the attention of the Director of Education for the Diocese of Hereford
* Agree the financial budget and the auditing of Academy Trust accounts, ensuring sound financial management, raising any concerns about funding/finance for the Church Schools in the Academy Trust to the attention of the Director of Education
* Maintain an up to date understanding of the requirements of the Statutory Inspection of Anglican and Methodist Schools and of what constitutes the Christian character of a Church of England School.

Please complete the following:

|  |  |
| --- | --- |
| Name of Academy Trust |  |
| Surname |  | First name(s) |  |
| Salutation |  | Date of Birth |  |
| Any previous surnames (including maiden name) |  |
| Address |  |
| Post code |  | Telephone Number |  |
| E-mail address |  | Mobile Number |  |
| Occupation/Current employment |  |
| Are you a paid employee of the Academy Trust? |  |
| Are you the parent of a child attending a school in the Academy Trust? If so, which school? |  |
| Academy Trust DBS number and date of issue |  |

In order that you can be appointed as a Director, please provide relevant information regarding:

* the experience, skills and expertise you would bring to the role of Director
* your involvement in the life of the Church/your Christian commitment
* any other skills and experience pertinent to the role
* please indicate briefly your reasons for wishing to become a Director

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| The experience, skills and expertise you would bring to the role of Director: |
| Your involvement in the life of the Church. *This would include your contribution to Church life (e.g. regular worship, Church warden etc.), Christian commitment and how you are able to build Church and Academy links:* |
| Any other skills or experience pertinent to the role: |
| Please briefly indicate your reasons for wishing to become a Director: |
| Please declare any conflicts of interest (please detail all other director or governance roles including as a trustee of a charity): |
| I can confirm I have completed the above Academy Trust’s governance skills audit. | Yes/No |

**APPLICANT DECLARATIONS**

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| I understand the roles and responsibilities invested in a Diocesan appointed Director and will do all I can to execute these responsibilities to ensure that pupils at the Academy Trust receive the best possible education and that the original founding trust deed is upheld together with the Christian character of any church schools/academies is upheld and developed. **Please sign to confirm you agree with the following:*** I wish to apply to be appointed as a Director of a Company and am willing and able to fulfil the duties of that office
* I understand this if this is my first appointment as a DHET Appointed Director I will be required to attend the Diocesan online induction training for those new to governance in church schools and academies
* I understand that if I am appointed as a Director of a Company I need to read and understand the documents listed below as soon as possible after appointment:
	+ The Trust’s Articles of Association
	+ The Master Funding Agreement
	+ The Supplemental Agreements applicable to each of the academies within the Trust
	+ The building leases entered into by the Company as tenant with the Trustees as landlord (Diocese)
	+ The playing field leases entered into with the relevant Local Authority as landlord
	+ The Schemes of Delegation for each of the academies together with the Polices annexed to them and/or which to them and/or which are current at the date of commencement of my appointment
 |
| *Signed:* | *Date:* |
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| **Data Protection**I consent to my personal details being held as a computer record on the Diocesan Education Database and will be used in accordance with the Diocesan Privacy Notice HDBF following the GDPR Legislation May 2018. To include receiving relevant Diocesan Education Bulletin updates. |
| *Signed:* | *Date:* |
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| **Eligibility declaration**I confirm that I am not ineligible for the role of Director as set out by the Department for Education and the Charity Commission. |
| *Signed:* | *Date:* |

**VERIFICATION – to be completed prior to sending to DHET**

*(scanned or electronic signatures are acceptable on this page but not typed)*

**Form of ID** Birth Certificate / Driving Licence / Passport (please underline)

Checked by: Clerk / Academy Administrator / Chair of Board (please underline)

Signed by verifier: Date:

***Please ensure these following signatures are completed before submission to the Education Team:***

**AUTHORISATION SIGNATURES – to be completed prior to sending to DHET**

* I have read the applicant’s completed form and agree to support their appointment as Director
* I can confirm a conversation has taken place with applicant to understand the role, expertise and expectations required

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| --- | --- | --- | --- |
| **Position** | **Signature** | **Name** | **Date** |
| Headteacher or MAT CEO |  |  |  |
| Chair of Governing Board of Directors |  |  |  |
| Representative of Academy Trust Members |  |  |  |

*Date and signature required – scanned or electronic signature is acceptable but not typed)*

* I can confirm the applicant is a current member of a Church of England church or of a Church which is not in communion with the Church of England, but subscribes to the doctrine of the Holy Trinity
* I have read the applicant’s completed form and agree to support their appointment as Director

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| **Signed by the Incumbent/Parish Priest/Minister: Date:***Date and signature required – scanned or electronic signature is acceptable but not typed)* |

**Please return electronically to: Diocesan Education Team**

**By Email:** **education@hereford.anglican.org**Issue 2

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