**Trustee Application Form**

Thank you for your interest in joining the Board of Trustees for Excel Learning Trust. Please complete and return this form and send it, along with a copy of your CV, to the Clerk to the Board at clerk@elt.org.uk.

If you are successful in your application, the contact details you provide on this form will be shared with the City of York Council’s Governance Support and Development Service who provide governance support to Excel Learning Trust. Under Article 6(1)(e) of the Data Protection Act 2018 they have a legal basis for processing the below personal information as is necessary for the performance of a task carried out in the public interest.

For their full Privacy Notice please visit: <https://www.york.gov.uk/privacy/GovernorSupportAndDevelopmentService>

**Personal Details**

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| **Title** |  | **First name(s)** |  | **Surname** |  |
| **Address** |  | | | **Postcode** |  |
| **Telephone (inc STD code)** | | **Daytime** |  | **Evening** |  |
| **Mobile phone number** | |  | | | |
| **E-mail address** | |  | | | |
| **Year of birth** *(optional)* | |  | | | |

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| **Please give details of any additional needs provision or reasonable adjustments you require (e.g. Do you require wheelchair access, audio loop facilities, etc.?)** |
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| **Have you been a Trustee before? If yes, please specify for which organisation and dates of engagement:** | **Yes** |  | **No** |  |
| **Have you held any other role in governance within a multi academy trust, e.g.** **Governor or Member?** | **Yes** |  | **No** |  |
| **If yes, please provide further details:** | | | | |

**Relevant Skills**

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| **From the list below, please select which skills you could bring to the Board of Trustees.** *(please tick)* | | | | | |
| Financial Planning |  | Recruitment of Staff |  | Decision Making |  |
| Project Management |  | Business Connections |  | Strategic Planning |  |
| Contracting Services |  | Community Engagement |  | Time Management |  |
| Buildings Maintenance |  | Fundraising |  | Leadership |  |
| Health and Safety |  | Communication Skills |  | Conflict Negotiation |  |
| Data Analysis |  | Interest in Education |  | Problem Solving |  |
| ICT |  | Team Working |  | Performance Management |  |
| Human Resources |  | PR / Marketing & Media |  | Mentoring and CPD |  |
| Legal Knowledge |  | Understanding of Governance |  | Monitoring outcomes |  |
| Other (please state) |  |  | | | |

**Further Details**

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| **Please state briefly why you would like to become a Trustee *(no more than one side of A4)*** |
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| **What is your current employment status?** | | | | | |
| Employed |  | Unemployed |  | Retired |  |
| **If you are currently employed, what is your occupation, employer and details of main responsibilities?** | | | | | |
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| **If you are unemployed or retired, please provide details of any relevant previous employment and your previous employer(s)** |
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**Referee Details**

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| **Please provide the name and contact details of someone who can provide a reference on your suitability to be a Trustee. This should be a professional person (e.g.: employer, GP, member of the clergy, teacher, lecturer, magistrate) who is not related to you and who has known you for a minimum of 2 years.** | |
| **Name** |  |
| **Address** |  |
| **Postcode** |  |
| **E-mail address** |  |

**Disqualifications and Declarations**

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| **Under Excel Learning Trust’s Articles of Association, there are some grounds for disqualification from being a Trustee.**   * No person shall be qualified to be a Trustee unless they are aged 18 or over at the date of his election or appointment. No current pupil of any of the academies shall be a Trustee. * A Trustee shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs. * A Trustee shall cease to hold office if they are absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that their office be vacated. * A person shall be disqualified from holding or continuing to hold office as a Trustee if -   a) they have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or  b) they are the subject of a bankruptcy restrictions order or an interim order.   * A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order). * A Trustee shall cease to hold office if they cease to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Relevant Funding Agreements. * A person shall be disqualified from holding or continuing to hold office as a Trustee if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated. * A person shall be disqualified from holding or continuing to hold office as a Trustee where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011. * After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if they have not provided to the Chair of the Trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair or the Chief Executive Officer confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final. * Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee; and they are, or is proposed, to become such a Trustee, they shall upon becoming so disqualified give written notice of that fact to the Clerk. |

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| **DBS Clearance**  Please note that anyone volunteering to become a Trustee will be subject to a check carried out by the Disclosure and Barring Service (DBS). This check is carried out to ascertain whether you are ineligible to serve on the Trust Board or governing body of a school because either:   * you are disqualified from working with children by Section 35 of the Criminal Justice and Court Services Act 2000; or * you contravene one of the conditions imposed in the school governance regulations.   **Please check these boxes to make your declaration:** *(Required)* | |
| I declare that I am not disqualified from being a Trustee under the criteria listed above |  |

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| **Confirmation** *It is important that you understand the role of a Trustee before agreeing to be put forward for appointment. Please therefore make sure you have spoken to the Chair of the Board regarding what is required of you as a Trustee.*  **I confirm that:**   1. I am committed to making an effective contribution to the governance and success of Excel Learning Trust. 2. I am eligible to become a Trustee of the MAT (please refer to eligibility requirements above)*;* 3. In the event that my recommendation is accepted, I am aware that my appointment will be subject to me passing the relevant vetting checks and my agreement to information being published about me 4. I consent to the information provided on this form being retained and processed by Excel Learning Trust and others involved in the appointment process, for the purposes of determining my suitability for the role, for subsequent quality assurance and monitoring purposes and for all other purposes reasonably associated with such use.   **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *Please take time to make sure that the information given on this form is true and complete. In the event that you are appointed, any inaccurate or misleading information may lead to your removal as a Trustee.* |