



EXETER DIOCESAN BOARD OF EDUCATION

*Committed, in partnership with governors and staff, to safeguarding and protecting the welfare
of children and young people*

APPOINTMENT OF ACADEMY DIRECTOR	
Name of Academy: The Appointing Authority will be the Members of the Academy Trust	
Full name (first, middle name(s) & surname): Mr/Mrs/Miss/Other (please circle) Date of birth: Previous maidennames/surnames: Address: <div style="text-align: right;">CRB Clearance completed at school <input type="checkbox"/></div> Postcode: Telephone No: E-mail address:	
Occupation:	
Details of experience or skills likely to contribute to the work of the Academy:	
Are you the parent of a child attending the academy?	Yes/No
Identification Documents checked: (Any of the documents used for CRB check are sufficient.) Checked by (name): Signature: Position:	

ROLES AND RESPONSIBILITIES OF ACADEMY DIRECTORS:

Having read the person specification on page 4, please provide relevant information relating to:

- The experience, skills and expertise you would bring to the role of Academy Director
- Your involvement in the life of the Church (e.g. communicant member, vicar, churchwarden, worship leader, or equivalent, if a member of another Christian Church.);
- Any other experience pertinent to the role

Please tick here that you have read and understand the Roles and Responsibilities of Academy Directors.

Please also indicate briefly your reasons for wishing to become an Academy Director.

Declaration

I confirm that I am committed to supporting the principles underlying the Trust Deed of this Academy in accordance with the doctrines and practices of the Church of England. I acknowledge the responsibility to support and uphold the faith and beliefs of the Church of England within the Academy and as set out in the Person Specification.

Signed:

Date:

Data Protection

I consent to the information I have given on this application form being held on file under the terms of the Data Protection Act 1998.

Signed:

Date:

Declaration:

I declare that I am not legally disqualified from serving as an Academy Member/Director and that:

- ◇ I am aged 18 or over at the date of this election or appointment
- ◇ I am not liable to be detained under the Mental Health Act 1983
- ◇ I am not bankrupt or subject to a disqualification under the Company Directors Disqualification Act 1986 or to an order made under section 429 (2) (b) of the Insolvency Act 1986
- ◇ I have not been removed from the office of 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 in the list of teachers and workers with children or young persons whose employment is prohibited or restricted
- ◇ I have not been disqualified from working with children
- ◇ I have not received a sentence of imprisonment (whether suspended or not) for a period of not less than three months in the five years before becoming a governor or since becoming an Academy Member
- ◇ I have not at any time received a prison sentence of five years or more
- ◇ I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on educational premises
- ◇ I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000

Please tick each statement that applies to you.

I agree to the Diocese requesting an ISA First check. (Please circle) Yes / No

Signature: _____ Date: _____

FOR COMPLETION BY PARISH PRIEST OR PCC SECRETARY

Parochial Church Council Recommendation

Please provide information under the following headings:

Involvement in the life of the Church e.g. Church Warden, Children's Leader/Sunday School Teacher.

Regular Communicant etc, or equivalent information if a member of another Christian Church.

Recommended on behalf of _____ PCC

Signed on behalf of the PCC _____ (Print Name) _____

Position held: _____ Date: _____

Incumbent's signature _____ Date: _____

Academy Governor's /Director's Person specification, Roles and Responsibilities

Academy Governor's Person Specification

It is an expectation of Exeter Diocese that Academy Directors will have:

- involvement in the life of the Church (e.g. Church Warden, Children's Leader/Sunday School Teacher) and be a regular communicant or equivalent of another Christian Church.
- a commitment to the Academy including the Christian character and ethos of the Academy
- a willingness to devote the necessary time and effort to Academy business
- an ability to hold others to account for their professional practice
- strategic vision
- good independent judgement
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- experience of at least one of the following broad areas: finance, risk management, business, Human Resource, education/Church Schools, land, trust or building matters, law
- effective communication skills
- a willingness to attend training and to keep skills updated

Governor's Role and Responsibilities

An academy trust is a charitable company responsible for the running of the academy and has control over the land and other assets. It has a strategic role in running the academy, but management of the school is delegated to the governors.

In much the same way as existing governors are responsible for the running of their school, the governors/directors of an academy are responsible for the running of the school on behalf of the members of the company. Governors are responsible for:

- ensuring the quality of educational provision
- the management of the Academy's business affairs
- the appointment, management and dismissal of all staff, teaching and non teaching
- a range of policies and procedures in relation to discipline, complaints, health and safety etc
- attending meetings of the board of directors (governing body)
- managing the academy trust's finances and property
- procuring a range of goods and services and entering into contracts on behalf of the academy
- ensuring that relevant statutory documents are filed with Companies House

SIGNATURE OF APPOINTING AUTHORITY

Appointing authority's signature:

Date:

**Please ensure the clerk gets a copy before returning completed form to:
Governance, Exeter Diocesan Board of Education, The Old Deanery, The Cloisters,
Exeter. EX1 1HS**

For office use only
Date received:

Database Update
Academy Director informed:
Clerk informed:

TERM OF OFFICE BEGINS:

ISA First CLEARANCE DATE