

Local Academy Council Member Application Form

ACADEMY NAME

Overview of Governance and Purpose

The purpose of the Local Academy Council is to provide confident leadership in their Academy and to create robust accountability, oversight and assurance for educational and financial performance. At Staffordshire University Academies Trust (SUAT), we believe that the Local Academy Councils need to exhibit certain behaviours and fulfil designated roles in accordance with the Handbook of Good Governance. These are essentially:

- There will be a positive relationship between Council Members and Academy leaders based on trust, openness and transparency. The LACs will systematically monitor the Academies' progress towards meeting agreed development targets. Information about what is going well and why, and what is not going well and why, will be shared. The Council Members will consistently ask for more information, explanation or clarification. This will ensure a strong contribution to robust planning for improvement.
- Council Members will be well informed and knowledgeable because they will be given high-quality, accurate information that is concise and focused on pupil attainment, progress, attendance and wellbeing. This information will be made accessible by being presented in a wide variety of formats.
- Council Members will take and support hard decisions in the interests of pupils, will back the Academy leaders when they need to change staff.
- Outstanding governance requires the LACs to support honest, insightful self-evaluation by the academies, recognising problems and supporting the steps needed to address them.
- Council Members will have absolute clarity about the different roles and responsibilities of the Academy leaders, LAC members and directors; this, we believe, underpins the most effective governance. Protocols, specific duties and terms of reference will be made explicit in written documents.
- We hold the view that effective governance is driven by all of the members of the Trust Board and of the Local Academy Councils.
- Council Members will endeavour to gather information about the academies at work by visiting them and talking with staff, pupils and parents. Clear protocols for visits will ensure that the purpose is understood by Academy staff and Council Members alike. Alongside the information they are given about the Academies, these protocols will help them to make informed decisions, ask searching questions and provide meaningful support.
- Academy leaders and Council Members will behave with integrity and are mutually supportive. SUAT's leaders do recognise that Council Members provide them with a different perspective which contributes to strengthening leadership. The questions they ask will challenge assumptions and support effective decision-making.
- Council Members will use the skills they bring, and the information they have about the academies, to ask challenging questions, which are focused on improvement, and hold leaders to account for pupils' outcomes and wellbeing.
- Time must be used efficiently by Council Members because there are clear procedures for delegating tasks, for example, to well organised committees. If an Academy has them, the committees will have clear terms of reference, provide high levels of challenge and use Council Members' expertise to best effect. Systems are in place for sharing information and reporting back to the full Trust Board. This will not merely reiterate what has already been discussed in detail by the Academy councils but will focus on the key points and decisions.
- Council Members will come to meetings well prepared and with pertinent questions ready so that they are able to provide constructive challenge.

- A detailed timeline of activities, linked to each individual Academy’s development plan will provide a clear structure for the work of Council Members and ensure that their time is used appropriately.
- Council Members will use their external networks and professional contacts to fill any identified gaps in the collective skills of the Trust Board and Academy councils.
- There will be clear induction procedures for new Council Members which will help them to understand their roles and responsibilities and ensure that best use is made of their varied skills and expertise.
- The Academy councils will constantly reflect on their own effectiveness and readily make changes to improve. They will annually consider their own training needs and the organisation of its work.

Child Protection and Vetting

Each new member of the Local Academy Council (LAC) must complete an enhanced DBS check prior to appointment, in accordance with the DfE’s Keeping Children Safe in Education 2019. A person shall be disqualified from serving on the LAC at any time when s/he is included in the DBS children’s barred list, or has been convicted of any criminal offence. “Spent” criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools and academies. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the Academy Principal in advance of your application.

In addition, all members of the LAC must be checked under a Section 128 direction (prohibition check), which prohibits or restricts a person who has previously been prohibited from teaching from taking part in the management (including being a LAC member) of an independent school, including academies and free schools.

To make an informed decision on the appointment, an interview or detailed discussion will need to take place with each prospective candidate, with references (oral or written) taken if deemed necessary, together with other recruitment tools. The Chair of the LAC at each Academy will decide if references are necessary.

If you have any queries or would like any further information surrounding the above requirements for members of Local Academy Councils, please discuss with the Head Teacher/Principal of the Academy LAC you are applying to join.

Personal details

Title: **First Names:**

Surname:

Address and Postcode:	Contact address (if different):

E mail address:

Daytime telephone:

Evening telephone:

Mobile:

Date of Birth:

Other information

How did you find out about LAC vacancies (e.g. website, told by a friend etc.)?

Have you ever been or are you currently a school governor/local Academy Council Member? Yes No

If yes please give details of the school, type of governor and period of office:

Are you willing to attend training sessions? Yes No

Note: in the case of parent/staff member applications the following two sections will form the election statement if one is necessary.

Reasons for applying:

Please detail your reasons for applying to become a local Academy Council Member.

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 help you as a local Academy Council Member. This should include the following where relevant: human resource skills and experience, strategic planning, premises management, health and safety, legal experience, financial skills and experience, services for children and young people, willingness to learn and attend training, the ability to question and challenge, the ability to work as part of a team and take collective responsibility for decision making, leadership experience, chairing meetings, communication skills - including negotiating and confidentiality and anything else you feel is pertinent to progress your application.

Disqualification Criteria

The following text summarises the qualification and disqualification regulations. Please seek advice from the Academy Principal if you think you may be affected.

A member of a Local Academy Council must be aged 18 or over at the time of their election or appointment. A registered pupil of the Academy cannot be a governor.

A Person is disqualified from holding, or from continuing to hold, office as a member or associate member of the Local Academy Council if they:

- have failed to attend meetings for six months;
- are bankrupt;
- are subject to a disqualification order or disqualification undertaking under company's legislation or an order concerning insolvency;
- have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of anybody;
- are included in the list of those considered by the Secretary of State as unsuitable to work with children;
- are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
- are disqualified from working with children or from registration for child minding or providing day care;
- have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuse to make an application for a criminal records certificate.



Data Protection

The Staffordshire University Academies Trust is the Data Controller for the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to LAC Members and applicants is to be processed in order to comply with legal obligations and legitimate interests (in accordance with Article 6 of the GDPR) as a public sector organisation.

The personal data collected within this form is essential, in order for the Academy to fulfil its official function in recruiting and appointing suitable LAC members. Therefore, we collect and use governance information for the following purposes:

- To meet the statutory duties and obligations placed upon us, including publishing Local Academy Council Member details (for the successful applicant(s))
- Establish and maintain effective governance
- Facilitate safer recruitment, as part of our safeguarding obligations in accordance with Keeping Children Safe in Education
- Ensure that appropriate access arrangements can be provided for those who require them, maintain health and safety obligations and duties of care
- Ensure optimum operational functioning of the Academy

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- To comply with a legal obligation
- To carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests, for example, to preserve life in an emergency

The categories of governance information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, address and postcode)
- Governance details (such as role, start and end dates, governor ID)
- DBS clearance information
- Personal contact information (such as email address and telephone number)
- Information regarding business and pecuniary interests

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data, as defined in Article 9 of the GDPR. This includes information regarding:

- Medical/disability information

When you provide personal information for the Academy, you may be providing data which is specified under the data protection legislation as Special Category Data, which is data that could be considered particularly sensitive. This means that we must have a lawful basis for processing this data and have obligations to keep this data secure; we collect special category data where we have a legal obligation to process this data or where we have consent.

The Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Queries and Complaints

We take any complaints about our collection and use of personal information very seriously.

The information you provide will be used in accordance with the Staffordshire University Academies Trust Data Protection Policy and Compliant Records Management Policy which can be found by accessing the Trust's website - <http://www.suatrust.co.uk/documents---policies>.

If you have any queries in relation to our processing, or think that our collection or use of personal information is unfair or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer:

Email – hkirkham@suatrust.co.uk

Telephone – 01782 969465

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Disabilities

The law says a person is disabled if they have “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

If you consider yourself to have an impairment of this type and will require support or assistance in being able to fulfil your role as a LAC member, if appointed, please discuss this directly with the academy Principal.

Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a Local Academy Council member and that in the event that I am appointed to a Local Academy Council, I will notify the clerk to that LAC immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a member of a Local Academy Council whilst disqualified.

I confirm that the information I have provided on this form is true and complete to the best of my knowledge. I understand that if my application is successful and any of this information is found to be incorrect or untrue that my appointment may be withdrawn.

I understand and accept that the information I have provided will be processed in accordance with the organisation’s Data Protection Policies for the purpose of fulfilling a Local Academy Council member post, and that this may involve disclosing information to parties such as the DfE.

I understand and accept that an appointment will be subject to a criminal record check.

I understand that training is provided for LAC members accordingly, and confirm that, if appointed, I am willing to attend relevant training sessions and adhere to the seven principles of public life.

Signed:

Date:

Print:

Clerk’s use

Academy Name:

I confirm that the person named on this form has been appointed / elected to the LAC and their proof of identity has been checked.

Type of LAC member:

Start date:

Signature:

Clerk to Local Academy Council

Print:

Date: