



The Collegiate Trust  
Exceptional Education for All

## APPOINTMENT OF 1 MEMBER AND 1 DIRECTOR / TRUSTEE

*The Collegiate Trust* is a family of four primary and two secondary schools in Croydon and Crawley; we deliver high quality learning to 4200 pupils and students, employing almost 600 staff and with an annual income of almost £26m. The Board has approved an ambitious growth strategy which focuses on the cohesion, activity and scale of the Trust. As a result, we are looking to make a further appointment to our groups of *Members* and *Board of Directors / Trustees*. We would expect all of our Members and Directors to get to know each of our schools through formal and informal visits; however, the key functions of Members and Directors are carried out through formal meetings, held mainly in the evenings with one weekend development day per year.

### Members

The *Members* of the Trust act as the guardians of our aims, ambitions and work. They have delegated to a *Board of Directors* the running of the Trust and evaluate and hold to account that Board for their work. Members meet on three occasions each year, as well as attending the annual *Governance Development Day* which brings together colleagues from all levels of governance within the Trust and getting to know our schools through formal and informal visits.

Members should have high level strategic experience, which does not need to be in education, and an understanding of how Boards in either education, charity or business operate effectively.



### Directors / Trustees

The *Directors* of the Trust oversee the strategic development of the organisation and monitor the impact of our work; in particular they hold to account the CEO for the standards achieved across our schools, and for the financial performance of the Trust. Directors meet together on at least six occasions in the year, and sit on either our *Audit, Risk & Finance Committee*, *Remuneration*, or our *Learning & Quality Committee*; in addition, Directors take part in our annual *Governance Development Day* and other developmental work.

The *Board of Directors* has agreed a *Scheme of Delegation* for each school, through which the *Local Governing Body* delivers many of the legal and statutory responsibilities on behalf of the Trust; however, the Board remains the accountable and responsible body for the work of all schools.

Our Board of eight Directors has a good range of experience across a number of sectors and skills and now has a vacancy for an experienced educationalist. The individual appointed, in addition to attending the Trust Board, will be expected to join the *Learning & Quality Committee* and take a keen interest in the continued development of our curriculum and education standards across the Trust.

To find out more about our work go to [www.tct-academies.org](http://www.tct-academies.org)

If you are interested in applying to become a *Member* or *Director* of *The Collegiate Trust*, please complete the attached application form and return it to the *Governance Manager* at [sara.scott@tct-academies.org](mailto:sara.scott@tct-academies.org). Deadline for applications is **9am Friday 26<sup>th</sup> March**.



## APPLICATION FORM

**Position**

**Member    Director / Trustee**

*(please delete)*

<b>Last Name</b>	
<b>First Name(s)</b>	
<b>Title</b>	
<b>Known as</b>	
<b>Date of Birth</b>	

<b>Address</b>	
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<b>Home Telephone</b>	
<b>Mobile Telephone</b>	
<b>Email Address</b>	
<b>Position applying for</b>	

**Please detail any involvement or connection with schools, either now or in the past (apart from your own schooling):**

**Please provide some brief background details as to why you wish to become a Member / Director. Please let us know what skills or experience you would be able to bring to The Collegiate Trust.**

**REFERENCES:**

<b>Two personal references are required for your application, both of which will be asked to comment on your suitability to become a Member or Director. Neither referee should be a member of your family. Wherever possible referees are contacted by e-mail.</b>		
<b>Last Name</b>		
<b>First Name(s)</b>		
<b>Title</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>E-mail</b>		
<b>Position/ Relationship</b>		

**DECLARATION:**

**I declare that I am not disqualified from serving within an education environment and that:**

- **I am** aged 18 or over at the date of this election or appointment
- **I am not** a person who is detained under the Mental Health Act 1983
- **I am not** disqualified from being a company director
- **I am not** the subject of a bankruptcy restrictions order or an interim order
- **I do not** have an individual voluntary arrangement to pay off debts with creditors
- **I have not** had my estate sequestrated and the sequestration has not been discharged, annulled or reduced
- **I have not** been removed from the office of a 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 (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school
- **I am not** disqualified from working with children
- **I do not** have an unspent conviction for an offence involving dishonesty or deception
- **I have not**, in the last five years, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine
- **I have not**, in the last twenty years, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years
- **I have not** been fined, in the last five years, for causing a nuisance or disturbance on education premises
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

**INFORMATION:**

The information we gather on this form will be held for the duration of the time you serve as a Governor, should you be successful in your application. Should you be unsuccessful, the information will be deleted from our system.

**Please sign below that:**

- a. **The information I have given in this application is correct to the best of my knowledge.**
- b. **I am happy for the referees listed above to be approached.**
- c. **I have read and understood the above Declaration**

**Signed:**

**Date:**

**POLICE ACT 1997 (Part V) – CRIMINAL RECORDS CHECKS**

Governors are asked to complete a Disclosure Application to enable a check to be carried out by the Disclosure & Barring Service (DBS). Failure to comply with this request or an unsatisfactory result from the check will mean the immediate termination of your appointment.

Please email this application form to the Governance Manager, [Sara.scott@tct-academies.org](mailto:Sara.scott@tct-academies.org)