



Diocese of Norwich
Education and
Academies Trust

Hope Federation of Church of England Primary Academies

Policy and Procedure for the Re-Appointment of Trustees and Local Governors

Policy Type:	Trust Core Policy
Approved By:	Board of Trustees (Standards and Strategic Development Committee)
Approval Date:	26 April 2021
Date Adopted by LGB:	15/06/2021
Review Date:	April 2024
Person Responsible:	Head of Governance

Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
All	All	Processes separated for Trust Appointed Governors and Trustees and separate re-appointment forms provided	April 2021

Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across their Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Principles

The importance and significance of outstanding governance and leadership across our education system, in every school in England, has never been greater. The role of governing boards in defining and implementing strategy whilst holding the leaders of schools and trusts to account has to be the foundation upon which a world class education system is built. Governors or trustees who work as a team, who are able to bring their skills and experience to the role and who blend challenge and support to hold their workforce to account, will improve standards.

Sir David Carter, National Schools Commissioner, 2017

The Trust recognises the importance of maintaining a high standard of governance at both Trust and Local level. It is therefore important that those individuals who have volunteered their service in such roles take their responsibilities seriously and fully commit in terms of participating in the work of the Local Governing Body (LGB)/Trust Board and in their own professional development.

In accordance with the Governance Handbook 2020, the Trust's primary consideration in appointment decisions is whether the applicant has the skills and experience which the board needs to be effective, and whether they are willing to uphold and support the ethos of the Trust. It is important that everyone on the LGB/Trust Board has a strong commitment to the role and to improving outcomes for children, inquisitiveness to question and analyse and the willingness to learn. They need good inter-personal skills, appropriate levels of literacy in English and sufficient numeracy skills to understand basic data. All governors/trustees wishing to be re-appointed will be requested to complete a skills audit and their contribution to governance to date will be reviewed, including their attendance history.

The Trust sets an ethos of professionalism and high expectations of everyone involved in governance, including an expectation that governors/trustees undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance. Importantly, this includes their ability to understand and interpret educational and financial performance data. Everyone on the board should be able to engage fully with discussions on these matters and if they cannot, they should undertake appropriate training or development to enable them to do so. A review of each governor's training record will be undertaken prior to re-appointment.

Procedure

Re-Appointing a Trust Appointed Governor for a Second Term of Office

- Each half term, the Trust Governance Officer will ascertain which Trust Appointed Governors will be reaching the end of their term of office in that half term.
- The Trust Governance Officer will write to the Governor by email to find out if they would like to renew their term of office attaching a re-appointment form which includes a skills audit and a statement about what the governor feels they have contributed to the LGB during their term of office (Appendix A).
- On receipt of the re-appointment form, the Trust Governance Officer will add information regarding the governor's training history and meeting attendance record for the previous 2 years
- If the applicant is a:
 - Governor - the completed form will be passed to the relevant LGB Chair with a request to add a statement to say if they support the governor serving a second term of office.
 - Chair of Governors – the completed form will be passed to the two Regional Trustees for their endorsement.
- The Governor will be advised of the outcome of their application.
- Where an appointment is renewed, the term of office on GovernorHub and DfE's Get Information About Schools database will be updated.
- The Trust Board will be advised of re-appointments via the Trust Governance Report at the next Board Meeting

Re-Appointing a Trust Appointed Governor for a Third Term of Office

When a Governor has served for two terms (ie 8 years) and is put forward for a third term, the procedure above will apply, but in addition the Head of Governance will meet with the Governor to discuss their work. This will give the opportunity for the Governor to be personally thanked for their long service, to gain insight that comes from that long service and it will allow feedback to the governor on their work.

Re-Appointing a Trustee for a Second Term of Office

- Each term, the Clerk to the Trust Board will ascertain which Trustees will be reaching the end of their term of office in that term.
- The Clerk to the Trust Board will alert the Chair of the Trust Board to enable him/her to have a provisional conversation with the Trustee regarding re-appointment.
- The Chair of the Trust Board will advise the Clerk regarding the outcome of the conversation; if the outcome of the conversation is re-appointment, the Chair will provide a written endorsement for the Clerk to place on the re-appointment form before it goes to Members.
- If the Trustee wishes to be re-appointed the Clerk will send them the re-appointment form which includes a skills audit and a statement about what the trustee feels they have contributed to the Board during their term of office and restate their declaration to promoting the value of a Christian ethos in education with the Trust's staff, pupils and families (Appendix B).
- On receipt of the re-appointment form, the Clerk will add information regarding the trustee's training history and meeting attendance record for the previous 2 years and the endorsement of the Chair of the Trust Board.
- The Clerk will pass the completed form to the Trust Members for their endorsement.
- The Trustee will be advised of the outcome of their application.
- Where an appointment is renewed, the term of office on GovernorHub and DfE's Get Information About Schools database will be updated.
- The Trust Board will be advised of re-appointments via the Trust Governance Report at the next Board Meeting

Re-Appointing a Trustee for a Third Term of Office

When a Trustee has served for two terms (ie 8 years) and is put forward for a third term, the procedure above will apply, but in addition the Chair of the Trust Board and a Member will meet with the Governor to discuss their work. This will give the opportunity for the Trustee to be personally thanked for their long service, to gain insight that comes from that long service and it will allow feedback to the Trustee on their work.

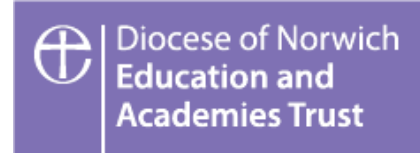
Re-Appointment of Parent/Staff Governors

- As for Trust appointed Governors, the Governance Officer will advise the parent/staff governor that their end of term of office is approaching and thank them for their service.
- The Clerk and the Chair of the Local Governing Body will be copied into this communication so that the election process for a new Parent/Staff Governor can be started.
- If the current Parent/Staff Governor wishes to continue they will follow the normal nomination process and in their election statement will provide details of their contribution to the work of the Local Governing Body during their previous term of office. If the parent no longer has a child in the school, they can apply to become a Trust Appointed Governor if they wish via the normal process.

Monitoring and review

The procedure is quality assured by the Head of Governance.

The Head of Governance will review this policy on a three-yearly basis in conjunction with the Board of Trustees, and will make any changes necessary, in line with the latest educational policy advice.



Trust Appointed Governor Re-appointment Form

The purpose of Multi Academy Trusts is to deliver consistent and continuous improvement in schools. Both the Department for Education and the Diocese of Norwich share the conviction that every child deserves an excellent education in order to provide the best possible prospects for fulfilment in adult life.

As a local governor within DNEAT, you will be joining a team that is committed to promoting the vision and values of the MAT and the Diocese. We believe that the child must always be at the heart of our work and that our Christian ethos is instrumental in delivery of the best possible educational offer and outcomes.

The MAT is a key part of the Diocese of Norwich and plays an important part in making the Diocesan vision a reality in the schools and communities we serve. The Diocesan Education vision statement, based on Ephesians 3; 20-21, is set out below:

Immeasurably more than we can imagine!

Our passion and ambition are to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system acknowledged as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich.

Name of Academy/Local Governing Body	
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Basic Information	
Title	
First Name	
Last Name	
Previous Surname (if none, please state 'None')	
Date of Birth	
Nationality	
Country of birth	

Contact Information	
Address	
Postcode	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email	
Preferred form of contact	

Data Protection

Under the General Data Protection Regulations 2018, we have a legal duty to protect any personally identifiable information we collect from you. We do not pass on your details to any third party unless you give us permission or if the Trust is legally obliged to do so. Our website contains a copy of the DNEAT Data Protection Policy.

These details will be held on computer and registered under the General Data Protection Regulations 2018, in compliance with its principles. All information will be destroyed if your application to become a governor is unsuccessful.

Please note it is mandatory for information about governors to be shared with the Department for Education (DfE) via the 'Get Information About Schools' database – please see page 8.

Employment Information	
Employment Status	Employed / Self-Employed / Retired / Unemployed
Occupation (if retired/ unemployed, please provide previous occupation)	
Employer Name	
Work Postcode	

Qualification Information	
Qualification (Highest)	
Subject	
Institution	

Are you a parent of a pupil at a DNEAT Academy? If Yes, please state which Academy	Yes / No
Are you a Governor/Trustee at any School or Academy? If Yes, please state where	Yes / No
Are you related to a member of staff at a DNEAT Academy? If Yes, please state name and which Academy	Yes / No

Please describe the contribution you feel you have made during your term of office

Skills Analysis

Effective governance requires a board with a range of skills. These skills enable governors and trustees to ask the right questions, analyse data and have discussions which create robust accountability for school leaders. This skills audit is based on the six features of effective governance that are referred to in the [DfE's competency framework](#). No individual will have all the skills listed in the audit. The governing board is a team, and the purpose of the audit is to ensure that each skill below is covered by at least one of the governors/trustees around the table.

The skills audit consists of a series of statements. Rate your level of agreement with each statement on a scale of 1-5, with 1 indicating strong disagreement, and 5 indicating strong agreement.

Knowledge, experience, skills and behaviours		1=Strongly Disagree 5=Strongly Agree
1. Strategic Leadership		
1	I am/have been a governor or trustee in another school or board member in another sector	
2	I am/have been chair of a board or committee	
3	I have an awareness of national education policy (e.g. school funding, curriculum, teaching and learning)	
4	I have experience of the school's local community	
5	I understand the difference between strategic and operational decisions	
6	I have experience and expertise in strategy development	
7	I understand the principle of stakeholder engagement, e.g. seeking views and evaluating feedback from parents and staff to support the decision-making process	
8	I understand the principles of risk management: how to prioritise, assess and mitigate against risks	
2. Accountability		
1	I have worked with leaders to establish expectations for improvement	
2	I understand the elements that make up a broad and balanced school curriculum	
3	I can interpret data and statistics relating to pupil progress and outcomes and use it to identify areas for development	
4	I am confident I know enough to ask questions and challenge leaders on matters relating to educational outcomes	
5	I have experience of financial planning: budgeting, monitoring and compliance	
6	I understand how the financial efficiency of schools is measured and compared to similar schools	
7	I know how staff are recruited to schools	

8	I understand how staff pay decisions impact the school's budget	
9	I have experience of preparing for and responding to inspection and oversight	
10	I understand the national performance measures that are used to monitor school performance	
3. People		
1	I regularly refer to professional advice to inform my own judgements	
2	I know how to build the knowledge I need to be effective in my governance role	
3	I seek to resolve misunderstanding at the earliest opportunity in order to avoid conflict	
4	I can build consensus through clearly presenting my views	
5	I have built strong collaborative relationships with members of the board	
4. Structures		
1	I understand how the strategic role of a governing board differs from the management responsibilities carried out by senior leaders in schools	
2	I understand the distinct responsibilities of the board's committees	
5. Compliance		
1	I am aware of the legal duties and responsibilities of a governor/trustee, e.g. the safeguarding of children and in respect of pupils with special educational needs and disabilities	
2	I feel able to speak up if I am concerned about non-compliance	
6. Evaluation		
1	I have identified the areas where I need to develop my knowledge and skills as a governor/trustee	
2	I seek out opportunities to improve my practice (attending training, learning from others)	
7. Christian Ethos		
1	I have an understanding of the distinctiveness of church schools	
2	I have links with the Church of England or other religions	
3	I understand how the Church of England and the Diocese of Norwich contribute to the enrichment of education in the Trust.	
4	I am enthusiastic about promoting the value of a Christian Ethos in education with the Trust's staff, pupils and families.	

Declaration

- I declare that I am not disqualified from serving as an Academy Governor (please see disqualification criteria overleaf)
- I give informed consent to my information being shared with the Department for Education, GovernorHub and the NGA, and published on the academy website as outlined on page 8
- I agree to uphold the Christian ethos of the Trust

Signed	
Date	

This form must be returned to:

**Governance Office, DoNESC,
Diocesan House, 109 Dereham Road, Easton Norwich NR9 5ES**

governance@donesc.org

Tel: 01603 881722

Disqualifications (Scheme of Delegation, Section 5)

- No person shall be qualified to serve on the LGB unless he is aged 18 or over at the date of his election or appointment. No current pupil or student of the Academy shall be entitled to serve on the LGB.
- A person serving on the LGB shall cease to hold office if they becomes incapable by reason of illness or injury of managing or administering their own affairs.
- A person serving on the LGB shall cease to hold office if they are absent without the consent of the Chair of the LGB from three consecutive full meetings of the LGB and the LGB resolves that their office be vacated.
- A person shall be disqualified from serving on the LGB if:
 - their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - they is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from serving on the LGB at any time when he is 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 person serving on the LGB shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or 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).
- A person shall be disqualified from serving on the LGB if he has 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 he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from serving on the LGB where he has, 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 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.
- After the Academy has opened, a person shall be disqualified from serving on the LGB if he has not provided to the Directors 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 chairman or the Headteacher 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 this Scheme, a person becomes disqualified from serving on the LGB; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Directors.
- This clause 5.6 [and paragraph 2 of Appendix One] shall also apply to any member of any committee of the LGB who is not a member of the LGB.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the local governing body.

If your application to be a governor is successful, the information on this application form will be shared with the following parties:

Department for Education (DfE)

From September 2016 the Academies Financial Handbook requires academy trusts to provide information about their members and trustees as well as those sitting on any local governing bodies that may be in place. The data which is collected in 'Get Information About Schools' (GIAS) and made publicly available is:

- full name (including title)
- appointing body (eg board, foundation, parents etc)
- date of appointment
- date term of office ends / ended if in last year
- whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing body

In addition, for all these individuals, the DfE will collect within GIAS, but not publish, a range of information to help them to identify specific individuals:

- postcode
- date of birth
- previous names
- nationality and country of birth
- direct email address for DfE Governance communication

This governance data that is not publicly available will be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair. Subject to successful pilots, the DfE will also use the email address to send to chairs information about the issues that national performance data suggests the board needs to address with its senior leadership team.

GovernorHub (Ortoo Technologies Ltd)

GovernorHub is the website which DNEAT uses to manage governance at Trust and Local level. All governors are expected to use GovernorHub. The information from this form which we will share with GovernorHub is:

- First and Last name
- Email address

National Governance Association (NGA)

All of our governors are given membership of the National Governance Association (NGA). In order for you to receive the weekly newsletters from NGA and the magazine (if applicable), the information from this form which we will share with the NGA is:

- Title
- First and Last name
- Address and Postcode
- Email address

Academy Website

It is a DfE requirement that the following information is published on the academy website for each governor and any associate member who has served at any point in the past 12 months:

- Name
- Category of governor
- Term of Office
- Names of committees the governor/member serves on
- Attendance record at full LGB meetings the previous academic year
- Pecuniary and Personal Interests
 - Relevant business interest of governors and details of any other educational establishments they govern
 - Relationships between governors and members of the school staff including spouses, partners and relatives

The Diocese of Norwich Education and Academies Trust places data protection requirements on third party processors to ensure data is processed in line with governors' privacy rights.

By submitting your application to be a governor, you are giving informed consent to sharing your information with the Department for Education, GovernorHub, NGA and being published on the academy website as outlined above.

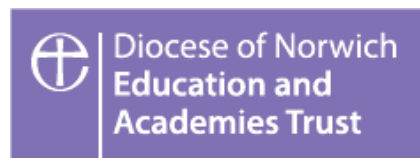
For Completion by DoNESC

Training attended during previous term of office

Attendance History

Statement of Support for Re-Appointment by current Chair of Governors

Trust Appointed Governor Administration	
Period served as governor	
Date statement of support requested from Chair of Governors in support of re-appointment	
Date of Board Meeting when re-appointment approved	
Date Re-Appointment letter sent	
New Term of office	
GovernorHub updated	
GIAS updated	



Trustee Reappointment Form

The purpose of Multi Academy Trusts is to deliver consistent and continuous improvement in schools. Both the Department for Education and the Diocese of Norwich share the conviction that every child deserves an excellent education in order to provide the best possible prospects for fulfilment in adult life.

As a trustee of DNEAT, you are part of a team that is committed to promoting the vision and values of the MAT and the Diocese. We believe that the child must always be at the heart of our work and that our Christian ethos is instrumental in delivery of the best possible educational offer and outcomes.

The MAT is a key part of the Diocese of Norwich and plays an important part in making the Diocesan vision a reality in the schools and communities we serve. The Diocesan Education vision statement, based on Ephesians 3; 20-21, is set out below:

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Immeasurably more than we can imagine!

Our passion and ambition are to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system acknowledged as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich.

All Board and Committee meetings open and close with a prayer and all Trustees need to feel comfortable in participating in this and in praying the Lord's Prayer with fellow Trustees.

Basic Information	
Title	
First Name	
Last Name	
Previous Surname (if none, please state 'None')	
Date of Birth	
Nationality	
Country of birth	

Contact Information	
Address	
Postcode	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email	
Preferred form of contact	

Data Protection

Under the General Data Protection Regulations 2018, we have a legal duty to protect any personally identifiable information we collect from you. We do not pass on your details to any third party unless you give us permission or if the Trust is legally obliged to do so. Our website contains a copy of the DNEAT Data Protection Policy.

These details will be held on computer and registered under the General Data Protection Regulations 2018, in compliance with its principles. All information will be destroyed if your application to become a trustee is unsuccessful.

Please note it is mandatory for information about governors/trustees to be shared with the Department for Education (DfE) via the 'Get Information About Schools' database – please see page 8.

Employment Information	
Employment Status	Employed / Self-Employed / Retired / Unemployed
Occupation (if retired/ unemployed, please provide previous occupation)	
Employer Name	
Work Postcode	

Qualification Information	
Qualification (Highest)	
Subject	
Institution	

Are you a parent of a pupil at a DNEAT Academy? If Yes, please state which Academy	Yes / No
Are you a Governor/Trustee at any School or Academy? If Yes, please state which School or Academy	Yes / No
Are you related to a member of staff at a DNEAT Academy? If Yes, please state name and which Academy	Yes / No

Please describe the contribution you feel you have made during your term of office

Skills Analysis

Effective governance requires a board with a range of skills. These skills enable governors and trustees to ask the right questions, analyse data and have discussions which create robust accountability for school leaders. This skills audit is based on the six features of effective governance that are referred to in the [DfE's competency framework](#). No individual will have all the skills listed in the audit. The trust board is a team, and the purpose of the audit is to ensure that each skill below is covered by at least one of the governors/trustees around the table.

The skills audit consists of a series of statements. Rate your level of agreement with each statement on a scale of 1-5, with 1 indicating strong disagreement, and 5 indicating strong agreement.

Knowledge, experience, skills and behaviours		1=Strongly Disagree 5=Strongly Agree
1. Strategic Leadership		
1	I am/have been a governor or trustee in another school or board member in another sector	
2	I am/have been chair of a board or committee	
3	I have an awareness of national education policy (e.g. school funding, curriculum, teaching and learning)	
4	I have experience of the school's local community	
5	I understand the difference between strategic and operational decisions	
6	I have experience and expertise in strategy development	
7	I understand the principle of stakeholder engagement, e.g. seeking views and evaluating feedback from parents and staff to support the decision-making process	
8	I understand the principles of risk management: how to prioritise, assess and mitigate against risks	
2. Accountability		
1	I have worked with leaders to establish expectations for improvement	
2	I understand the elements that make up a broad and balanced school curriculum	
3	I can interpret data and statistics relating to pupil progress and outcomes and use it to identify areas for development	
4	I am confident I know enough to ask questions and challenge leaders on matters relating to educational outcomes	
5	I have experience of financial planning: budgeting, monitoring and compliance	
6	I understand how the financial efficiency of schools is measured and compared to similar schools	
7	I know how staff are recruited to schools	

8	I understand how staff pay decisions impact the school's budget	
9	I have experience of preparing for and responding to inspection and oversight	
10	I understand the national performance measures that are used to monitor school performance	
3. People		
1	I regularly refer to professional advice to inform my own judgements	
2	I know how to build the knowledge I need to be effective in my governance role	
3	I seek to resolve misunderstanding at the earliest opportunity in order to avoid conflict	
4	I can build consensus through clearly presenting my views	
5	I have built strong collaborative relationships with members of the board	
4. Structures		
1	I understand how the strategic role of a governing board differs from the management responsibilities carried out by senior leaders in schools	
2	I understand the distinct responsibilities of the board's committees	
5. Compliance		
1	I am aware of the legal duties and responsibilities of a governor/trustee, e.g. the safeguarding of children and in respect of pupils with special educational needs and disabilities	
2	I feel able to speak up if I am concerned about non-compliance	
6. Evaluation		
1	I have identified the areas where I need to develop my knowledge and skills as a governor/trustee	
2	I seek out opportunities to improve my practice (attending training, learning from others)	
7. Christian Ethos		
1	I have an understanding of the distinctiveness of church schools	
2	I have links with the Church of England or other religions	
3	I understand how the Church of England and the Diocese of Norwich contribute to the enrichment of education in the Trust.	
4	I am enthusiastic about promoting the value of a Christian Ethos in education with the Trust's staff, pupils and families.	

Declaration

- I declare that I am not disqualified from serving as a Trustee (please see disqualification criteria overleaf)
- I give informed consent to my information being shared with the Department for Education, GovernorHub and the NGA, and published on the Trust website as outlined on page 8
- I have read and understood Lord Nolan's Seven Principles of Public Life and the DNEAT Code of Conduct. I undertake to abide by both the Seven Principles and the Code of Conduct throughout my tenure as a Trustee of DNEAT.
- I understand how the Church of England and the Diocese of Norwich contribute to the enrichment of education in DNEAT. I am enthusiastic about promoting the value of a Christian Ethos in education with DNEAT staff, pupils and families.

Signed	
Date	

This form must be returned to:

**Governance Office, DoNESC,
Diocesan House, 109 Dereham Road, Easton Norwich NR9 5ES**

governance@donesc.org

Tel: 01603 881722

Disqualifications (Articles of Association – Disqualification of Directors)

- No person shall be qualified to be a Director unless he is aged 18 or over at the date of his election or appointment. No current pupil or current student of any of the Academies shall be a Director.
- A Director shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.
- A Director shall cease to hold office if he is absent without the permission of the Directors from all their meetings held within a period of six months and the Directors resolve that his office be vacated.
- A person shall be disqualified from holding or continuing to hold office as a Director if:
 - his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - he is 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 Director at any time when he is 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 Director shall cease to hold office if he ceases to be a Director by virtue of any provision in the Companies Act 2006 or 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).
- A person shall be disqualified from holding or continuing to hold office as a Director if he has 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 he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from holding or continuing to hold office as a Director where he has, 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 Director if he has not provided to the chairman of the Directors 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 chairman or any 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 Director; and he is, or is proposed, to become such a Director, he shall upon becoming so disqualified give written notice of that fact to the Clerk.

If your application to be a Trustee is successful, the information on this application form will be shared with the following parties:

Companies House

Trustees in a Multi Academy Trust are Directors and are therefore required to be registered as such with Companies House. The following details are made publicly available:

- Name
- Correspondence address (set to the Trust main office address)
- Date of birth
- Date of appointment
- Nationality
- Country of residence
- Occupation

Companies House requires but does not share a Director's home address.

Department for Education (DfE)

From September 2016 the Academies Financial Handbook requires academy trusts to provide information about their members and trustees as well as those sitting on any local governing bodies that may be in place. The data which is collected in 'Get Information About Schools' (GIAS) and made publicly available is:

- Full name (including title)
- Appointing body (eg board, foundation, parents etc)
- Date of appointment
- Date term of office ends / ended if in last year
- Whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing body

In addition, for all these individuals. the DfE will collect within GIAS, but not publish, a range of information to help them to identify specific individuals:

- Postcode
- Date of birth
- Previous names
- Nationality and country of birth
- Direct email address for DfE Governance communication

This governance data that is not publicly available will be encrypted within the system and access will be restricted to a small number of users who need it to fulfil their official responsibilities. The email address of the chair of the board will be made available to regional schools commissioner offices on request where they need direct contact with the chair. Subject to successful pilots, the DfE will also use the email address to send to chairs information about the issues that national performance data suggests the board needs to address with its senior leadership team.

GovernorHub (Ortoo Technologies Ltd)

GovernorHub is the website which the Trust uses to manage governance at Trust and Local level. All trustees are expected to use GovernorHub. The information from this form which we will share with GovernorHub is:

- First and last names
- Email address

National Governance Association (NGA)

All of our trustees are given membership of the National Governance Association (NGA). In order for you to receive the weekly newsletters from NGA and the magazine (if applicable), the information from this form which we will share with the NGA is:

- Title
- First and Last name
- Address and Postcode
- Email address

Trust Website

It is a DfE requirement that the following information is published on the Trust website for each trustee and any associate member who has served at any point in the past 12 months:

- Name
- Category of governor / trustee
- Term of Office
- Names of committees the governor/member/trustee serves on
- Attendance record at full Board meetings the previous academic year
- Pecuniary and Personal Interests
 - Relevant business interest of trustees and details of any other educational establishments they govern
 - Relationships between trustees and members of the Trust staff including spouses, partners and relatives

The Diocese of Norwich Education and Academies Trust places data protection requirements on third party processors to ensure data is processed in line with governors' privacy rights.

By submitting your application to be a Trustee, you are giving informed consent to sharing your information with the Department for Education, GovernorHub, NGA and being published on the Trust website as outlined above.

For completion by the Governance Team

Training attended during previous term of office

Attendance History

Chair of Trust Board's Statement of Support for Re-Appointment

Endorsement for Re-Appointment by Members

Trust Appointed Trustee Administration	
Period served as Trustee	
Date statement of support requested from Chair in support of re-appointment	
Date statement of support requested from Members in support of re-appointment	
Date of Board Meeting when re-appointment approved	
Date Re-Appointment letter sent	
New Term of office	
GovernorHub updated	
GIAS updated	