



DIOCESAN EDUCATION SERVICE

ACADEMY CO-OPTED DIRECTOR APPLICATION FORM

SECTION 1:

BASIC INFORMATION

Name of Applicant:

Name of Multi Academy
Company (MAC):

SECTION 2:

DIOCESAN GUIDANCE AND CHECKLISTS FOR CO-OPTED DIRECTORS

The Board of Directors will consist of MAC Directors who have a good mix of knowledge, experience and skills. All MAC Directors must abide by the Seven Principles of Public Life enunciated by the Nolan Committee, which are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

The DES provides Role Descriptions for Directors which can be accessed from the website at <https://www.bdes.org.uk/new-academies.html> Please read these prior to applying in order to understand the role further .

HOW THE INFORMATION ON THIS FORM WILL BE HANDLED BY THE ARCHDIOCESE OF BIRMINGHAM

We need the information we have asked for on this form:

- To comply with our legal obligations and/or
- Because it is in our legitimate interests to obtain it when appointing you to your role and/or
- In relation to information about criminal matters, to exercise, establish or defend our legal rights, and to prevent or detect unlawful acts.

We inform the Clerk to the Board of Directors of your name, address, telephone number(s), email address, occupation and the dates of your term of office. We would also, if requested by the school, share that information with the school. We will not disclose your information to any other body unless we are required by law to do so.

Your information will be kept securely by us, either in paper or electronic form. You can find out more from our Privacy notice, which is available at <https://birminghamdiocese.org.uk/privacy-policy>.

If you are appointed, we will keep your completed form(s) until the end of the academic year after the academic year in which you cease your role. We hold on to it for that time because sometimes a person decides to continue in their role after they have resigned, or their term has come to an end.

If you are not appointed, we will keep your completed form until the end of the academic year after the academic year in which you complete it. This is because in our experience there is sometimes a delay between application and appointment.

You can update your information at any time by writing to the DES or emailing r.tonks@bdes.org.uk.

When we destroy documents or electronic files we do so securely.

We also compile and keep for 75 years a document which contains your name, address, telephone number(s), email address, occupation and dates of your term(s) of office. We do this because we have experience of people coming forward with concerns or queries many decades after an incident is said to have occurred. This basic information will help us to respond in an informed manner to any concerns raised.

SECTION 3:**SELF-REVIEW CHECKLISTS FOR POTENTIAL CO-OPTED DIRECTORS**

All potential Co-Opted Directors will self-select against this guidance and submit this completed form by way of a request to be appointed as a Co-Opted Director.

The Director of Education will oversee the process of appointment.

Essential criteria	Fully meet	Partially meet	Do not meet
I understand the duty to ensure the Catholic Character of the academies in the MAC is preserved and developed and that they are conducted in accordance with the Articles of Association.			
I will comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop, his Trustees and the Diocesan Education Service acting on their behalf, in respect of the academies in the MAC to fulfil his/her responsibilities.			
I am willing to be called by the Archbishop to serve as a MAC Director for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham.			
I will protect the assets of the Trustees at all times.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)

Desirable Criteria	Fully Meet	Partially Meet	Do Not Meet
I have experience in management at a strategic level in a professional or voluntary setting, possibly involving stakeholder management, relationship management, inspection and review.			
I have experience of working as a member of a team to achieve shared goals in either a professional or voluntary setting, possible with a culture of distributed/team leadership.			
I have experience of creative problem-solving in a collaborative context in either a professional or voluntary setting.			
I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting.			
<p>I have experience of working in:</p> <ul style="list-style-type: none"> • Finance and administration • Procurement • Facilities management • Information technology • Human resources management • Legal services • Inspection and reporting • Commercial settings 			
I have experience of working on the Board of Directors of a company.			
I have experience of setting the strategic direction of a school, monitoring the effectiveness of plans to improve the quality of education provided and standards achieved, and evaluating the impact of the leadership on the capacity of the school to improve.			
I have experience of working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)

SECTION 4:**REQUEST TO BE APPOINTED AS A CO-OPTED DIRECTOR****PERSONAL INFORMATION**

Title		Surname		First Names	
Nationality			Former Names		
Home Address					
				Postcode	
Home Tel No.		Mobile Tel No.		Email	
Date of Birth	/	/	Occupation		

Is this application for:A first appointment as a Co-opted Director at this MAC? For reappointment as a Co-opted Director at this MAC? **Are you a paid employee at in the MAC or a school within the Diocese?**Yes No

If 'YES', please detail:

Are you a parent of a pupil at any of the schools within the MAC?Yes No

If 'YES', please advise which school(s) and which year group(s):

SPECIFIC SKILLS AND EXPERIENCE:

In order to ensure that the Board of Directors has a wide range of skills and experience, please indicate whether you have any specific knowledge and experience in any of these areas. Please do not be concerned if you do not have any experience in the areas below. The Board also requires other individuals who can contribute to its effective working.

RE & Catholic Life

Religious Education taught in accordance with the teachings of the Catholic church.

Collective worship and development of the Catholic Ethos.

Relationships and Sex Education (RSE) provided in accordance with the Law and teachings of the Catholic church.

Section 48 Inspections.

Yes

No

School Improvement

Data implications.

The Education Inspection Framework (Ofsted).

School improvement and accountability.

School evaluation.

Yes

No

Financial Management

Strategic deployment of financial resources.

Managing substantial financial assets.

Monitoring business performance, including cash flow.

Monitoring budgets, ensuring financial resources are employed efficiently across multiple sites.

Change management.

Corporate Risk Management Systems

Yes

No

<p><u>HR & People Leadership</u> Managing a large and diverse employee community. Supporting an Executive Team in planning the future employee requirements of the company. Change management. Supporting and advising on new ideas and initiatives across a varied multi-site, multi-skilled workforce with continuous CPD. Supporting the development of career enhancing opportunities allowing the MAC to grow its own future leaders or subject/role specialists. Challenging an Executive Team on their performance.</p>	Yes		No	
<p><u>Legal Experience</u> Governance in an education/local authority/government/corporate setting. Charities sector law and compliance. Corporate Risk Management Systems. Personnel resources. Change Management. Estates and statutory compliance Management.</p>	Yes		No	

If you have answered “yes” to any of the above areas, can you please provide us with further information on when and how you have obtained this knowledge and experience, including any relevant qualifications or professional body memberships that you may hold:

If you have answered “no” to all of the above areas, please provide us with further information on general knowledge and skills that you have that you feel would be beneficial to the Board:

(Please continue on a separate sheet if necessary and attach to this application form)

- I wish to apply to be appointed as a Director of the Company and am willing and able to fulfil the duties of that office.
- I understand that if this is my first appointment as an Academy Director that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill.
- I understand that if I am appointed as a Director of the Company that I need to read and understand the documents listed below as soon as possible after appointment:
 - The Articles;
 - The Master Funding Agreement;
 - The Supplemental Agreements applicable to each of the Academies;
 - The leases entered into by the Company as tenant with the Trustees as landlord, (the Buildings Leases);
 - The leases entered into by the Company as tenant with local authority [insert details of the relevant Local Authority] as landlord, (the Playing Fields Leases); [and]
 - The Schemes of Delegation for each of the Academies together with the Policies annexed to them and/or which are current at the date of commencement of my appointment ("the Schemes"); and
 - The Guidance and Person Specification for Directors.

Signature of Applicant		Date	
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SECTION 5: ENHANCED DBS (formerly CRB) DISCLOSURE

DO NOT SUBMIT IN YOUR APPLICATION FORM UNTIL THIS SECTION HAS BEEN FULLY COMPLETED
FORMS SENT IN WITHOUT THIS SECTION COMPLETED WILL BE RETURNED TO THE APPLICANT

This section needs to be completed by the Chair of the Board of Directors or Company Secretary of the Multi-Academy Company to which you are applying **BEFORE** submitting your application. If you do not currently hold an enhanced DBS certificate, please speak to one of the above individuals to make arrangements to apply for one prior to completing your application.

DATE OF DISCLOSURE:		DISCLOSURE CERTIFICATE N°:	
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I confirm that I have seen the above DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them and that their application can be considered for appointment.

SIGNATURE:		DATE:	
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POSITION IN MAC:	Chair of the Board of Directors* Multi- Academy Company Secretary*	*Please delete as applicable
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Please ensure that **all** sections are completed fully. Once completed, please follow the instructions below:

- Scan and email your form directly to Rebecca Tonks at the Diocesan Education Service at r.tonks@bdes.org.uk
- If it is not possible for you to scan and email your form personally, please take it to the school for which you are applying and request that they scan and email it to r.tonks@bdes.org.uk on your behalf instead by giving them your authority to do so.
- Only if it is not possible to scan and email the form should you post it to Director of Education, Diocesan Education Service, Don Bosco House, Coventry Road, Coleshill, Birmingham, B46 3EA
 If you use Royal Mail to submit the form, it is strongly recommended that you send it by Registered Post or to be "signed for" so that it can be evidenced that it has been received. There have been recent situations where application forms have been lost in the post and have not reached our offices.

Tel: 01675 464755 Fax: 01675 464448