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| LDBS TRUSTEE APPLICATION FORM |
| Section 1 – Contact Information |
| Title |  | Surname |  | Forename |  |
| Home address |  |
| Postcode |  | Telephone |  |
| Email |  |
|  |  |
| Section 2 – Christian commitment |
| Church name: | Church address: |
| How would you describe your Christian commitment? |
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| Section 3 – Relevant experience |
| Please tell us about employment or volunteering experience which is relevant to your application. |
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| Section 4 – Supporting statement |
| Please tell us (in no more than one side of A4) why you are applying to be a trustee and how you would support and promote the vision of the Diocese of London for the education of children and young people through good governance. |
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| Section 5 – How you would like to contribute as an LDBS trustee |
| The LDBS board delegates some of its functions to committees. Most trustees join one committee, and we try to match committee membership with the skills, knowledge, experience and interests of trustees. Please let us know which committee(s) you would be interested to join. |
|  | **Yes** | **Maybe** | **No** |
| Education: oversight of the support and training that LDBS provides in relation to education standards and Christian distinctiveness |[ ] [ ] [ ]
| Governance: oversight of LDBS governor appointments and the support and training that LDBS provides for governors |[ ] [ ] [ ]
| Operations: oversight of LDBS finances including investments and property, development of school premises, and LDBS personnel matters |[ ] [ ] [ ]
| Audit: LDBS internal and external audit |[ ] [ ] [ ]
| Section 6 – Skills and Experience |
| Here are some of the skills, experiences and knowledge that are relevant to the LDBS. Please note that no one trustee is expected to offer all these skills! Your self-assessment will help us to appoint a balanced board. |
| Education | **Little** | **Moderate** | **Extensive** |
| Ofsted and supporting educational standards |[ ] [ ] [ ]
| SIAMS and Christian distinctiveness in Church schools |[ ] [ ] [ ]
| Outreach and support in community schools and other educational settings |[ ] [ ] [ ]
| Safeguarding |[ ] [ ] [ ]
| Special Educational Needs |[ ] [ ] [ ]
| Community engagement and/ or experience of communities with distinct needs |[ ] [ ] [ ]
| Working or volunteering with young people |[ ] [ ] [ ]
| Current education policy |[ ] [ ] [ ]
| Human Resources | **Little** | **Moderate** | **Extensive** |
| Recruitment |[ ] [ ] [ ]
| Performance management/ appraisal of others |[ ] [ ] [ ]
| Legal | **Little** | **Moderate** | **Extensive** |
| Trust law |[ ] [ ] [ ]
| Land law |[ ] [ ] [ ]
| Education law |[ ] [ ] [ ]
| Charity law |[ ] [ ] [ ]
| Finance | **Little** | **Moderate** | **Extensive** |
| Audit |[ ] [ ] [ ]
| Financial planning and management |[ ] [ ] [ ]
| Investment |[ ] [ ] [ ]
| Procurement and purchasing |[ ] [ ] [ ]
| Land | **Little** | **Moderate** | **Extensive** |
| Premises and facilities management |[ ] [ ] [ ]
| Listed buildings |[ ] [ ] [ ]
| Property development |[ ] [ ] [ ]
| Governance skills and experience | **Little** | **Moderate** | **Extensive** |
| Charity governance |[ ] [ ] [ ]
| Academy or School governance |[ ] [ ] [ ]
| Communication skills, including ability to discuss sensitive issues in a tactful way |[ ] [ ] [ ]
| Ability to understand and analyse data |[ ] [ ] [ ]
| Ability to ask questions and review complex issues in an objective way |[ ] [ ] [ ]
| Ability to handle confidential information in a robust but appropriate way |[ ] [ ] [ ]
| Experience of promoting inclusion, diversity and equality |[ ] [ ] [ ]
| Understanding or experience of strategic planning |[ ] [ ] [ ]
| Problem solving skills |[ ] [ ] [ ]
| Experience of project management and/ or change management |[ ] [ ] [ ]
| Understanding or experience of risk management |[ ] [ ] [ ]
| Experience of chairing a board or committee |[ ] [ ] [ ]
| Experience of leadership in a professional context |[ ] [ ] [ ]
| If you would like to explain any of your answers on comment on other skills, experiences or knowledge that you bring please add a comment here. You may want to comment on current or previous employment or volunteering roles through which you have developed your experiences and skills. |
| Section 7 – References |
| Please provide details of two referees. Referee 1 should be a member of the clergy from the church where you are a communicant member. (If you are a member of the clergy, the reference should be from your Archdeacon or Bishop.) Referee 2 should be someone who can attest to your experience of the education, ecclesiastical and/ or charity sector. Please make sure referees know you are sharing their personal information with the LDBS. |
| Referee 1  | Title |  | Surname |  | Forename |  |
| Relationship to you |  |
| Email |  | Telephone |
| Referee 2 | Title |  | Surname |  | Forename |  |
| Relationship to you |  |
| Email |  | Telephone |  |
|  |  |  |  |
| Section 8 – Disqualification Regulations & Declaration |
| The Charities Act 2011 sets out requirements for charity trustees. You must declare that you are not disqualified from trusteeship. |
| You are automatically disqualified from acting as a trustee if:1. You have an unspent conviction for any of the following
2. an offence involving deception or dishonesty
3. a terrorism offence
	1. to which Part 4 of the Counter-Terrorism Act 2008 applies
	2. under sections 13 or 19 of the Terrorism Act 2000
4. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
5. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
6. an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
7. an offence of misconduct in public office, perjury or perverting the course of justice yes/no
8. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence
9. You are on the sex offenders register (i.e., subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
10. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
11. You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
12. You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
13. You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
14. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
15. You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
16. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
17. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
18. You have an individual voluntary arrangement (IVA) to pay off debts with creditors
19. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order
20. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.)
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| DECLARATION I certify that:* The information given on this form is correct.
* I am eighteen years of age or over.
* I am not disqualified from acting as a trustee.
* I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.
* I will comply with any checks which are required for compliance with current safeguarding requirements.
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| Full name: |
| Signature: | **Date:** |

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| Section 9 – Confidential Monitoring Information |
| We collect this data to assist with our monitoring for equality purposes. This section of the form will be removed before shortlisting. Please mark the appropriate boxes. |
| Gender | Please state |  |
| Age Range | 18-24 [ ]  | 25-34 [ ]  | 35-44 [ ]  | 45-54 [ ]  | 55-64 [ ]  | 65-74 [ ]  | 75+ [ ]  |
| Ethnicity Please indicate which option most accurately describes your ethnic group or background. |
|  A. White [ ]  British, English, Welsh, Scottish or Northern Irish [ ]  Irish [ ]  Gypsy or Irish Traveller [ ]  Any other White background, please write in: | C. Asian/ Asian British [ ]  Indian  [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Any other Asian background, please write in:  |
| D. Black/ Black British [ ]  Caribbean [ ]  African [ ]  Any other Black background, please write in:  |
| B. Mixed/ Multiple ethnic groups [ ]  White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Any other Mixed/ Multiple ethnic background, please write in:  |
| E. Other ethnic group [ ]  Arab [ ]  Any other background, please write in:  |

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| Privacy Notice – Data Protection |
| Under the data protection law, you have the right to be informed about how the LDBS uses any personal data it holds about you. We collect all the information laid out in this form, and in the form of references, in order to: * Administer the Trustee and Committee Member application and appointment process
* Establish and maintain effective governance for the LDBS, including through recruitment policies
* Meet statutory and legal obligations for publishing and sharing your details
* Facilitate safe recruitment, as part of safeguarding obligations towards pupils;
* Undertake equalities monitoring; and
* Ensure that appropriate access arrangements can be provided for volunteer trustees as required.

We have a legitimate interest in processing data from applicants in order to administer our appointment process, to monitor compliance with our policies, to defend any legal claims, and to ensure that suitable applicants are appointed to the roles of LDBS Trustee and Committee Member. We process special category data, such as information about your ethnic origin, as part of our equal opportunities monitoring process and to meet legal obligations. This information is collected with the express consent of applicants, who may withdraw their consent at any time. Information from your application form and from references will be stored in our IT systems, including email. The data will be kept secure and only used for the purposes directly relevant to your application to be a governor in one of our schools. Your information will be shared with members of the Nominations Committee and LDBS staff. Equality monitoring information is separated from the application form upon receipt and is not shared with the Nominations Committee. We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so. When your relationship with the LDBS has ended, the LDBS will retain this data and delete the information in it in accordance with our retention policy.If you are appointed to be an LDBS Trustee, the LDBS may share your data with appropriate third parties, including but not limited to:* The Department for Education (‘DfE’) and the Education & Skills Funding Agency (‘ESFA’) to meet our legal obligations
* Office for Standards in Education, Children's Services and Skills (‘Ofsted’)
* The LDBS’s auditors
* the LDBS’s professional advisors and consultants
* Government agencies
* Police Forces, Courts and Tribunals.

How to access the personal information the LDBS holds about youUnder data protection law, you have the right to request access to information that the LDBS holds about you through a ‘subject access request’. If you make a subject access request, and if the LDBS holds information about you, the LDBS will:* Give you a description of it;
* Tell you why it is holding and processing it, and how long it will keep it for;
* Explain where it got it from, if not from you;
* Tell you who it has been, or will be, shared with;
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
* Give you a copy of the information in an intelligible form.

Under data protection law, individuals have certain rights regarding how your personal data is used and kept safe. You have the right to:* Object to the use of your personal data if it would cause, or is causing, damage or distress;
* For your personal information to be transmitted electronically to another organisation in certain circumstances;
* Prevent your data being used to send direct marketing;
* Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
* In certain circumstances, have personal data corrected, deleted or destroyed, or it’s processing restricted; and / or
* Claim compensation for damages caused by a breach of the data protection regulations.

The LDBS takes any complaints about its collection and use of personal information very seriously. If you think that the LDBS’s collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about its data processing, please raise this with the LDBS in the first instance.To make a complaint, please contact the LDBS’s Data Protection Officer david.coy@london.anglican.org. Alternatively, you can make a complaint to the Information Commissioner’s Office. |