



Our vision is to transform the future for our children through partnership and collaboration. Placing children at the centre of all we do, we aim to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning.

- **Collaboration**
- **Excellence**
- **Community**
- **Equity**
- **Continuous Growth**

Member's Recruitment Pack



About the Trust

The Inspire Partnership became a multi-academy trust in 2017 and is formed of nine primary schools serving communities in Croydon, Greenwich and Medway. Our aim is to transform the lives of children and we believe the best way to achieve this is through relationships and collaboration. We celebrate the diversity and uniqueness of our schools but believe together, we are stronger. Our staff and children place no limits on learning, and our schools are inspiring places to learn

Our vision and values

Our vision is to transform the future for our children through partnership and collaboration. Placing children at the centre of all we do, we aim to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning.

Our values:

- Collaboration matters
- Excellence in everything
- Community first
- Equity for everyone
- Continuous growth

About the role of a Member

Member's Role summary

- Members are similar to a company's shareholders - they sit above the board of trustees and should be 'eyes on and hands off'
- Their key responsibilities include appointing the trustees and holding them to account for the successful governance of the trust
- Have an awareness of when they may need to exercise their powers to ensure effective governance
- Members hold the trustees to account. *Members can use a proforma to hold the trustees to account for the running of the trust, and use it as evidence that the members are taking an active interest in securing the performance of the board of trustees*

Member's Key responsibilities:

- Are signatories to the articles of association (when they are founding members)
- Can pass a special resolution to amend the articles of association
- Can appoint trustees, according to the trust's articles of association, and can also remove serving trustees
- Can pass a special resolution to direct the trustees to take a specific action



What don't they do?

- Attend or have voting rights at trust board meetings
- Sit on executive leaders' performance review panels
- Contribute to specific decisions in relation to the trusts' business
- Have legal responsibility for conducting the business of the academy trust - this sits with the board of trustees
- Become involved in the practical aspects of governance, such as holding the CEO to account and strategically challenging the operational management of the academy. That's the trustees' role

Members' meetings

In practice, the members' role is limited to their meetings. The members usually meet once a year at the Inspire Partnership Academy Trust's (IPAT) annual general meeting (AGM). At this meeting, they can:

- Receive the trust's accounts
- Receive any relevant reports
- Take an overview of the governance and operations throughout the year

The rules for Inspire Partnership Academy Trust regarding the members are set out in the [articles of association](#). For more information about governance please see the [governance handbook](#).



Application details

Our criteria

Essential (at least one of the skills below)

- Change Management
- CEO/general management
- Corporate governance
- Growth management
- Risk management
- Financial management
- Knowledge of, or commitment to learn about, the education sector

Desirable

Knowledge of the education sector.

Time commitment

Members meet at least once a year.

What next?

- Any questions please email: jnewman@inspirepartnership.co.uk
- Please email a CV and a covering letter or the attached application form to jnewman@inspirepartnership.co.uk by 17th July 2020
- Please completed the: the eligibility statement, skills audit, Disclosure and barring and recruitment checks
- Supply two referees
- Suitable candidates will be shortlisted and will be invited to a video call interview to take place between 27th July 2020 and 7th August 2020.



Eligibility

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Have not been declared bankrupt
- Am not the subject of a bankruptcy restrictions order or an interim order
- Have not been disqualified from holding office as a governor, trustee or member
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity

Please sign (Electronic is suffice) and date to indicate that you have read, and agree to this information:

Signature: _____ Date: _____



Member application form

Instructions

Please complete all sections of this application form. The sections of this application form that include your personal details will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively. *Applications will only be accepted if they are completed in full.*

Personal details and eligibility

Personal details	
Title	
Name	
Address	
Phone number	
Email address	

Education, employment and training

Education and employment history

Highest level of education received

Please state the institution, qualification received and classification.

Please give details of any other relevant education or training courses

Current employment

Please state your employer, role, length of time in role and a summary of responsibilities.

Relevant previous employment

Other relevant interests and experience

This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.

A bit more about you

Why would you like to become a Member of the Inspire Partnership Academy Trust?

Why would you like to become a member at our trust in particular?

What skills can you bring to the role of Member?



References

Please provide two references. They cannot be related to you, and one should be your current employer.

Referee 1	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

Referee 2	
Name	
Job title	
Relationship to applicant	
Phone number	
Email address	

Skills audit

Please tick to indicate how confident you are in the following areas:

Skill	Professional-level knowledge or expertise	Confident in the area, but not to a professional level	A basic or working understanding	No experience
Strategic planning				
Setting a vision, values and goals				
Public sector or charity governance				
Knowledge of the education sector				
Teamwork and collaborative decision making				
Communication skills				
Financial management				

Fundraising/income generation				
Human resources				
Performance management				
Data analysis				
Legal skills				
Health and safety				
Premises management				
Curriculum and assessment				
Safeguarding				
Special educational needs and disabilities (SEND)				

Approving and monitoring the implementation of policies				
Compliance				
Marketing/public relations				
Procurement				
ICT or technology skills				
Further or higher education				
Knowledge of the local community				

Data protection notice

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our [privacy notice](#) for job applicants

Disclosure and barring and recruitment checks

The Inspire Partnership Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

If you are going to be involved in regulated activity, the DBS check will include a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Inspire Partnership Trust’s privacy notice.

Do you have a DBS certificate?: Yes No Approximate date of check:

If you have lived or worked outside of the UK in the last 5 years, the Inspire Partnership Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Your position as a member will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Applicants should be aware of the following circumstances which might prevent them from being appointed as a member:

- Inclusion in the list of those unsuitable to work with children
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a member or since becoming a member
- Have received a prison sentence of 2 and a half years or more in the 20 years before becoming a member
- Have received a prison sentence of 5 years or more

Have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a member

Section 128 check

The Inspire Partnership Academy Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school. This includes members, trustees, and governors on local governing bodies who have been delegated any management responsibilities.

Right to work in the UK and other checks

The Inspire Partnership Academy will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK.

Sign and date

Name (please print):

Sign:

Date:

**THANK YOU FOR COMPLETING THE APPLICATION AND RELEVANT DOCUMENTATION
PLEASE EMAIL TO: jnewman@inspirepartnership.co.uk**

We will acknowledge receipt of your application and will inform you if your application has or has not been successful to move to the interview stage.

