



*Kelvedon St. Mary's  
C of E Primary Academy  
Nursery & Autism Support Centre*

DOCWRA ROAD, KELVEDON, ESSEX CO5 9DS

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Headteacher: Mr. M. D. Walsh BEd (HONS) NPQH

### SELF DECLARATION FORM FOR ACADEMY TEACHING AND LEARNING COUNCIL DIRECTORS

Forename(s)	
Surname	
Title (Mr/Mrs/Miss)	
Male/Female	
Date of Birth	
Address	
Postcode	
Telephone	
Email	

Registered pupils cannot be directors. A director must be aged 18 or over at the time of election or appointment.

- A person cannot hold more than one Director post at the same school at the same time.
- A person is **disqualified from being a parent Director** if they are an elected member of the Local Authority or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).
- A person is **disqualified from being a partnership Director** if they are:
  - a parent of a registered pupil at the school;
  - eligible to be a Staff Director at the school;
  - an elected member of the LA; or
  - employed by the local authority in connection with its education functions.
- A person is **disqualified from being a Director** of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation Directors appointed by virtue of their office.

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

**A person is disqualified from holding or continuing to hold office if that person:**

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- > has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- > is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- > is barred from any regulated activity relating to children
- > is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- > is disqualified from working with children or from registering for child-minding or providing day care
- > is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- > has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a Director or since becoming a Director
- > has received a prison sentence of two years or more in the 20 years before becoming a Director
- > has at any time received a prison sentence of five years or more
- > has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Director
- > refuses a request to apply to the Disclosure and Barring Service for a criminal records check.

I confirm that, as necessary, I will apply for a DBS Certificate within 21 days of my conditional election/appointment as a Director and that I will provide an original Enhanced DBS Certificate to the school or consent to the school undertaking an online DBS status check where I am registered.

**I have read the above and declare that I am not disqualified from serving as a school Director.**

Signed .....

Full name .....

Address .....

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.....

.....

Date .....

**Canonium Learning Trust (the Company) – Director declaration on appointment**

I confirm that I am willing to act as a director of **Kelvedon St. Mary's Primary Academy**, which is a member school of the Company. I further confirm that I am not disqualified from so acting by virtue of any provisions of the Articles of Association of the Company, including but not limited to the requirement that I am not disqualified from acting as a charity trustee or director by virtue of section 178 of the Charities Act 2011 (extract included in 0 below).

I hereby undertake to the foundation members and to the trustees to uphold the Object of the Company.

Signed .....

Full name .....

Address .....

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.....

.....

.....

Date .....

## Extract from section 178 of the Charities Act 2011

Please sign and retain the additional copy of this document with your records.

**Canonium Learning Trust** : a company limited by guarantee

**Company registration number:** 08403703

**Registered office:** Docwra Road, Kelvedon C05 9DS

*178 Persons disqualified for being trustees of a charity*

1 A person (“P”) is disqualified from being a charity trustee or trustee for a charity in the following cases—

Case A

*P has been convicted of any offence involving dishonesty or deception.*

Case B

*P has been adjudged bankrupt or sequestration of P's estate has been awarded and (in either case)—*

- a) *P has not been discharged, or*
- b) *P is the subject of a bankruptcy restrictions order or an interim order.*

Case C

*P has made a composition or arrangement with, or granted a trust deed for, creditors and has not been discharged in respect of it.*

Case D

*P has been removed from the office of charity trustee or trustee for a charity by an order made—*

- a) *by the Commission under section 79(2)(a) or by the Commission or the Commissioners under a relevant earlier enactment (as defined by section 179(5)), or*
- b) *by the High Court*

*on the ground of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or which P's conduct contributed to or facilitated.*

Case E

*P has been removed, under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (asp 10) (powers of the Court of Session) or the relevant earlier legislation (as defined by section 179(6)), from being concerned in the management or control of any body.*

Case F

*P is subject to—*

- a) *a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (SI 2002 / 3150 (N.I.4)), or*
- b) *an order made under section 429(2) of the Insolvency Act 1986 (disabilities on revocation of county court administration order)*

**KELVEDON ST. MARY'S C of E PRIMARY ACADEMY**

**NOMINATION FORM FOR THE ELECTION OF PARENT DIRECTOR TO THE TEACHING AND LEARNING COUNCIL**

Name of Nominee

Address

I wish to submit my nomination for the election of Parent Director.

The nominee may set out overleaf information about him/herself to go out with the ballot papers. A maximum of 200 words may be used.

**Completed nomination forms must be returned to the school by Friday, 26<sup>th</sup> April 2019.**

***Please see note on appointment of ex-offenders attached to this form***

## **Appointment of Ex-offenders – information for applicants**

The Criminal Justice and Court Service Act 2000, extends the definition of 'Regulated' positions for which criminal records checks can be made through the Criminal Records Bureau (CRB) under the rehabilitation of Offenders Act 1974 (Expectations) Order 1975 from time to time enacted and amended. One such regulated position is that of school director.

Appointment to the position of school director will not be confirmed until a satisfactory clearance has been received by the Local Authority (LA). The LA has a nominated person who will deal with criminal records checks for school directors and they will remain confidential to that person and the County Council's Disclosure Unit which is responsible for processing the checks. A previously issued Criminal Records Disclosure Certificate will not be accepted. You should speak to the nominated person at the LA if you already possess a current Criminal Records Disclosure Certificate.

Criminal records will be taken into account for school director recruitment purposes only when the conviction is relevant. Having a criminal record will not necessarily bar you from appointment as a school director. This will depend on the background, nature and circumstances of your offence(s).

Essex County Council meets the requirements of the Criminal Records Bureau and its code of practice in relation to the processing, handling and security of disclosure information. A copy of the County Council's policy on the employment of ex-offenders is available at the school for information. If you would like to see a copy of the Criminal Records Bureau's Code of Practice, please contact Essex Governor Services who will arrange a copy to be sent to you.