



Private & Confidential

Application Form to become a Member of a Local Governance Committee

Mission, Vision & Values

Mission

To be "Greater Than The Sum Of Its Parts" represents the mission statement for The Sigma Trust. We believe we are stronger and more successful working together than we would be as separate institutions. The Greek letter Sigma (Σ) is used in Maths and IT to denote "the sum of" hence its adoption as our name.

The mission for each academy within The Sigma Trust is to ensure that no child is left behind. Education should foster in its learners a curiosity to discover who they are and what they are capable of, together with developing the resilience for them to test the boundaries of their abilities, and build the skills necessary to face the future with confidence.

Vision

Our vision is to ensure that all of our academies are at least "Good" and are able to demonstrate some outstanding provision. We will achieve this by:

- Growing a local family of academies that fully embraces the mission, vision and values of the Trust.
- Creating a centre of educational excellence in the area in which best practice becomes shared practice so that no school is left behind
- Recognising and celebrating the uniqueness and achievements of each academy.
- Ensuring that every school is a giver and receiver of support
- Developing a relationship where autonomy and accountability go hand in hand
- Working in collaboration with other institutions rather than in isolation
- Training, recruiting and retaining teachers, leaders and support staff through high quality career development
- Requiring that services are delivered efficiently and represent outstanding value for money.

Values

The Sigma Trust has the following values at its heart:

- Integrity - to be honest, transparent, trustworthy and true to your beliefs
- Passion - to be positive and enthusiastic about what you are trying to achieve
- Aspiration - to aim for your best and set high, realistic goals
- Resilience - to never give up and strive to improve
- Respect - for yourself, your environment and other people
- Accountability - to take responsibility for your words, thoughts and actions

Applicants to become a member of a Local Governance Committee (LGC) of any Sigma Trust Academy should be aware that, under the relevant articles of association, an LGC is actually a sub-committee of the Board of Trustees for Sigma. It is the Trust which has the final determination as to whether or not to appoint an applicant as a local governor and, should the Board decide not to make or confirm an appointment, it will not reveal the reasons for making that decision. Sigma seeks to balance the knowledge, skills and experience of its LGCs and this is the most likely reason for an individual's application not being supported.

The Trust can, at any time, dismiss an individual Local Governor or, indeed, the full Local Governance Committee, and is not required to explain its reasons for so doing. It is, of course, the wish of Sigma to be

working in partnership to try to ensure that the Trust never has to invoke these powers at any of its academies.

Sigma takes very seriously its responsibilities to safeguard the children in the school. The current appointment process, which meets the standards expected by the Department for Education, requires newly appointed Local Governors to produce evidence of identity (e.g. a passport or photo driving licences) at their first meeting. A check is then made against the DfE's List 99 which is the register of persons barred from working with children. We will also follow up your references. Certain people are disqualified from governorship. New Local Governors are also sent a disclosure form when their appointment is confirmed as they will be asked by the school to undergo a DBS (Disclosure & Barring service) check. Refusal to comply leads to disqualification as a Local Governor. Local Governors will not be allowed to take up their duties until DBS clearance has been secured. Local Governors are also required to confirm that they have read the most up-to-date version of the DfE guidance 'Keeping Children Safe in Education'

All Local Governors are required to say that they have read and will honour the Sigma Code of Conduct for Members of a Local Governance committee and accept the seven Nolan Principles.

The criteria for being a Local Governor of a Sigma Academy is as follows: -

- Agreement with and a commitment to help deliver the Mission, Vision & Values of the Sigma Trust
- A willingness to serve as a member of the Governance Committee under the Sigma Scheme of Delegation for Local Governance Committees
- A willingness to agree to and abide by the Sigma Code of Conduct and the seven Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership)
- Proof of identity and clearance under a DBS (Disclosure & Barring service) check
- A commitment to raising aspirations, expectations and standards of progress and achievement in the relevant Academy
- A commitment to being available to attend relevant meetings and workings of the Governance Committee, and to undertake training which will assist Local Governors in fulfilling their duties as effectively as possible
- A willingness to contribute specific skills, knowledge and/or experience to help the school provide the best possible education for its pupils
- A commitment to promote and support equal opportunities for all members of the school community
- A commitment to work to ensure the safety and well-being of the children in our care

Applicant's Name (please complete)

Name of Sigma Academy to which application is made

Thank you for your interest in becoming a Local Governor at one of our Sigma Trust Academies. The information you supply will only be used for the Local Governor appointment process. It will not be disclosed to any person who is not involved in this process.

For office use only

Date Received: _____ **Selected for Shortlist: (Y/N)** _____

Date of Interview (if required) _____

Outcome: _____

Date of DBS disclosure and reference no. if successful in application: _____

Full Name: _____

Date of Birth: _____

Male/Female: _____

Address:

Home Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

I confirm:

1. That I understand that the Governance Committee of the Academy to which I have applied is a sub-committee of Sigma and that the Trust can, at any time, dismiss an individual Local Governor or, indeed, the full Governance Committee without giving reason
2. I have understood that, if appointed, I will need to provide proof of identity and undergo a DBS check
3. That I have read, understand and will abide by the Sigma Code of Conduct for members of a Local Governance Committee and will abide by the seven Nolan Principles of Public Life
4. That I have read and understood the safeguarding responsibilities of a Local Governance Committee as set out in the DfE guidance 'Keeping Children Safe in Education' (KCSIE)
5. I understand that Local Governors are expected to maintain high levels of confidentiality
6. I am committed to updating my skills as a Local Governor through self-evaluation and training

Initial: _____

Date: _____



In order to carry out its statutory duties effectively the Local Governance Committee requires a range of skills and expertise. No single Local Governor is expected to have all of these skills, but they should appear across our team of Local Governors.

Please indicate your level of confidence and expertise in the areas listed below

1 = None 2 = Basic/limited 3 = Average 4 = Experienced

PR / Marketing		Leadership	
Legal Knowledge		Chairing	
Use of premises		Coaching/mentoring or CPD	
Strategic Planning		Team Working	
Decision making		Experience of Governance	
Communications		Special Educational Needs	
Finance		Data	
ICT		Problem Solving	
Health & Safety		Performance management	
Project Management		Safeguarding	
Human Resources		Staff Recruitment	
Risk Assessments		Self-Evaluation	
Handling complaints, grievances, appeals		School Improvement	

If appointed as a Local Governor, what would you say your initial training and development needs would be:

Please outline below your reasons for showing an interest in becoming a Local Governor at your Sigma Academy. Please include details of the personal qualities, experience or skills you feel you could bring to a school Governance Committee and do feel able to refer back to the self-assessment above in order to explain or expand.

(The box below will expand if completed electronically or else please use a continuation sheet and attach it securely to this form)

Have you been a School Governor before? Yes: No:

Please indicate whether you have any children attending the Academy to which you are making an application:

Date from which you are available to serve as a Local Governor:

* I am/am not a member of staff employed by the Sigma Academy to which I am making application (* delete as appropriate)

* I am/am not an elected member or employee of Essex County Council (* delete as appropriate)

Do you consider yourself to have a disability as defined in the Disability Discrimination Act 1995?

Yes: No:

Please give details of any special needs provision you would require (e.g. wheelchair access)

It would help us to understand community representation if you could tell us about your ethnic background.

(Please tick appropriate box)

White:

British
 Irish
 Other

Asian or Asian British:

Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Mixed:

White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Black or Black British:

Caribbean
 African
 Any other Black background

Chinese or other ethnic group:

Chinese Any other

I do not wish an ethnic background to be recorded

Please provide below the names and addresses of two people whom you have known for at least two years or more, who can provide a character reference on your behalf:

Character Referee:

Name:

Address:

Tel. No: Email:

Character Referee:

Name:

Address:

Tel. No: Email:

In signing this application, you are declaring to the Sigma Trust that you know of no reason why you should not be considered as a member of the Local Governance Committee at one of its Academies.

Signed: _____ Date: _____