



St George's
Junior School



Woodfield
Infant School

**St Georges Junior and Woodfield
Infant Governor**


Empower
Multi-Academy Trust

Inspire • Empower • Achieve

Introduction - About the Role



Mrs Carla Whelan,
CEO



Mrs Beck Preece,
Headteacher



Woodfield
Infant School



Mrs Kelly Lee,
Headteacher



St George's
Junior School

Welcome and thank you for your interest in becoming a Governor. This recruitment pack has been designed to give you a clear understanding of who we are, what we believe in, and the vital role Governors play in shaping our vision for the future.

Governors are at the heart of ensuring that Empower Trust school's provide the very best opportunities for every member of our community. By offering strategic guidance, challenge, and support, you will help us maintain high standards, make informed decisions, and plan confidently for years ahead.

Whether you're motivated by a passion for education, a desire to give back to your community, or an interest in developing your own professional skills, becoming a Governor is a meaningful and rewarding way to make a real difference. We welcome individuals from all backgrounds and experiences who share our commitment to positive change.

The important role as a volunteer supports effective school leadership and achieves best outcomes for our children's futures. The effectiveness of a governing board depends on the skills, commitment and knowledge of its members and how they work together with school leaders.

Formed in June 2018 with 6 founding schools, and now with 8 schools in our growing family of schools, we are a Primary focussed Trust with a combination of Primary, Junior and Infant schools, many with Nursery provision. Empower Trust celebrates the fact that every school is different. Each academy retains a unique ethos and character to meet the needs of its local community. Local Governing Bodies ensure local needs are prioritised. We aim to support all children to become successful learners and to develop into young people of whom the family, school and community can be proud.



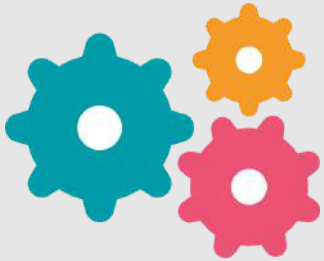


Our mission

Providing for all



Our Values



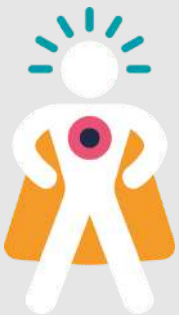
EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



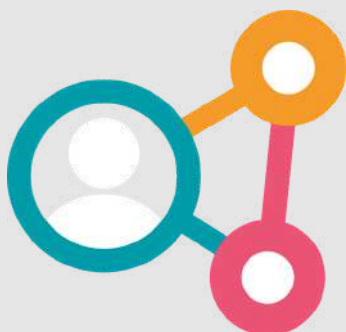
AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.

Governors must be prepared to adopt the seven principles of public life, the Nolan Principles.

Selflessness

We will act solely in terms of the public interest.

Integrity

We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work. We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity

We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness

We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

We will be truthful

Leadership

We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Nolan Principles





Essential Skills and attributes of good governors

Below are the qualities, skills and attributes we require all of our Governors to possess and demonstrate in order to fulfill their role to the best of their ability

Quality, Skill or Attributes

Expectations of Governors

Committed

Devoting the required time and energy to the role and being ambitious to achieve the best possible outcomes for young people. Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance

- Read papers in advance and come prepared with any questions, challenge or support
- Be in attendance at all required meetings and regularly monitor Governor Hub notifications
- Complete visits to the school in a Governor capacity
- Promptly complete annual statutory training and compliance
- Build relationships with the school, staff and wider community

Confident

Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board

- Take an active part in questioning, conversations and debates giving your honest opinions
- Complete your own development by being up to date with goings on in the school (s) and also wider national education issues and updates

Curious

Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning

- Visit the school and engage with students, staff and the wider community
- Engage with the school's communications mediums such as social media, apps etc

Challenging

Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement

- Ask questions and seek evidence of impact
- Ensure that the school is aware of everything, even if it might be difficult to discuss
- Embed the Trust vision of transforming the life chances of its pupils

Collaborative

Prepared to listen and to work in partnership with others and understanding the importance of building strong working relationships within the board and with leaders, staff parents and carers, pupils, the local community and employers

- Listen and respond professionally to school staff and fellow Governors in meetings
- Be considerate of how new initiatives and changes could impact or be perceived students, staff and the community
- To build strong relationships with students, staff and the community showing support to both them and the school

Critical

Understanding the value of being a critical friend which enables both challenge and support, and self reflection. Pursuing learning and development opportunities to improve their own and whole board effectiveness

- Analysing impact and how you can use the information to form improvements in the future
- To promote and partake in self-reflective practice in the school and the governing body such as skills audits and board effectiveness

Creative

Able to challenge conventional wisdom and be open- minded about the new approaches to problem-solving; recognising the value of innovation and creative thinking to organisational development and success

- Explore how new school initiatives could support students who have differing needs
- Contribute to issues and discussions considering creative problem-solving solutions



Support Provided by the Trust

The Trust has a qualified Governance Professional who oversees the Trust Board committees and all school Local Governing Bodies.

The Governance Professional is on hand to help with any governance related queries, collates governance documents and circulates to LGBs, provides a link between LGBs and the Trust Board, signposts to resources and training and manages the Governor Hub for all Boards.

In addition to induction and ongoing support from the school and governing board, the Trust provides;

Access to the Governor Hub

Governor Hub is a secure online facility the Trust use to share and save all documents relating to governance. All governance documents are shared via the Noticeboard facility and governors receive an email notification from Governor Hub.

Access to The Key (Governor Hub Knowledge)

The Key is your essential on-demand training and knowledge bank that provides support when you need it - giving you confidence in your actions and the knowledge to be truly effective.

- Access more than a thousand practical articles:
- Make sure everyone knows what is (and isn't) expected of them, when to do something and, most importantly, how to do it well.
- Find tailored resources for maintained schools and all layers of academy governance
- Get the right information quickly, with timely, up-to-date articles
- Written by our team of governance experts, for governors and trustees like you

Grow and develop with on-demand, interactive training courses:

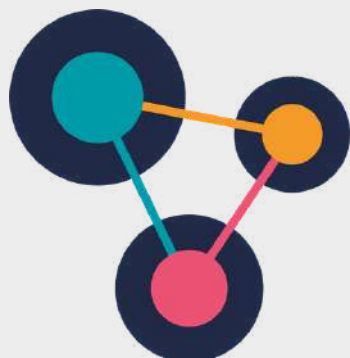
- Help for governors to feel prepared and able to contribute, whatever their role.
- Get new Trustees off to a great start with induction training
- Refresh your link governors' knowledge with practical tips and real-life scenarios
- Dip in and out of each module to suit your needs and schedule
- Download your certificate on completion and add it to your GovernorHub training library

Mandatory Training

Governors must complete the following modules:

- Safeguarding for Governance
- Induction for Academy governors on local governing bodies
- Prevent Duty. www.gov.uk/guidance/prevent-duty-training

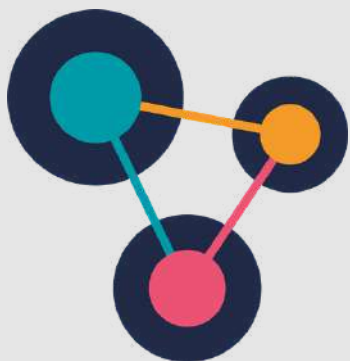
The Members, Board of Trustees, Chief Executive Officer (CEO), Local Governing Body and Headteachers believe it is essential that all new Local Governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new Governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Governors.





Declaration of eligibility to become a Governor

- I am aged 18 years or over
- I do not already hold governorship at the same school
- I am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or a sequestration that has not been discharged, annulled or reduced
- I have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court in the grounds of misconduct or mismanagement in administration of the charity
- I have not been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body
- I have not been disqualified from being a company director and /or a charity trustee
- I have not been disqualified from holding office as a governor
- I have not been removed from office as an elected governor within the last 5 years
- I am not disqualified from working with children, barred from regulated activity and /or disqualified from registering from childminding or providing daycare
- I am not disqualified from registering under Part 3 of the Childcare Act 2006
- I am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002, or to a section 128 direction
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- I have not, in the five years prior to applying to be a governor, received a sentence of imprisonment, suspended or otherwise, for a minimum of 3 months without the option of a fine
- I have not, in the twenty years prior to applying to be a governor, been previously convicted of any offence and received a sentence of imprisonment for a maximum of two and a half years.
- I have not, at any time, received a sentence of imprisonment for a minimum of five years
- I have not in the five years prior to applying to be a governor, been fined for causing a nuisance or disturbance on education premises
- I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000





Governance Structure



Members



Board of Trustees



Executive Headteachers Group



Chairs Forum Group



Local Governing Body

Further Reading

- ✓ Empower Trust Scheme of Delegation
- ✓ The DfE Academy trusts: governance guide
- ✓ LGB Terms of Reference
- ✓ LGB Code of Conduct
- ✓ Governor Hub Knowledge
- ✓ The DfE Keeping Children Safe in Education





Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be submitted via the My New Term platform.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

Appointments are subject to completion of an application form and the receipt of satisfactory references.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.





PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.



What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.



- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

