



KEYS
ACADEMIES
TRUST

Guidance for trustee / governor candidates on completing the shortened application form in My New Term

Please answer the following specific questions / provide the following information within the *Personal Statement section* of the My New Term application form:

1. Why do you want to be a local governor / trustee? What qualities, skills and experience would you bring to the role? Relevant interests and experience may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.
2. Are you currently or have you previously been a school governor or trustee? If so, please tell us where and when.
3. What are your links to our academies (parent, grandparent, local community member), if any?
4. Are you ICT literate and comfortable with accessing and editing online documents?
5. Please list any business or pecuniary interests as well as conflicts of interest, connections you may have within our trust, academies or Academy Committees, e.g. family members employed at one of our academies, children attending one of our academies, family members volunteering in any capacity at one of our academies or family members supplying any kind of product or service to one of our academies / the trust.
6. Confirmation that you meet the eligibility criteria to serve as a governor / trustee as detailed in the trust's Articles of Association (attached) and that you have never been disqualified from working with children.

Further notes on completing the application form:

Secondary/Further Education section: at least one entry for secondary education will be required but candidates can leave the grades blank.

Employment History section: Candidates need only enter their current / most recent position.

Gaps in Employment History section: if there are any time periods between secondary education and the present day, this will flag up in the gaps section. Candidate can select the 'Other' option from the drop down list and add details explaining that this information is not required for the application.

Training & CPD and Professional Bodies Membership section: Candidates can choose to leave this section blank by using the tick box stating that there are none to add.

References section: two referees are required, one of whom can provide a personal reference using our standard form. If you are employed, the other referee should be a senior leader from within your employer organisation.