



WILBERFORCE
sixth form college

Saltshouse Road
Kingston upon Hull
HU8 9HD
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Application for membership of Wilberforce Sixth Form College Corporation

1. PERSONAL DETAILS

Surname:	First Names:
Title:	
Home Address:	Work Address:
Tel No:	Tel No:

2. EDUCATION

Establishment	From	To	Qualifications obtained (with levels & dates)

3. EMPLOYMENT HISTORY (your current and previous employment and any other relevant details)

Name of Employer/Firm	Position held	From	To	Brief details of duties & responsibilities

4. DISCLOSURE OF INTEREST (ie. Business interest that may conflict with the reputation of the College)

5. ANY RELEVANT VOLUNTARY/PUBLIC SECTOR WORK (ie. former school governor, council member)

6. GENERAL

In the event of membership being offered, corporation members must inform the Clerk to the Corporation immediately of any conviction for a criminal offence (other than minor road traffic and parking offences). A disclosure check will be carried out and anyone who fails to disclose any relevant information will be liable for rejection. The College reserves the right to verify claims made on this application form.

7. REFERENCE : Please supply the details of one referee we may contact:

Name: _____

Address: _____

Job Title: _____

Email: _____

Tel No: _____

8. **The Corporation's Search Committee keeps on overview of the skills, knowledge and / or experience of all Governors. This provides the Corporation with a profile which identifies training and development needs and which informs recruitment and committee membership.**

Please answer the following questions to indicate your knowledge/expertise in the following areas: Please answer either LOW, MODERATE OR HIGH (tick one box only)			
	Low	Moderate	High
Audit			
Child Protection and Safeguarding legislation			
Data Protection			
Disability Equality			
Teaching and Learning			
Equality and Diversity			
Estates and Property			
Finance			
Freedom of Information			
Gender Equality			
Governance			
Health & Safety			
Human Resources			
Information Technology			
Law			
Local Communities			
Local Government			
Management			
Quality Assurance			
Risk Management			
Students with learning difficulties / disabilities SLDD			

The information given on this application form is correct to the best of my knowledge and belief:

Signature _____

Date _____

WILBERFORCE SIXTH FORM COLLEGE CORPORATION

GOVERNOR DECLARATION FORM

I, _____ declare that:

- A: To the best of my knowledge I am fit and able to carry out all Governor duties at Wilberforce College.
- B: I am not currently adjudged bankrupt nor have I made a composition or arrangement with my creditors.
- C: I have not, within the last five years, had passed on me a sentence of imprisonment (whether suspended or not) for a period of not less than three months with the option of a fine.
- D: I understand the duties and responsibilities of being a Governor, in relation to Public accountability, and will notify the Clerk to the Corporation of any relevant change in my circumstances which may affect my eligibility.

Signature _____ Date _____

ROLE DESCRIPTION OF A MEMBER OF THE CORPORATION

1. To comply with the provisions of the following documents as they apply to the Members of the Corporation:
 - (a) The Instrument and Articles of Government
 - (b) The Financial Memorandum
 - (c) The Corporation's Code of Conduct
 - (d) The Corporation's Standing Orders
 - (e) Nolan seven principles of public life
 - (f) College financial regulations and financial procedures
 2. To act in the best interests of the Corporation and the College.
 3. To support the decisions of the Corporation and the committees of the Corporation once they have been reached on the basis of collective responsibility even though you may have spoken against a proposal during the debate at the meeting.
 4. To give due priority to attending meetings of the Corporation and appropriate committees of the Corporation.
 5. To attend College events (such as Open Days/evenings, student award ceremonies, theatre productions) so as to gain an understanding and appreciation of the work of the College, and to meet students and staff.
 6. To participate in training which enhances contribution to the work of the Corporation.
 7. To understand that individual members of the Corporation have no specific powers. This means, for example, that statements may only be made on behalf of the Corporation by those authorised to do so.
 8. To work with other members of the Corporation as a team within the ethos and mission of the College.
- NB. specific requirements, i.e. financial, personnel, legal, experience/expertise may be required. The skills and background of members of the Corporation is monitored closely by the Search Committee to ensure an even balance of governors skills and experience.

The Seven Principles of Public Life

The following is an extract from the Second Report of the Nolan Committee on Standards in Public Life, May 1996

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

I agree with the Principles above:

Signature : _____

Date: _____

Six Core Principles of Good Governance

The following is an extract from the **Good Governance Standard for Public Services** published by the **Independent Commission on Good Governance in Public Services, January 2005**

1. **Good governance means focusing on the organisation's purposes and on outcomes for citizens and service users**
 - 1.1 Being clear about the organisation's purposes and its intended outcomes for citizens and service users;
 - 1.2 Making sure that users receive a high quality service;
 - 1.3 Making sure that taxpayers receive value for money.
2. **Good governance means performing effectively in clearly defined functions and roles**
 - 2.1 Being clear about the functions of the governing body;
 - 2.2 Being clear about the responsibilities of the non-executives and the executive, and making sure that those responsibilities are carried out;
 - 2.3 Being clear about relationships between the governors and the public.
3. **Good governance means promoting values for the whole organisation and demonstrating the values of good governance through behaviour**
 - 3.1 Putting organisational values into practice;
 - 3.2 Individual governors behaving in ways that uphold and exemplify effective governance.
4. **Good Governance means taking informed, transparent decisions and managing risk**
 - 4.1 Being rigorous and transparent about how decisions are taken;
 - 4.2 Having and using good quality information, advice and support;
 - 4.3 Making sure that an effective risk management systems is in operation.
5. **Good governance mean developing the capacity and capability of the governing body to be effective**
 - 5.1 Making sure that appointed and elected governors have the skills, knowledge and experience they need to perform well;
 - 5.2 Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group;
 - 5.3 Striking a balance, in the membership of the governing body, between continuity and renewal.
6. **Good governance means engaging stakeholders and making accountability real**
 - 6.1 Understanding formal and informal accountability relationships;
 - 6.2 Taking an active and planned approach to dialogue with accountability to the public;
 - 6.3 Taking an active and planned approach to responsibility to staff;
 - 6.4 Engaging effectively with institutional stakeholders.

I agree with the Principles above:

Signature: _____ Date: _____

Wilberforce Sixth Form College – Core Values

VALUES	BEHAVIOURS
Students experience is central	<ul style="list-style-type: none"> • Make learning the top priority • Make the most of every College day
Individuals are valued and self esteem is promoted	<ul style="list-style-type: none"> • Listen to others • Be polite and considerate to everyone in the College community • Praise each others efforts
Work as a team	<ul style="list-style-type: none"> • Show consideration for the needs of others • Do your fair share
Innovation, creativity and enjoyment are encouraged	<ul style="list-style-type: none"> • Take every opportunity to try something new • Find ways to make new things work • Spread your enthusiasm
We conduct ourselves with integrity and respect for all	<ul style="list-style-type: none"> • Do what you say you will do • Treat everyone fairly
We strive for excellence in everything	<ul style="list-style-type: none"> • Do it on time and do it well • Accept responsibility for your performance • Be the best that you can