



**WILBERFORCE**  
sixth form college

Saltshouse Road  
Kingston upon Hull  
HU8 9HD  
Tel: 01482 711688  
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**Application for membership of Wilberforce Sixth Form College Corporation**

**1. PERSONAL DETAILS**

Surname:	First Names:
Title:	DOB:
Home Address:	Work Address:
Tel No:	Mobile No:
E-mail address:	
Ethnicity:	

**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.**

<b>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)</b>			
	<b>Low</b>	<b>Moderate</b>	<b>High</b>
Audit			
Finance			
Health & Safety			
HR			
IT			
Legal			
Marketing			
Premises / Estates.			
Equality & Diversity			
Links : local business			
Links: local community			
Local Government			
Education			
Further Education			
Higher Education			
Primary			
Secondary			
Curriculum			
Safeguarding / Child Protection / Prevent			
Special Educational Needs			
Careers & Progression			
Pastoral Care			

**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 continue 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 been a Director or Partner of a company that went into liquidation or receivership.
- d. I have not been prosecuted for a breach of any statute relating to health and safety nor been served with a Prohibition Notice under the Health & Safety at Work Act.
- e. I have not been the subject of recovery action by Customs & Excise or the Inland Revenue.
- f. I have not been convicted or charged (but not yet tried) with any criminal offence, nor the subject of a County Court Judgment.
- g. 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.
- h. 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.
- i. I will continue to abide by the Corporation's Code of Conduct.

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

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