Name of Applicant: 

SECTION A: MULTI ACADEMY DETAILS

Name of Multi Academy:

Please list the partner academies in the Multi Academy

SECTION B: DIOCESAN GUIDANCE AND PERSON SPECIFICATION FOR FOUNDATION DIRECTORS

Context

- The Board of Directors of a MAC as a corporate body will provide a mix of knowledge, experience, skills, qualities and behaviours that as a whole is more than the sum of the parts.

Balance

- The Directors will need to keep in mind the corporate effectiveness of the Board and ensure the behaviours are balanced to create synergy and effectiveness. Operating as a corporate body, as a team, the Board, will need to combine the roles of: ideas generator; specialist; resource investigator; shaper; implementer; team worker; completer finisher; and monitor evaluator.
Collective characteristics

- Collectively the Directors will need to have, grow, develop and strengthen the following characteristics as they fulfil their responsibilities. Together the Board of Directors will need to:
  - protect the Catholic character and mission of the academies;
  - understand their accountability, role and responsibilities;
  - be self-aware and effective;
  - work effectively with Principals, senior managers, the DES and government agencies, etc.;
  - be driven by a shared vision, values and principles;
  - provide a positive role model for others;
  - focus on outcomes for children and young people;
  - be able to form strong, productive relationships based on trust and mutual understanding;
  - lead with courage, humility and resilience to secure aims and objectives;
  - work collaboratively;
  - lead MAC-wide strategic thinking and planning and policy;
  - create, drive, monitor, evaluate, report and review the strategic framework for the MAC;
  - be innovative and creative;
  - problem-solve;
  - be able to analyse information, weigh evidence, make judgements and take decisions;
  - manage change effectively;
  - communicate complex arguments in an accessible manner;
  - challenge and support;
  - consult as necessary;
  - negotiate effectively;
  - create a high-achieving culture;
  - mentor;
  - coach;
  - be assertive;
  - be influential;
  - be flexible;
  - be adaptable;
  - be measured risk-takers;
  - be politically sensitive.

Seven Principles of Public Life

- The Seven Principles of Public Life enunciated by the Nolan Committee are a useful context for considering the work of the Board of Directors.
  - Selflessness
    - Holders of public office should act 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 seek to 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 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 public interest.

• **Leadership**
  - Holders of public office should promote and support these principles by leadership and example.

**Person Specification**

**Essential criteria: a Foundation Director must:**

- be a practising Catholic in full communion with the See of Rome;
- understand the duty to ensure the Catholic Character of the academies is preserved and developed and that they are conducted in accordance with the Articles of Association;
- comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the academies to fulfil his/her responsibilities, for example, with respect to the curriculum and as an employer;
- for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham, be willing to be called by the Archbishop to serve;
- protect the assets of the Trustees at all times;
- have the support of his/her parish priest or the priest in the parish where he/she worships regularly.

**Desirable criteria: a Foundation Director will significantly benefit from experience of:**

- management at a strategic level in a professional or voluntary setting;
  - possibly involving stakeholder management, relationship management, inspection and review, etc;
- working as a member of a team to achieve shared goals in either a professional or voluntary setting;
  - possibly with a culture of distributed / team leadership;
- creative problem-solving in a collaborative context in either a professional or voluntary setting;
- working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting.
- working in:
  - finance and administration;
  - procurement;
  - facilities management;
  - information technology;
  - human resources management;
  - legal services;
  - inspection and reporting;
  - commercial settings;
- working on:
  - the Board of Directors of a company.
- being a chair or vice-chair of a governing body;
- setting the strategic direction of a school, monitoring the effectiveness of plans to improve the quality of education provided and standards achieved, and evaluating the impact of the leadership on the capacity of the school to improve;
- working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.

---

1 ‘Parish’ is to be understood as what is defined as ‘parish’ now and in the future, which will cater for potential changes to parish boundaries.
Selection and appointment

- All potential Foundation Directors will self-select against this guidance and submit a request to be appointed to the position of Foundation Director by the Director of Education of the Diocesan Education Service, on behalf of the Archbishop and Trustees (see Appendix 2ai).
- The Director of Education will moderate the process of appointment.
- Eight Foundation Directors will be appointed to the membership of the Board of Directors of a new MAC.
- If there are less than eight applications the DES will approach potential Foundation Directors and ask them to consider offering their service to the Archbishop, Trustees and Diocese.
- If there are more than eight applications the Director will select the necessary number based on the applications.
- On appointment, the Foundation Director of Education will complete the ‘Undertaking to the Founder Member’ appended to the Articles of Association.

SECTION C: FOUNDATION DIRECTOR SELF-REVIEW CHECKLIST FOR POTENTIAL FOUNDATION DIRECTORS

<table>
<thead>
<tr>
<th>Essential criteria</th>
<th>Fully meet</th>
<th>Partially meet</th>
<th>Do not meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>be a practising Catholic in full communion with the See of Rome;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>understand the duty to ensure the Catholic Character of the academies is preserved and developed and that they are conducted in accordance with the Articles of Association;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the academies to fulfil his/her responsibilities, for example, with respect to the curriculum and as an employer;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham, be willing to be called by the Archbishop to serve;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>protect the assets of the Trustees at all times;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>have the support of his/her parish priest or the priest in the parish where he/she worships regularly;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION D: FOUNDATION DIRECTOR SELF-REVIEW CHECKLIST FOR POTENTIAL FOUNDATION DIRECTORS

<table>
<thead>
<tr>
<th>Desirable Criteria</th>
<th>Fully Meet</th>
<th>Partially Meet</th>
<th>Do Not Meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>• management at a strategic level in a professional or voluntary setting;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• possibly involving stakeholder management, relationship management, inspection and review, etc;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• working as a member of a team to achieve shared goals in either a professional or voluntary setting;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• possibly with a culture of distributed/team leadership;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• creative problem-solving in a collaborative context in either a professional or voluntary setting;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• working in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• finance and administration;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• procurement;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• facilities management;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• information technology;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• human resources management;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• legal services;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• inspection and reporting;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• commercial settings;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• working on:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• the Board of Directors of a company;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• being a chair or vice-chair of a governing body;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• setting the strategic direction of a school, monitoring the effectiveness of plans to improve the quality of education provided and standards achieved, and evaluating the impact of the leadership on the capacity of the school to improve;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**SECTION E: REQUEST TO BE APPOINTED AS A FOUNDATION DIRECTOR**

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Names</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Former Names</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Tel No.</th>
<th>Mobile Tel No.</th>
<th>Email</th>
</tr>
</thead>
</table>

**Date of Birth** / / **Occupation**

**Are you an elected member of the local authority?** Yes ☐ No ☐

**Are you a paid employee of the local authority?** Yes ☐ No ☐

If ‘YES’, please detail:

**Are you a paid employee at the school?** Yes ☐ No ☐

If ‘YES’, please detail:

**Are you a parent of a pupil at any of the schools within the MAC?** Yes ☐ No ☐

If ‘YES’, please advise which school(s) and which year group(s):

- I wish to apply to be appointed as a Director of the Company and am willing and able to fulfil the duties of that office.
- I understand that if this is my first appointment as an Academy Foundation Director that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill.
- I understand that if I am appointed as a Director of the Company that I need to read and understand the documents listed below as soon as possible after appointment:
  - The Articles;
  - The Master Funding Agreement;
  - The Supplemental Agreements applicable to each of the Academies;
  - The leases entered into by the Company as tenant with the Trustees as landlord, (the Buildings Leases);
  - The leases entered into by the Company as tenant with [insert details of the relevant Local Authority] as landlord, (the Playing Fields Leases); [and]
  - The Schemes of Delegation for each of the Academies together with the Policies annexed to them and/or which are current at the date of commencement of my appointment ("the Schemes"); and
  - The Guidance and Person Specification for Foundation Directors.
- I meet the essential criteria as follows [insert relevant evidence]:

• I meet the desirable criteria as follows [insert relevant evidence]:

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
</tr>
</thead>
</table>

SECTION F: ENHANCED DBS (formerly CRB) DISCLOSURE

DO NOT SUBMIT IN YOUR APPLICATION FORM UNTIL THIS SECTION HAS BEEN FULLY COMPLETED
FORMS SENT IN WITHOUT THIS SECTION COMPLETED WILL BE RETURNED TO THE APPLICANT

This section needs to be completed by the Chair of the Board of Directors or Company Secretary of the Multi-Academy Company to which you are applying BEFORE submitting your application. If you do not currently hold an enhanced DBS certificate, please speak to one of the above individuals to make arrangements to apply for one prior to completing your application.

DATE OF DISCLOSURE:  
DISCLOSURE CERTIFICATE Nº:

I confirm that I have seen the above DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them and that their application can be considered for appointment.

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POSITION IN MAC:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of the Board of Directors*</td>
<td>Multi-Academy Company Secretary*</td>
</tr>
</tbody>
</table>

*Please delete as applicable

Please ensure that the final section over the page is completed by your parish priest
PRIEST’S REFERENCE:
(A Parish Priest/Priest in Charge applying to be a Foundation Director does not need to complete this section)

Please provide below the **details of your parish priest or the priest where you attend Mass regularly** who can testify that you are able to fulfil the requirements for diocesan compliance and ask him to sign this section

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>First Name</th>
</tr>
</thead>
</table>

Name of Parish

Town/City

Applicant’s roles & functions within your parish, if any:

CERTIFICATION BY PRIEST

I certify that the applicant regularly attends Mass on Sundays and Holydays of Obligation and, to the best of my knowledge, fulfils the requirements of a practising Catholic as detailed in the Scheme of Delegation

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The completed form should be sent to:

**Director of Education**  
**Diocesan Education Service**  
**Don Bosco House**  
**Coventry Road**  
**Coleshill**  
**Birmingham**  
**B46 3EA**

Under NO circumstances should completed application forms be returned to any school or individual within the Multi Academy company

Revised 11/03/15