



ARCHDIOCESE OF BIRMINGHAM



DIOCESAN EDUCATION SERVICE

FOUNDATION GOVERNOR APPLICATION FORM

FOR APPOINTMENT OR REAPPOINTMENT AS A FOUNDATION GOVERNOR IN A VOLUNTARY AIDED SCHOOL

SECTION 1: PERSONAL INFORMATION

Title:		Surname:		First Names:	
Home Address:					
				Postcode:	
Date of Birth:	/	/	Email:		
Home Tel No:			Mobile Tel No:		
Occupation:					

SECTION 2: SCHOOL FOR WHICH YOUR APPLICATION IS BEING MADE

Name of School:					
Address:					
Is this application for:					
A first appointment as a foundation governor at this school?					<input type="checkbox"/>
For reappointment as a foundation governor at this school?					<input type="checkbox"/>
Are you a paid employee at the school?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'YES', please detail:					
Are you related to a member of staff or governor of the above named school?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'YES', please detail:					
Do you have any children currently attending the above named school?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state which year group(s)					

SECTION 3: ENHANCED DBS (formerly CRB) DISCLOSURE

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

This section needs to be completed by the Head Teacher, School Business Manager (or equivalent) or Clerk to the Governing Body of the School 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 at the school to make arrangements to apply for one prior to completing your application.

DATE OF DISCLOSURE:		DISCLOSURE CERTIFICATE N°:	
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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.

SIGNATURE:		DATE:	
PRINT NAME:			
POSITION IN SCHOOL:	Head Teacher*/School Business Manager*/Clerk to the Governing Body*		
	*Please delete as applicable		



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SECTION 4: SKILLS AUDIT

Please indicate with a tick in the appropriate box below whether you fully, partially or do not meet each of the statements listed below:

Catholic Commitment and Diocesan Commitment	Fully meet	Partially meet	Do not meet
I am a practising Catholic in full communion with the See of Rome;			
I understand the duty to ensure the Catholic Character of the school is preserved and developed and that the school is conducted in accordance with the provision of the Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998] ;			
I am able to comply with the provision 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 schools to fulfil my responsibilities, for example, with respect to the curriculum and as an employer;			
I am willing to protect the assets of the Trustees at all times.			
I support the Diocesan Education Strategy of ensuring that every school is part of a family of schools within a multi academy company			
Prior Knowledge and Experience	Fully meet	Partially meet	Do not meet
I have previously been a governor at this or another school;			
I have previous experience of Chairing meetings;			
I have experience of working as a team to achieve shared goals in either a professional or voluntary setting;			
I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting;			
I have experience of working within a school setting and understand the need to raise standards and achievement and the roles that governors and Ofsted have in this process.			
General and Specialist Skills	Fully meet	Partially meet	Do not meet
I have experience within an educational setting (please indicate which if applicable) – EYFS / Primary / Secondary / HE / FE			
I have HR expertise including experience of staff recruitment;			
I have experience of performance management and/or staff appraisal;			
I have knowledge and experience of ICT and/or management information systems.			




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	Fully meet	Partially meet	Do not meet
I have experience of data analysis;			
I have knowledge of sources of data used in schools eg Raiseonline, Ofsted's Data Dashboard and other educational software programmes;			
I have knowledge of Special Educational Needs;			
I have knowledge of Equal Opportunities;			
I have knowledge and understanding of Safeguarding within schools;			
I have financial or accounting knowledge or expertise;			
I have legal knowledge or expertise;			
I have experience of Health & Safety and Risk Assessment;			
I have experience of Premises and Facilities Management;			
I have experience of Procurement, Purchasing and Contract Management.			
Local and Community Knowledge	Fully meet	Partially meet	Do not meet
I have prior knowledge and involvement with this school;			
I know the local community that the school serves;			
I have knowledge of the local / regional economy and local government.			
Other Skills	Fully meet	Partially meet	Do not meet
I have experience of strategic planning;			
I have experience of handling complaints, grievance and appeals;			
I have experience of problem solving;			
I am able to question and challenge in a positive manner.			



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SECTION 5: PERSONAL STATEMENT

PLEASE ENSURE THAT THIS SECTION IS COMPLETED.

IT IS ESSENTIAL THAT THE ARCHDIOCESE HAS SUFFICIENT INFORMATION ABOUT ALL APPLICANTS TO ASSIST IN THE CONSIDERATION OF APPLICATIONS. IF THIS SECTION IS NOT COMPLETED, YOUR FORM WILL BE RETURNED TO YOU TO DO SO.

Please use the space below to tell us more about yourself, your reasons for applying to become a Foundation Governor within the Archdiocese of Birmingham and how you feel a school and governing body could benefit from your appointment:



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SECTION 6: STATEMENTS, DECLARATIONS & DISCLOSURES

The following Statements, Declarations and Disclosures must be carefully read, verified and signed by the Applicant named on this form for Diocesan and Statutory Compliance.

STATEMENT FOR DIOCESAN COMPLIANCE

If appointed to serve as a Foundation Governor, I hereby recognise and confirm that:

- i. I am a practising Catholic in full communion with the See of Rome, and I am not the subject of any canonical censure or penalty.
- ii. My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998].
- iii. My appointment requires me to 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 school or other schools situated in the Archdiocese.
- iv. I understand that I may at anytime be removed from office by the person or persons who have appointed me [Regulation 18(1), Education (School Government) (England) Regulations, 1999].
- v. I understand that if this is my first appointment as a Foundation Governor that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill.

STATEMENT FOR STATUTORY COMPLIANCE

I confirm that I am not subject to any disqualification from membership of a Governing Body in accordance with the School Governance (Constitution) (England) Regulations 2012 and subsequent amendments.

To ensure compliance under the above regulations, please answer the questions below:

Are you a registered pupil at the school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aged 18 or over?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been removed by the Governing Body of any school from the position of Parent Governor or Staff Governor at that school within the five years preceding the submission of this application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been disqualified from the office of governor for failure to attend governing body meetings for a continuous period of six months or more?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you subject to:		
i. A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii. A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii. A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv. An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or which you were privy or to which you contributed or which was facilitated by your conduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been removed, under s.34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you included on the list of people considered by the Secretary of State as unsuitable to work with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction [from working with children]?	Yes <input type="checkbox"/>	No <input type="checkbox"/>




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Are you barred from regulated activity relating to children in accordance with s. 3(2) of the Safeguarding Vulnerable Groups Act 2006?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you disqualified from working with children under ss 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you disqualified from registration under Part 3 of the Childcare Act 2006?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received a prison sentence of two and a half years or more in the 20 years before becoming a governor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you at any time received a prison sentence of five years or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been fined for causing a nuisance or disturbance on school and/or educational premises during the five years prior to or since appointment or election as a governor?	Yes <input type="checkbox"/> No <input type="checkbox"/>

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 And (exceptions) (amendment) order 1986

Because of the nature of the work you are considering is exempt from the provisions of Section 4(2) of the Rehabilitation of offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, applicants are required by the Diocese to disclose information about convictions which for order purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal from office or disciplinary action by the Diocese. Therefore, please answer the following questions. If you answer YES to any of the questions, please give details. You may, if you wish, enclose any details in a separate envelope.

- Have you ever been cautioned, reprimanded or convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence? Yes No
- Have you ever had a child removed from your care or placed under supervision by the local authority? Yes No
- Do you suffer, or have you suffered from any illness or disease that may affect your ability to work with children, young people or vulnerable adults? Yes No
- Have you ever been investigated in respect of child protection procedures? Yes No

HOW THE INFORMATION ON THIS FORM WILL BE HANDLED BY THE ARCHDIOCESE OF BIRMINGHAM

We need the information we have asked for on this form:

- To comply with our legal obligations and/or
- Because it is in our legitimate interests to obtain it when appointing you to your role and/or
- In relation to religion, as you are a practising Catholic, because ensuring proper governance of Archdiocesan schools by practising Catholics is one of the legitimate activities of the Archdiocese and/or
- In relation to information about criminal matters, to exercise, establish or defend our legal rights, and to prevent or detect unlawful acts.

We inform the Clerk to the Governors and the local authority of your name, address, telephone number(s), email address, occupation and the dates of your term of office. We would also, if requested by the school, share that information with the school. We will not disclose your information to any other body unless we are required by law to do so.

Your information will be kept securely by us, either in paper or electronic form. You can find out more from our Privacy notice, which is available at <https://birminghamdiocese.org.uk/privacy-policy>.



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If you are appointed, we will keep your completed form(s) until the end of the academic year after the academic year in which you cease your role. We hold on to it for that time because sometimes a person decides to continue in their role after they have resigned, or their term has come to an end.

If you are not appointed, we will keep your completed form until the end of the academic year after the academic year in which you complete it. This is because in our experience there is sometimes a delay between application and appointment.

You can update your information at any time by writing to the DES or emailing r.tonks@bdes.org.uk.

When we destroy documents or electronic files we do so securely.

We also compile and keep for 75 years a document which contains your name, address, telephone number(s), email address, occupation and dates of your term(s) of office. We do this because we have experience of people coming forward with concerns or queries many decades after an incident is said to have occurred. This basic information will help us to respond in an informed manner to any concerns raised.

I have read and understood the statements for Diocesan and Statutory Compliance above and completed the relevant Disclosures and Declarations. I confirm that all the information contained in this form is accurate and true. I also understand that if any subsequent grounds for disqualification come to light, my appointment as a foundation governor will be terminated. For the good of the mission of the Catholic Church and of Catholic Education in the Archdiocese of Birmingham, I am willing to be called by His Grace the Archbishop of Birmingham to serve as a foundation governor.

SIGNATURE:

DATE:



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SECTION 7: PRIEST'S REFERENCE

(Parish Priest/Priest in Charge applying to be a Foundation Governor does not need to complete this section)

Please give 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 (see below) and ask him to sign this section.

Title:		Surname:		First Name:	
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Name of Parish:	
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Town/City:	
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Applicant's roles & functions within your parish, if any:	
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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 for Diocesan Compliance as detailed in Section 6 above.

SIGNATURE:	DATE:
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Are you the priest for the parish in which the school being applied for is situated? (If the answer to this question is no, then Section 8 below needs to be completed by the priest who is the priest for the parish in which the school being applied for is situated)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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SECTION 8: PRIMARY SCHOOL APPLICATIONS

If this Application is for a primary school, then the following needs to be completed only if the priest referee in Section 7 above is NOT the parish priest or priest-in-charge of the parish in which the primary school is located.

I, the undersigned, confirm that the Applicant has my endorsement to serve as a foundation governor of the Catholic primary school(s) within the canonical boundaries of my parish.

Title:		Surname:		First Name:	
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Name of Parish:	
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SIGNATURE:	DATE:
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Please ensure that all sections are completed fully.

Once completed, the entire form should be sent to:

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

Tel: 01675 464755

Fax: 01675 464448

Email: r.tonks@bdes.org.uk

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