**FOUNDATION GOVERNOR APPLICATION FORM**

**FOR APPOINTMENT OR REAPPOINTMENT AS A FOUNDATION GOVERNOR**

**IN A VOLUNTARY AIDED SCHOOL**

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| **SECTION 1: PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | | |
| **Title:** |  | | | | | **Surname:** | | |  | | | **First Names:** | |  | | | | | |
| **Home Address:** | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | **Postcode:** | | |  | |
| **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? **Yes No** (please delete as appropriate)  For reappointment as a foundation governor at this school?  **Yes No**  **Are you a paid employee at the school? Yes No**  If ‘YES’, please detail:  **Are you related to a member of staff or governor of the above named school? Yes No**  If ‘YES’, please detail:  **Please note – If you have responded “YES” to either of the two questions above then you would not typically be appointed as a Foundation Governor.**  **Do you have any children currently attending the above named school? Yes No**  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 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 in 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: KNOWLEDGE AND EXPERIENCE**  Please respond “Yes” or “No” to each of the statements listed below: | | | |
|  | **Catholic Commitment and Diocesan Commitment** | **Delete as applicable** |
| 1. | I am a practising Catholic in full communion with the See of Rome.  (Please click [here](http://www.bdes.org.uk/uploads/7/2/8/5/72851667/catholic_schools_and_the_definition_of_a_%E2%80%98practising_catholic%E2%80%99_april_2016.pdf) for the definition of a practising Catholic) | **Yes No** |
| 2. | I have an understanding of the unique nature of Catholic Education in the Archdiocese of Birmingham. | **Yes No** |
| 3. | I am willing to undertake to further develop my knowledge and understanding of Catholic Education which includes Catholic Life, Religious Education and Collective Worship (Liturgy & prayer). | **Yes No** |
| 4. | I am willing to protect the assets of the Trustees at all times. | **Yes No** |
|  | **Prior Knowledge and Experience** | **Yes No** |
| 5. | I have previously been a governor at this or another school.  If “Yes”, please state which school(s) [ ] | **Yes No** |
| 6. | I have previous experience of Chairing meetings. | **Yes No** |
| 7. | I have experience of working as a team to achieve shared goals in either a professional or voluntary setting. | **Yes No** |
| 8. | I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting. | **Yes No** |
| 9. | 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. | **Yes No** |
|  | **General and Specialist Skills** |  |
| 10. | I have experience within an educational setting.  (please indicate which if applicable) – EYFS / Primary / Secondary / HE / FE | **Yes No** |
| 11. | I have HR expertise including experience of staff recruitment. | **Yes No** |
| 12. | I have experience of performance management and/or staff appraisal. | **Yes No** |
| 13. | I have knowledge and experience of ICT and/or management information systems. | **Yes No** |
| 14. | I have experience of data analysis. | **Yes No** |
| 15. | I have knowledge of sources of data used in schools eg Ofsted Reports, Data Dashboard and other educational software programmes. | **Yes No** |
| 16. | I have knowledge of Special Educational Needs. | **Yes No** |
| 17. | I have knowledge of Equal Opportunities. | **Yes No** |
| 18. | I have knowledge and understanding of Safeguarding within schools. | **Yes No** |
| 19. | I have financial or accounting knowledge or expertise. | **Yes No** |
| 20. | I have legal knowledge or expertise. | **Yes No** |
| 21. | I have experience of Health & Safety and Risk Assessment. | **Yes No** |
| 22. | I have experience of Premises and Facilities Management. | **Yes No** |
| 23. | I have experience of Procurement, Purchasing and Contract Management. | **Yes No** |
|  | **Local and Community Knowledge** | | |
| 24. | I have prior knowledge and involvement with this school. | **Yes No** |
| 25. | I know the local community that the school serves. | **Yes No** |
| 26. | I have knowledge of the local / regional economy and local government. | **Yes No** |
|  | **Other Skills** | | |
| 27. | I have experience of strategic planning. | **Yes No** |
| 28. | I have experience of handling complaints, grievance and appeals. | **Yes No** |
| 29. | I have experience of problem solving. | **Yes No** |
| 30 | I am able to question and challenge in a positive manner. | **Yes No** |
| **SECTION 5: COMPLIANCE WITH THE DIOCESAN EDUCATION STRATEGY** | | | |
| The Archdiocese of Birmingham is responsible for ensuring that every Catholic school complies with the wishes and directives of the Archbishop. The education strategy for ensuring that Catholic schools in the Archdiocese secure and improve Catholic education is reviewed and updated as necessary by the Archbishop and Diocesan Trustees. This ensures that the long term quality and provision of Catholic schools is maintained and secured to ensure that they benefit the students educated in them now and in the future.  Foundation Governors are appointed in order to ensure that the Archbishop’s wishes are supported and implemented and this therefore requires a commitment to protect, support and deliver the Diocesan Education Strategy which will be shared from time to time by the Archdiocese or the Diocesan Education Service acting as the Archbishop’s agents.  The current focus of the Diocesan Education Strategy is that every Catholic school converts to academy status within a family of schools in a Multi Academy Company. The expectation is that all voluntary aided schools join, in time, a Multi Academy Company in line with this strategy. There is more information about this strategy on the DES’ website.  Therefore, please read the statement below and state whether or not you agree to comply with this statement. | | | |
| **I understand that if I am appointed as a foundation governor, I will be required to support and implement the Diocesan Education Strategy as directed by the Archbishop or his agents.**  I agree to comply with the Diocesan Education Strategy as directed by the Archbishop **Yes No**  (please delete as appropriate)  If you have any questions concerning whether or not you will be able to comply please contact Rebecca Tonks at the DES by email at [r.tonks@bdes.org.uk](mailto:r.tonks@bdes.org.uk) or via the mobile number 07443 404188 | | | |
| **SECTION 6: 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 provide a short statement here which includes the following information to help us to assess your application.  Please include:   * Any skills and experience you have which you consider may be of benefit to the Governing Body of a Catholic school; * Information on your commitment to the Catholic faith and your contribution to parish life and the Catholic community; * An explanation of what you believe you can contribute to the Catholic life of a Catholic school as a Foundation Governor. | | |
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| **SECTION 7: DECLARATION** |
| Foundation Governors are responsible for preserving and developing the Catholic character of the school that they serve and representing the educational policies of the Diocesan Bishop. By making this application you are agreeing to faithfully represent the Diocesan Bishop’s educational policies as communicated by his representatives in the Diocesan Education Service.  I, [Insert full name]  \*am a practising Catholic  \*am a Catholic priest or Deacon in the Archdiocese of Birmingham [\*delete as applicable]  I wish to offer to serve the Archdiocese of Birmingham in the ministry of Foundation Governor.  I have read and understood:  Appointment of Foundation Governors – Procedures and Guidance  Catholic Schools and the Definition of a “Practising Catholic”  These documents are set out at <https://www.bdes.org.uk/governance--voluntary-aided.html>  To the best of my knowledge I am eligible for appointment.  I confirm that I will inform the Diocese in the event that I am no longer eligible for appointment.  In offering to serve as a Foundation Governor in the Archdiocese of Birmingham, I undertake that I will serve the Bishop of Birmingham faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Governor and will undertake to discharge those duties with due care and diligence.  I undertake to:   * Preserve and develop the Catholic character of the school to which I am appointed; * Ensure that the school is conducted in accordance with its trust deed, which includes the provisions of: * Canon law; * The Curriculum Directory and Bishops’ statements on religious education; and * Any Diocesan directives relating to schools. * Conduct the school in accordance with its Instrument of Government and in particular its ethos statement; * Become familiar with, to support and implement the policies and procedures of the Diocese, including the Bishop’s policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Bishops’ Memorandum on the Appointment of Staff in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Governing Body; * Consider not only the interests of the individual school but the interest of other Catholic school, colleges and academies and of Catholic education throughout the Diocese; * Respond to the needs of the Catholic community as a whole as represented by the Bishop; * Attend relevant training including Foundation Governor induction training, as soon as possible; and * In all actions, to serve as a witness to the Catholic faith.   I declare that I am not disqualified by law from appointment as a Governor. I confirm that I agree to Disclosure and Barring Service checks being made on me or any subsequent checks that may be required by law or good practice. I understand that any refusal to do so will result in the termination of any appointment.  I consent to the information given on this form and other information collected with it being held and processed by the Archdiocese including the sharing of data with third parties where required, in accordance with the Diocesan privacy policy which can be found at <https://www.bdes.org.uk/privacy-notice.html>. I confirm that I have read the privacy policy issues by the Archdiocese of Birmingham which sets out how my personal information will be collected, shared and used.  I undertake that I shall tender my resignation as a Foundation Governor if my circumstances change so as to contravene the Diocesan eligibility criteria or expectations at any time during my time in office or, if in the opinion of the Ordinary, my resignation would be in the best interests of Catholic education.  I understand and accept that the appointment and removal of Foundation Governors is the absolute discretion of the Ordinary and that, because of the nature of the decision-making process, the Ordinary will not normally be able to engage in any discussion or correspondence with me and/or any third party where my application does not result in my appointment. |

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| **I understand that if appointed to be a foundation governor it is a requirement to comply with the Statement of Diocesan Compliance above.** |
| I agree to comply with the Statement of Diocesan Compliance **Yes No** (please delete as appropriate) |

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| **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 No** |
| Are you aged 18 or over? | | | | | | | | | | | | **Yes No** |
| 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 No** |
| Are you subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order? | | | | | | | | | | | | **Yes No** |
| Have you had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced? | | | | | | | | | | | | **Yes No** |
| 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 No** |
| Are you subject to:   1. A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986? 2. A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002? 3. A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002?   An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)? | | | | | | | | | | | | **Yes No**  **Yes No**  **Yes No** |
| 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? | | | | | | | | | | | | **Yes No** |
| Have you been disqualified from acting as a trustee or Director by virtue of s.178 of the Charities Act 2011? | | | | | | | | | | | | **Yes No** |
| 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 No** |
| Are you included on the list of people considered by the Secretary of State as unsuitable to work with children? | | | | | | | | | | | | **Yes No** |
| Are you subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or s.128 of the Education and Skills Act 2008? | | | | | | | | | | | | **Yes No** |
| Are you barred from regulated activity relating to children? | | | | | | | | | | | | **Yes No** |
| Are you disqualified from working with children under ss 28, 29 or 29A of the Criminal Justice and Court Services Act 2000? | | | | | | | | | | | | **Yes No** |
| Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care? | | | | | | | | | | | | **Yes No** |
| Are you disqualified from registration under Part 3 of the Childcare Act 2006? | | | | | | | | | | | | **Yes No** |
| 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 No** |
| Have you received a prison sentence of two and a half years or more in the 20 years before becoming a governor? | | | | | | | | | | | | **Yes No** |
| Have you at any time received a prison sentence of five years or more? | | | | | | | | | | | | **Yes No** |
| 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 No** |
| **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** |
| Is there any other reason of which you are aware that may adversely 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** | | | | | | | | | | | | |
| **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 interest to obtain it when appoint 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.   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://www.birminghamdiocese.org.uk/privacy-policy>  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 do this as sometimes a person decides to continue in their role after they have resigned, or their term has come to an end. * Inform the Clerk to the Governing Body of your name, address, telephone number(s), email address, occupation and the dates of your term of office and if requested by the school, share that information with the school. * Not disclose your information to any other body unless we are required by law to do so.   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 on occasions your application may be reconsidered if your circumstances or those of the school change.  You can update your information at any time by writing to the DES or emailing [r.tonks@bdes.org.uk](mailto: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 OF APPLICANT:** | | | | |  | | | | | | **DATE:** |  |
| Have all sections of this form been completed? **Yes No**  We will be unable to appoint you if all sections have not been fully completed and your form will be returned to you to address any omissions. | | | | | | | | | | | | |
| **SECTION 8: 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:** |  | | |
| **Name of Parish:** | | | |  | | | | | | | | |
| **Town/City:** | |  | | | | | | | | | | |
| **Telephone Number:** | | | | | |  | | | | | | |
| **Email Address:** | | | | | |  | | | | | | |
| **Applicant’s roles & functions within your parish, if any:** | | | | | | | |  | | | | |
| **CERTIFICATION BY PRIEST** | | | | | | | | | | | | |
| **Please confirm below that the applicant, to the best of your knowledge, meets the criteria for appointment as a Foundation Governor:**   1. The applicant is a practising Catholic **Yes No**   (Please see <https://www.bdes.org.uk/governance--voluntary-aided.html> for the definition of a practising Catholic)   1. From my knowledge of the applicant’s faith and religious practice, the nominee is suitable for appointment as a Foundation Governor **Yes No** | | | | | | | | | | | | |
| **PRIEST’S**  **SIGNATURE:** | | |  | | | | | | | | **DATE:** |  |
| **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 9 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 No** |
| **SECTION 9: 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 8 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:** |  | | |
| **Name of Parish:** | | | |  | | | | | | | | |
| **PRIEST’S**  **SIGNATURE:** | | | |  | | | | | | | **DATE:** |  |

**Please ensure that all sections are completed fully.**

**We will be unable to appoint you if all sections have not been fully completed**

**and your form will be returned to you to address any omissions.**

Once completed, the entire form should be scanned and emailed to [governance@bdes.org.uk](mailto:governance@bdes.org.uk) (preferred method)

If this is not possible then please post your form to

**The Governance Adviser, Diocesan Education Service,**

**Don Bosco House, Coventry Road, Coleshill, Birmingham, B46 3EA**

**Tel: 01675 464755;**

**Email:** [governance@bdes.org.uk](mailto:governance@bdes.org.uk)

Reviewed 16.02.22