Department for Education

**Application for the Appointment of Foundation Governors**

Dear Applicant and Nominee

Please read this information carefully which will help any applications to be processed in good time and with accuracy. Thank you in advance for taking the time to complete the form.

**Applicant**

Please consider whether you are legally entitled to volunteer before applying for this role. For EU nationals, you will be have the right to volunteer legally if you have: settled or pre-settled status; European Temporary leave to remain; or a visa which does not prevent you from volunteering. For non-EU nationals, you will have the right to volunteer legally if you have a visa which does not prevent you from volunteering. If you are unsure whether your immigration status permits you to volunteer, please contact the UK Borders and Immigration Agency.”

**Nominations**

* *Primary Schools nominations can only be made by the Parish Priest*
* *High Schools and Sixth Form Colleges should be made by Chairs of Local Governing Boards/Governing Boards*

**The Criteria** should be read and understood by both the applicant and the person nominating

**Sections 1-5** must be completed by the applicant

**Section 6** must be completed by the Parish Priest where the applicant regularly worships

**Application and Faith Reference must both be fully completed and returned together to:**

Governance, Department for Education, Cathedral Centre, 3 Ford Street, Salford, M3 6DP **OR** emailed to education@dioceseofsalford.org.uk

If you have any further questions or need assistance in completing your application please contact the Education Department by telephone 0161 817 2204 **OR** email [education@dioceseofsalford.org.uk](mailto:education@dioceseofsalford.org.uk)

Thank you for your cooperation and care in completing the necessary details, and for your willingness to serve as a Foundation Governor in our schools and colleges.

Yours sincerely

Department for Education

**Guidance on the Appointment of Foundation Governors**

**Appointment of Foundation Governors**

* Appointments are made for a 4 year term of office; no assumption should be made that you will be reappointed after that term ends
* All nominations received are subject to approval by the Episcopal Delegate for Education
* Until the applicant has received a formal letter of appointment stating the start date of their term of office, they are not permitted to serve as a Foundation Governor or attend any meetings
* It is a requirement of the Diocese that all newly appointed and re-appointed Governors attend training within two terms of their appointment

**Eligibility for appointment as a Foundation Governor**

* Be a Baptised, practising Roman Catholic and have a supportive faith reference from the parish priest where you regularly worship
* Have the necessary skill-sets and qualities to effectively govern the school
* Fully support provision and the role of Catholic education
* Be able and willing to undertake appropriate training and development programmes

**You may not be:**

* Related to any member of the School/College teaching or support staff as spouse, parent, child, sibling, including by marriage to these categories
* Be related to any member of the School/College Local Governing Board/Governing Board as spouse, parent, child, sibling, including by marriage to these categories
* Be a former member of staff at the School/College (unless it is after a period of at least 3 years)
* Be employed in any capacity at the School/College other than on a casual or very limited hours basis
* Be disqualified in accordance with the current School Government Regulations, the Charities Acts or the Criminal Justice and Court Services Acts

**\*Required fields**

**Section 1 - Personal Details**

\*Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Title: Mr/Mrs/Miss/Dr/Prof \*Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Are you currently employed (in any role) in any School/College within the Diocese of Salford family of schools?

Yes No

\*Have you ever been employed (in any role) in any School/College within the Diocese?

Yes No

*If you have answered yes to the any of the above questions, please name the school(s) and role(s):*

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\*Are you, or have you ever been, a governor of any School/College? Yes No

If yes, please give details, starting with the current or most recent:

Name of School or College and Governor type: From To

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

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**Section 2 - Questions about you**

\*Have you been adjudged bankrupt or had sequestration of your

estate awarded? Yes No

\*Have you made a composition or arrangement with, or granted

a trust deed for your creditors? Yes No

\*Are you disqualified as a company director under the Company

Directors Act 1986 or subject to an order made under section 429

of the Insolvency Act 1986? Yes No

\*Have you ever been removed as a charity trustee, trustee of a

charity or equivalent? Yes No

\*Have you ever been disqualified as a governor for non-attendance

at meetings? Yes No

\*Have you ever been declared by the Secretary of State as unsuitable

to be a teacher? Yes No

\*Have you ever been disqualified as the proprietor of an independent

school or from being a teacher or employee in any School/College? Yes No

\*Have you ever been convicted of an offence involving dishonesty

or deception, or an offence against a child or young person? Yes No

\*Have you ever been sentenced to a term of imprisonment of five

years or more? Yes No

\*Have you been sentenced to a term of imprisonment of two and a half

years or more within the last 20 years? Yes No

\*Have you been sentenced to a term of imprisonment of three months

or more within the last five years? Yes No

*If you have answered* ***‘yes’*** *to any of the above questions, please give full details on a separate sheet or sheets of paper, enclosing any relevant documents.*

**Section 3 - Questions relating to the criteria for appointment as a Foundation Governor**

\*Are you a committed and practising Catholic? Yes No

\*If you are a parent of a child/children who are of statutory school age (5-16),

do they attend a Catholic school? Yes No

\*Are you related to anyone who is employed to work at

any Catholic School/College in the Diocese? Yes No

\*Are you related to a governor of any Catholic School/College in the Diocese? Yes No

If you have answered YES to either of the 2 previous questions, please name the School(s)/College(s), position(s) and relationship(s). **Please also note the information on Page 2 of the application form.**

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**Section 4 – Which school are you applying to serve as a Foundation Governor?**

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Do you wish to be considered for any other school? If so, please state which one:

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**Section 5 - Declaration**

I wish to offer to serve the Diocese of Salford in the ministry of Foundation Governor.

I have read and understood the criteria for appointment and, to the best of my knowledge, I am eligible for appointment. I acknowledge that no correspondence is entered into should my offer not be accepted.

If appointed I am able and willing to give priority to my duties as a governor and will undertake to preserve and develop the Catholic character of the School/College. I confirm that I am committed to promoting and upholding the teachings of the Church and the policies of the Diocese of Salford. I am also committed to my own professional development and formation and agree to attend relevant training.

I understand that my appointment is made by the Episcopal Delegate for Education in the name of the Bishop of Salford, who, in certain circumstances, has the right to remove a Foundation Governor from their office.

I consent to the information given on this form and other information collected in connection with it being held and processed by the Diocese of Salford.

**\*** GDPR (General Data Protection Regulations)

Please confirm that you agree to your details being shared. They may be passed onto the Local Authority, Headteacher, Chair of Governors, Clerk to Governors and Parish Priest:

I agree

\*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appointment of Foundation Governors**

**Faith Reference**

**Section 6 – Faith Reference (to be completed by your Parish Priest or the priest at the church where you regularly worship)**

**Name of Candidate for appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*To your knowledge does this person join in the parish celebration of the Sunday Eucharist and receive the sacraments regularly?

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\*What is your assessment of his/her commitment to Catholic beliefs and practices?

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\*What is his/her involvement in and commitment to the parish and to the faith community life? (Has s/he held any specific roles, and if so, with what success?)

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\*Is this person someone you would have confidence in becoming a Foundation Governor of a Roman Catholic school?

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If she/he is a parent of a child/children of a statutory school age (5-16), does she/he demonstrate support for the provision of Catholic education in the local area?

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Any other comments:

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Print Priest’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Diocese of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Parish) Priest): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form** to [education@dioceseofsalford.org.uk](mailto:education@dioceseofsalford.org.uk) **OR by post to**: Governance, Education Department, Cathedral Centre, 3 Ford Street, Salford M3 6DP