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**Department for Education**

**Foundation Governor Application Pack**

***‘I have come so that they may have life and have it to the full’***

***John 10:10***

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**Appointment of Foundation Governors**

**Criteria and Guidance**

**Part A**

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 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 School nominations should normally be made by the Parish Priest*
* *High School and Sixth Form College nominations should be made by Chairs of Local/Governing Boards*

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

**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)

**Guidance on the Appointment of Foundation Governors**

**Appointment of Foundation Governors**

* Appointments are made for a 4 year term of office; *please do not assume that you will be appointed again after your term ends.* Two months before the term of appointment ends you may re-apply to be considered for another term of office by completing the application form and obtaining a supportive faith reference
* All nominations received are to be approved then appointed 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
* It is a requirement of the Diocese that all newly appointed and re-appointed Governors attend appropriate training within 9 months from the date of their appointment

**Eligibility for appointment as a Foundation Governor**

* Be a 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 within the legal framework set out in the school’s Trust Deed
* Be able and willing to undertake appropriate training and development programmes
* Be an example and fully support the provision and the role of Catholic education and, having read the relevant information support the bishop’s vision for Catholic schools and education in the Diocese of Salford.

**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 a period of at least 3 years has lapsed)
* Be employed in any capacity at the School/College other than on a casual or very limited hours basis (this will be subject to further enquiries)
* Be disqualified in accordance with the current School Government Regulations, the Charities Acts or the Criminal Justice and Court Services Acts

**Part B**

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**Appointment of Foundation Governors**

**Definition of a Practising Catholic**

An applicant for the role of Foundation Governor is a practising Catholic if:

1. they comply with the obligation to participate in the Mass on Sundays and Holydays of Obligation
2. they have received the Sacrament of Confirmation
3. there is no moral or canonical impediment which precludes the applicant from receiving the Sacrament of the Eucharist regularly, and that he or she does receive it at least once a year

4. they provide for the needs of the Church

**Part C**

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For all appointments as a Foundation Governor in a Voluntary Aided or Voluntary Academy School made from January 2023

**Foundation Governor Application Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | |
| Title: | |  | | | Surname: | | |  | | First Names: | | | |  | | | |  |
| Home Address: | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Post Code: | | | |  | | |
| Email: |  | | | | | | Main Telephone Number | | |  | | Other Telephone Number | | | | |  | |
| Occupation: | | | |  | | | | | | | | | | | | | | |
| **SECTION 2: QUESTIONS ABOUT YOU** | | | | | | | | | | | | | | | | | | |
| **Part 1**  Are you currently employed (in any role) in a Salford diocesan Yes No  school/college? | | | | | | | | | | | | | | | | | | |
| Have you ever been employed (in any role) in a Salford diocesan Yes No  School/college? | | | | | | | | | | | | | | | | | | |
| If you have answered yes to any of the above questions, please name the school(s) and role(s): | | | | | | | | | | | | | | | | | | |
| **Part 2**  Are you, or have you ever been, a governor of any school/college Yes No  within the Diocese of Salford?  If yes, please give details starting with the current or most recent:  Name of school or college and governor type: From To | | | | | | | | | | | | | | | | | | |
| **Part 3**  In September 2022, Bishop John endorsed the diocesan academisation strategy whereby every maintained school in the Diocese of Salford would, by 2030, be part of a strong Catholic Academy Trust. Applicants may find out more about this strategy here: [www.dioceseofsalford.org.uk/education/academy-trusts-strategy](http://www.dioceseofsalford.org.uk/education/academy-trusts-strategy)  **Please confirm you have read and support the diocesan education strategy before** Yes No  **submitting your application.**  *There are various statutory disqualifications which render individuals ineligible for appointment. Please use the following checklist in order*  *to confirm whether or not any of the disqualifications apply to you. Please note that where statutory references are made below they also refer to any statutory re-enactment or modification of that provision.*   1. Are you a registered pupil at a school/academy within the Diocese? Yes No 2. Have you ever been removed from the office of director or governor for failure to   attend governing body/board of director meetings for a continuous period of Yes No  6 months or more?   1. Are you subject to a bankruptcy restrictions order, an interim bankruptcy Restrictions   order, a debt relief restrictions order, an interim debt relief Restrictions order or have Yes No  you had your estate sequestrated (where the sequestration has not been  discharged, annulled or reduced)?   1. Are you subject to a disqualification order or disqualification undertaking under   the Company Directors Disqualification Act 1986, a disqualification order under Yes No  the Companies (Northern Ireland) Order 2002, or a disqualification undertaking  under the Company Directors Disqualification Northern Ireland) Order 2002?   1. Are you subject to an order made under s. 429(2(b) of the Insolvency Act 1986? Yes No 2. Have you ever been removed from the office of charity trustee or trustee for a   charity by an order made by the Charity Commission or the High Court? Yes No   1. 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 Yes No  anybody?   1. Have you ever been removed from office as an elected governor within the last Yes No   five years?   1. Have you been disqualified from acting as a trustee by virtue of s. 178 of the Yes No   Charities Act 2011?  Are you:   1. Included in the list of people considered by the Secretary of State as unsuitable Yes No   to work with children or young people?   1. Subject to a direction of the Secretary of State under s. 142 of the Education Act Yes No   2002 or s. 128 of the Education and Skills Act 2008?   1. Barred from any regulated activity relating to children? Yes No 2. Disqualified from working with children or from registering for child-minding or   providing day care? Yes No   1. Disqualified from being an independent school proprietor, teacher or employee   by the Secretary of State? Yes No   1. Disqualified from registration under Part 2 of the Children and Families (Wales)   Measure 2010? Yes No   1. Disqualified from registration under Part 3 of the Childcare   Act 2006? Yes No   1. Have you ever been convicted of an offence involving violence, dishonesty   or deception, or any sexual offence which is not a protected offence? Yes No   1. Have you ever been convicted of causing a nuisance or disturbance on school   and/or educational premises? Yes No   1. 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? Yes No  If you have answered ‘yes’ to any question in Part 3, you must provide full details on a separate sheet enclosing any relevant documents. | | | | | | | | | | | | | | | | | | |
| **SECTION 3: QUESTIONS RELATING TO THE CRITERIA FOR APPOINTMENT**  **AS A FOUNDATION GOVERNOR** | | | | | | | | | | | | | | | | | | |
| *The diocese has certain criteria that individuals must meet in order to be eligible for appointment. The questions below are being asked in order to ensure that you are eligible for appointment as a foundation governor in the Diocese of Salford.*  *Applicants should note that they are obliged to keep the diocese informed if the answer to any of the questions below changes following appointment. If the diocese is not kept informed then foundation governors may be removed from office.*  Are you a committed and practising Catholic? (see attached) Yes No  If you are a parent of a child/children who are of statutory school age (5-16),  Do you support Catholic education by enrolling them in 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 two previous questions, please name the school(s)/college(s), positions(s) and relationship(s). | | | | | | | | | | | | | | | | | | |
| **SECTION 4: SCHOOL FOR WHICH YOUR APPLICATION IS BEING MADE** | | | | | | | | | | | | | | | | | | |
| Name of School: | | | | | |  | | | | | | | | | | | | |
| Do you wish to be considered for appointment to any other diocesan school? Yes No  If yes, please state whether  Primary Secondary Sixth Form  Which other deaneries/schools of the diocese would you also like to serve?  Map of the Diocese can be found on the diocesan website  <https://www.dioceseofsalford.org.uk/directory/#exploreByList> | | | | | | | | | | | | | | | | | | |
| **SECTION 5: REFEREE** | | | | | | | | | | | | | | | | | | |
| Please provide details of a priest who can verify your Cathoic practice: | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | Post Code: | |  | | | | | |
| Email: | | |  | | | | | | Telephone Number: | | | | | |  | | | |
| **SECTION 6: DECLARATION** | | | | | | | | | | | | | | | | | | |
| **Declaration**  I wish to offer to serve the Diocese of Salford in the ministry of Foundation Governor/Local Governor. I have read and understood the criteria for appointment set out in the application pack and, to the best of my knowledge am eligible for appointment.  In offering to serve as a Foundation/Governor/Local Governor in the Diocese of Salford, I undertake that I will serve the Bishop of Salford faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Governor/Local 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/college/academy or academy trust company to which I am appointed; * To 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/colleges/academies/academy trust companies; * To conduct the school/college in accordance with its Instrument of Government/Constitution OR Articles of Association and in particular its ethos statement; * To become familiar with, to support and implement the policies and procedures of the Diocese including the Bishop’s policies on education, 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 Board/Local Governing Board; * To consider not only the interests of the individual school/college/ but the interests of other Catholic schools/colleges/academies and of Catholic education throughout the Diocese; * To respond to the needs of the Catholic community as a whole as represented by the Bishop; * To 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 Foundation 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 Diocese of Salford including the sharing of data with third parties where required, in accordance with the Diocesan privacy policy which can be found on the website <https://www.dioceseofsalford.org.uk/diocese/policies/>  I confirm that I have read the privacy policy issued by the Diocese of Salford 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/Local 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/Local Governors is at 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 nomination does not result in my appointment.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |

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| **SECTION 7: APPROVAL** |
| **To be completed by the Diocesan Department for Education only**  **Education Adviser Notes**  **Comments if required, by the Episcopal Delegate**  **Application approved by the Episcopal Delegate** Yes No  **Signed: Date:**  Episcopal Delegate |

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**Appointment of Foundation Governors**

**Faith Reference**

**Part D**

**Parish Priest Reference Form**

*Faith Reference to be completed by your parish priest, or the priest at the church where you regularly worship*

Name of Applicant:

**Definition of ‘Practising Catholic’**

An applicant for the role of Foundation Governor is a practising Catholic if:

1. they comply with the obligation to participate in the Mass on Sundays and Holydays of Obligation

2. they have received the Sacrament of Confirmation

3. there is no moral or canonical impediment which precludes the applicant from receiving the Sacrament of the Eucharist regularly, and that he or she does receive it at least once a year.

4. they provide for the needs of the Church.

To the best of your knowledge and belief, does the applicant comply with the definition of a practising Catholic as set out above?

Yes No

Other Comments

Print Name (Parish Priest):

Signed (Parish Priest):

Parish: Diocese:

Date: Insert Parish Stamp