**Foundation Governor Application Form**

**(DGET: Academies Except DGAT Schools)**

**All sections of this form must be completed.** *Digital signatures are acceptable.*

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| Name of school: |  | Formerly:VA / VC |
| Title: |  |
| Full name: |  |
| Date of birth: |  |
| Address: |  |
| Postcode: |  |
| Telephone numbers: | Home:Work:Mobile: |
| Email address: |  |
| Occupation: |  |

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| Is this a re-appointment? | Yes / No |
| If this a new appointment, please give the name of the foundation governor being replaced | Name: |  |
| Date term of office ended: |  |

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| --- | --- |
| Are you the parent of a child attending the school? | Yes / No |
| Are you the spouse or partner of another governor on the governing board? | Yes / NoName of governor:Role on governing board: |

|  |  |
| --- | --- |
| Have you ever been an employee of the school?*Please note all members of staff must have a six-month break in service before being appointed as a foundation governor.* | Yes / NoDate from: Date to: |
| Have you been employed as clergy within the school’s parish?*Please note clergy must have a six-month break in service before being appointed as a foundation governor.* | Yes / NoDate from: Date to: |

**New appointments**

Please indicate your reasons for wishing to become a foundation governor and the skills and experience you consider you will bring to the role. Include your feelings on monitoring and evaluation of the effectiveness of the school as a Church school. This includes encouraging the school in supporting, developing and living out its Christian vision.

**Reappointments**

Please give details of how long you have served as a foundation governor and the training you have undertaken in the last four years.

Please note, the appointment panel will expect to see evidence of impact of training undertaken during the previous term of office. Please note training given by the Diocese, the local authority or any third party providers as well as any school-based inset training.

**All candidates**

Details of any other professional or personal experience you consider will be helpful to the governing body (including links to local businesses and communities).

**Commitment**

**In addition to the responsibilities and functions shared by all governors, foundation governors have a role in the monitoring and evaluation of the effectiveness of the school as a Church school. This includes encouraging the school in supporting, developing and living out its Christian vision, for example by:**

* encouraging positive links between the school, the parish church and the Diocesan Board of Education
* helping to develop the Christian ethos and character of the school
* encouraging the high status of quality collective worship and religious education
* ensuring that the development of the school as a Church school is a regular part of school self-evaluation
* ensuring recommendations from statutory denominational (Section 48) inspections are considered and addressed
* supporting the role of clergy in school
* promoting Christian values in the way in which the governing board conducts its business

**DECLARATION**

***I can confirm that I am committed to supporting the principles above, those underlying the trust deed, and the memorandum and articles of the academy, in accordance with the doctrines and practices of the Church of England, and I acknowledge the responsibility to uphold the faith and beliefs of the Church of England within the academy.***

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| Name:Signed:Date: |

**GDPR**

For those successful in being appointed as a foundation governor this application form and any associated relevant paperwork is kept securely within the data management systems of the Gloucester Diocesan Board of Education (GDBE). For further information please refer to the [privacy notice](https://www.gloucester.anglican.org/wp-content/uploads/2021/07/Privacy-Notice-Gloucester-Diocesan-Board-of-Finance-udpated-july-2021v2.pdf). We will communicate with you in your role as foundation governor and keep you informed of changes in relation to your role and responsibilities (legislative and otherwise), relevant training for your role, information about Church schools, and other education-related issues.

**An enhanced criminal records certificate is mandatory for all governors.** The application for this will be undertaken by the school once appointment has been confirmed.

**Skills Audit**

Governing bodies have a vital and demanding role as the strategic leaders of our schools. All governors must govern in the best interest of pupils and need to have or develop the skills required to contribute to the effective governance and success of the school. It is not expected that all governors demonstrate all the skills listed below. A commitment to training and development is expected of all governors.

Please complete the grid below to record your personal qualities and experience.

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| --- |
| **Personal qualities and experience***(Please tick all that apply)* |
| Christian commitment |  |
| Commitment to improving education for all pupils |  |
| Honesty and integrity |  |
| Objectivity |  |
| Team player |  |
| Reliability |  |
| Ability to question and challenge |  |
| Decisive |  |
| Problem solver |  |
| Good communicator |  |
| Ability to mentor |  |
| Ability to lead |  |
| Willingness to learn |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience and knowledge** | **Good knowledge** | **Functional knowledge** | **Not confident/****no experience** |
| Governance in any sector |  |  |  |
| Church schools and Christian distinctiveness |  |  |  |
| SIAMS framework |  |  |  |
| Ofsted framework |  |  |  |
| Chairing meetings |  |  |  |
| Strategic planning |  |  |  |
| Change management |  |  |  |
| Analysis of strengths and weaknesses |  |  |  |
| Risk assessment  |  |  |  |
| Analysis of performance data |  |  |  |
| Recruitment and employment law |  |  |  |
| Interviewing skills |  |  |  |

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| --- | --- | --- | --- |
| **Experience and knowledge** | **Good knowledge** | **Functional knowledge** | **Not confident/****no experience** |
| Performance management and salary progression |  |  |  |
| Handling complaints and grievances; appeals |  |  |  |
| Primary education |  |  |  |
| Secondary education |  |  |  |
| Further education |  |  |  |
| Academies |  |  |  |
| Education and curriculum policy/issues |  |  |  |
| Safeguarding/child protection |  |  |  |
| SEN and disability (access and inclusion) |  |  |  |
| Financial management |  |  |  |
| Pupil premium/sports grants |  |  |  |
| Securing best value |  |  |  |
| Litigation |  |  |  |
| Public/community relations |  |  |  |
| Contracting services |  |  |  |
| Procurement/purchasing |  |  |  |
| Equality and diversity |  |  |  |
| Health and safety |  |  |  |
| Building or estate management |  |  |  |
| Project management |  |  |  |
| Data protection |  |  |  |
| Health and wellbeing |  |  |  |
| Company law |  |  |  |
| Charity law |  |  |  |
| Marketing |  |  |  |
| IT/website management |  |  |  |
| Research skills |  |  |  |

**Regardless of your previous experience, you will be expected to attend Diocesan training for new or reappointed foundation governors at the earliest opportunity after confirmation of acceptance by the Diocese.**

**Declaration of Eligibility**

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

An enhanced criminal records certificate is mandatory for all governors.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

* fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors), and may not be renominated as a foundation governor for the following 12 months;
* has been removed from office as an elected governor within the last five years;

**Bankruptcy**

* is subject to a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; or interim debt relief restrictions order;
* has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;

**Disqualification of company directors**

* is 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](https://www.legislation.gov.uk/nisi/2002/3150)
3. a disqualification undertaking accepted under the [Company Directors Disqualification (Northern Ireland) Order 2002](https://www.legislation.gov.uk/nisi/2002/3150)
4. an order made under Section 429(2)(b) of the [Insolvency Act 1986](https://www.legislation.gov.uk/ukpga/1986/45) (failure to pay under a County Court administration order);

**Disqualification of charity trustees**

* has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity;
* has been removed under Section 34 of the [Charities and Trustees Investment (Scotland) Act 2005](https://www.legislation.gov.uk/asp/2005/10) from being concerned in the management or control of any body;

**Persons whose employment is prohibited or restricted**

* is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people;
* is barred from any regulated activity relating to children;
* is subject to a direction of the Secretary of State under Section 142 of the [Education Act 2002](https://www.legislation.gov.uk/ukpga/2002/32), or Section 128 of the [Education and Skills Act 2008](https://www.legislation.gov.uk/ukpga/2008/25)
* is disqualified from working with children or for registering for childminding or providing day care;
* is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;

**Criminal convictions**

* has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
* has received a prison sentence of two years or more in the 20 years before becoming a governor;
* has at any time received a prison sentence of five years or more;
* has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years prior to or since appointment or election as a governor;
* refuses a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for an enhanced criminal records certificate.

**DECLARATION**

***I declare that I have read the above disqualification information and that I am not disqualified from serving as a school or academy governor or associate member.***

|  |
| --- |
| Name: Signed:Date: |

**Parochial Church Council Nomination**

**Foundation governors are charged with securing that the religious character of the school is preserved and developed.**

With this in mind you are encouraged, when a vacancy arises, to have an initial dialogue (conversation 1) with the school to:

* Discuss the skills/expertise needed by the school
* Discuss, if appropriate/relevant, whether the current role holder is willing/or able to carry on and whether they have the skills etc. needed.

Subsequently, and before the nomination is submitted to the PCC, please have a second dialogue (conversation 2) between school, the PCC and the individual to be nominated to explore:

* The individual’s skills, experience and expertise
* Expectations and responsibilities of the role
* Time commitment
* Training and support available, including from the Diocesan Education Team

If all three parties are happy, this foundation governor application form may be submitted for consideration under the Gloucester Diocesan Board of Education’s appointment/reappointment protocol.

**The following section can be completed on behalf of the PCC by the incumbent, or in their absence, a churchwarden or the PCC secretary.**

When nominating a foundation governor for appointment, please provide an overview of the two conversations held as above and provide supporting information for the nomination. Please comment on the individual’s knowledge, skills and ability to undertake the role, together with information on their involvement in the life of the Church (e.g., regular communicant,churchwarden, Sunday school teacher etc. or equivalent information if a member of another Christian church). Please also comment on any involvement in or connections to the local community or businesses.

**PLEASE NOTE**

Whilst many foundation governors are **active members of the Church of England**, this is not an absolute requirement. Foundation governors who **attend church but are not necessarily baptised or communicants may on occasion be appointed. They may be members of other Christian denominations**. However, all candidates **must declare that they will uphold the Christian ethos of the school.**

**The PCC and incumbent should ensure that nominees meet at least one of the above criteria and that they have obtained the assurance that the nominee will be able to make the declaration.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Record of conversation 1**between the school and the PCC | **Name of school representative** | **Role** | **Signature** |
|  |  |  |  |
| **Date of conversation** |  |
| **Record of conversation 2** between the school, PCC and the individual suggested for nomination | **Name of school representative** | **Role** | **Signature** |
|  |  |  |  |
| **Date of conversation** |  |
| **Date of PCC meeting when nomination was agreed** |
|  |
| **Recommended on behalf of** | *[Insert name of PCC]* |
| **PCC nomination supporting statement – see above for details of what to include** |  |
| Church membership: Is the nominee a baptised member of the Church of England? | Yes / No |
| Is the nominee a communicant? | Yes / No |
| If “no”, is the nominee a member of another church? | Yes / No Name of church: |
| **Signed on behalf of PCC** |  | **Role** |  |
| **Incumbent’s name** | *If the parish is in vacancy the churchwarden may complete this section.* |
| **Incumbent’s signature** |  |

**Please check all sections of this form have been completed in full, including the declaration on pages 7-8, prior to submitting this form for consideration.**

**Incomplete applications will not be accepted and will be returned for completion prior to being submitted to the GDBE appointment panel. The appointment panel meets monthly.**

Please return to:

Hannah Leckebusch

(Education Administrator – Governance)

schoolsgovernance@glosdioc.org.uk

Education Department

Diocese of Gloucester

4 College Green

Gloucester

GL1 2LR

**Completion Checklist:**

* Has the nominee fully completed pages 1-3?
* Has the nominee signed the declarations on pages 4 and 8?
* Has the nominee completed the skills audit on pages 5 and 6?
* Is the PCC nomination completed on page 10?
* Have the PCC and the incumbent (or a suitable replacement) signed the declarations on page 10?