



## Nomination Form for the Appointment of a new Foundation Governor/Director

*If you are a governor applying for another term of office at the same school, do not complete this form but complete a 'Renewing Governor Nomination Form' available from [www.schools.cliftondiocese.com](http://www.schools.cliftondiocese.com)*

*If you are a Priest/Deacon in the Clifton Diocese do not complete this form but complete a 'Clergy Nomination Form' available from [www.schools.cliftondiocese.com](http://www.schools.cliftondiocese.com)*

### Personal Details

Surname			Title	
Forename(s)				
Address				
Postcode			E-Mail	
Telephone Number(s)	Home		Mobile	
Are you currently employed?	Yes / No	Occupation		
Employment Details				
Any Previous Names				

Please note that to consider your application, this form may be shared with the school(s) you are being considered for and/or with any school to which you may be appointed, so that they may contact you. If appointed, your name, address, telephone number(s) and email address may be shared with the school and the Governors Support Services Team of the relevant Local Authority so they may contact you about training and any other governor matter.

### Other Information

Have you ever been or are you currently a school governor?	Yes / No	
If yes, please give details: Name of school(s)		
Period of Office (give dates)	Type of Governor e.g. Parent/Foundation/LA/Staff	
What Diocesan/Local Authority governor training did you undertake?		
Diocesan Training		Date
Local Authority Training		Date

*To ensure that all our school's governing bodies are effective, it is the Bishop's expectation that all governors/directors attend appropriate governor training provided by the Diocese and/or a Local Authority.*

<b>Have you ever been employed at a school?</b>		<b>Yes / No</b>
<b>If yes, please give details of the school, position held and dates</b>		

**Disabilities**

<b>Do you have any disabilities which will require special provision?</b>		<b>Yes / No</b>
<b>If yes, please indicate the provisions which may be required so that we can strive to meet them</b>		

**Personal Statement**

<b>Please indicate what skills you feel you can bring to a governing body by ticking any of the following that apply</b>			
<b>Finance/Budgets</b>	<input type="checkbox"/>	<b>Buildings/maintenance</b>	<input type="checkbox"/>
<b>Parish work</b>	<input type="checkbox"/>	<b>Educational</b>	<input type="checkbox"/>
<b>Safeguarding</b>	<input type="checkbox"/>	<b>Parenting</b>	<input type="checkbox"/>
<b>Analyse data</b>	<input type="checkbox"/>	<b>Problem solving</b>	<input type="checkbox"/>
<b>Inter-personal</b>	<input type="checkbox"/>	<b>Questioning/Inquisitiveness</b>	<input type="checkbox"/>
<b>Literacy (English)</b>	<input type="checkbox"/>	<b>Numeracy for basic data</b>	<input type="checkbox"/>
<b>Personnel, Recruitment, employment law</b>			
<b>Community work</b>			
<b>Health &amp; Safety</b>			
<b>Take on new concepts and knowledge and develop new skills</b>			
<b>Knowledge &amp; perspectives to contribute to decision making</b>			
<b>Commitment and willingness to learn</b>			
<b>Any Others (please list)</b>			
<b>Please outline below why you consider yourself a suitable person to undertake the ministry of foundation governor.</b>			
<b>Please list below the school(s) you are interested in serving and give your reasons</b>			
<b>Please note:</b>			
(a) Bishop Declan may decide not to make an appointment, if he considered that to do so would result in the school's governing body having an undue number of Foundation Governors who are also eligible to be Parent and/or Staff Governors;			
(b) the diocese is not able to guarantee that you will be appointed to serve on the school of preference, or at all			
<b>School name</b>		<b>Location</b>	
<b>Reasons</b>			
<b>School name</b>		<b>Location</b>	
<b>Reasons</b>			

<b>Do you have a child/children currently attending a Catholic school?</b>		<b>Yes / No</b>
<b>If Yes, which school(s)?</b>		
<b>Are you related to a member of the staff or a governor at a Catholic school?</b>		<b>Yes / No</b>
<b>If yes, please give the name of the relative and details of the school(s)</b>		

## Church

<b>Church where you worship (name and location)</b>	
<b>Can you confirm that you:</b> (a) are a baptised Catholic (or have been received into the Catholic Church)? (b) practise your faith?	<b>Yes / No</b> <b>Yes /No</b>
<b>Please give any additional information you wish to provide in relation to your responses above</b>	

## Questions relating to statutory disqualification

Please tick this box to indicate that you are aged over 18

**NB: If you answer 'Yes' to any of the following you must provide full details enclosing any relevant documents.**

	Yes (✓)	No (x)
Are you a registered pupil at a school within the diocese?		
Are you subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order?		
Have you had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced?		
Have you ever been disqualified from the office of governor for failure to attend governing body meetings for a continuous period of 6 months or more?		
<b>Are you subject to:</b>		
i A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986?		
ii A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002?		
iii A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002?		
iv An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)?		
Have you ever been removed from the office of trustee for a charity on grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible?		
Are you included on the list of people considered by the Secretary of State as unsuitable to work with children?		
Are you subject to a direction of the Secretary of State under s.142 of the Education Act 2002, s128 of the Education and Adoption Act 2006 or any other disqualification, prohibition or restriction [from working with children]?		
Are you barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006?		
Are you disqualified from working with children under ss28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care?		
Are you disqualified from registration under Part 3 of the Childcare Act 2006?		
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?		
Have you received a prison sentence of two and a half years or more in the 20 years before becoming a governor?		
Have you at any time received a prison sentence of five years or more?		
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?		

## Declaration (please read, sign and date)

I wish to offer my services to the Diocese of Clifton in the ministry of foundation governor/director.

If I am appointed as a foundation governor/director I will undertake to seek to:

- preserve and develop the Catholic character of the school(s)/college(s) to which I am appointed
- ensure the school is conducted in accordance with its By Laws and/or Articles of Association, which includes the provisions of:
  - Canon law
  - The Curriculum Directory and Bishops' statements on religious education and
  - Any Bishop/Diocesan directives relating to schools/colleges
- govern the school in accordance with its Instrument of Government/By Laws/Articles of Association, as appropriate and in particular its ethos statement
- become familiar with, support and implement the policies and procedures of the diocese, including the Bishop's policies on education, including religious education, and to present those policies to the governing body
- consider not only the interest of the individual school, but the interests of other Catholic schools and colleges and of Catholic education throughout the diocese
- respond to the needs of the Catholic community as a whole as represented by the Bishop
- attend the Diocesan induction training on appointment and re-appointment and any other relevant training required to support me in my role as a foundation governor
- in all actions serve as a witness to the Catholic faith.

I give my consent, in accordance with the General Data Protection Regulations 2016, for the information contained in this form to be processed and stored for the purposes of recruitment.

**I agree to tender my resignation as a foundation governor/director if my circumstances change so as to contravene the diocesan expectations at any time during the tenure of office or if, in the opinion of the Bishop, my resignation would be in the best interests of Catholic education in the diocese.**

**I understand that a Disclosure & Barring Service (DBS – formerly known as CRB)/pre-appointment vetting checks will be required as part of the recruitment process. Details of the Disclosure will be recorded and retained indefinitely on the National CSAS Confidential Database.**

**I understand that the appointment of foundation governors/director is at the absolute discretion of the Diocesan Bishop. Because of the nature of the decision-making process, Bishop Declan is unable to engage in any discussion or correspondence with the applicant or any other person(s) including Parish Priests and schools, where the application does not result in appointment.**

Signature of nominee		Date	
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***Please now complete page 5 with details of referees.***

### **Equal Opportunities:**

**The Diocese of Clifton welcomes nominations from all members of the Catholic community, irrespective of race, colour, gender, age or disability.**

Information provided on this form, together with all other personal data held about these individuals by the Clifton Diocese, is processed in accordance with the Diocese's Privacy Notice; which is available at <https://cliftondiocese.com/privacy-notice> or from Alexander House.

## Referees

Please provide details of a Catholic Priest or Deacon who can verify your Catholic practice:

### Referee 1

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	[Area Code] [Number]
<b>E-mail:</b>	

Please provide details of two other referees who can verify your skills and suitability for the role. These **must not** be a relative, a member of staff or a governor from the school(s) to which you are applying:

### Referee 2

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	[Area Code] [Number]
<b>E-mail:</b>	

### Referee 3

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	[Area Code] [Number]
<b>E-mail:</b>	

Please return the completed form by post to:  
Bill McEntee, Clifton Diocese, Department for Schools & Colleges,  
Alexander House, 160 Pennywell Road, Bristol, BS5 0TX.

If you prefer you may email to: [bill.mcentee@cliftondiocese.com](mailto:bill.mcentee@cliftondiocese.com) but you must protect it with a security measure as the email address is not secure and your application contains personal information.

# The Role of the Foundation Governor/Director

## Purpose of the job

- Act as the Bishop's representative in all matters related to Catholic education and in accordance with his directives
- Ensure the Catholic identity of the school is maintained and developed
- Act as a member of a corporate body in supporting the overall provision and quality of Catholic education provided by the school/college
- Act as an objective person in evaluating the overall educational provision provided by the school

## Responsibilities

- Establish a clear vision for the school based on the Catholic teachings of the Church
- Ensure provision for the spiritual development of all pupils and opportunities for those of the Catholic faith to actively engage with the faith
- Contribute to the development, implementation, review and evaluation of a school's strategic plan
- Monitor and evaluate the work of the school by providing support and challenge to all members of the senior leadership and management team
- For the appointment of staff when needed, ensuring that all recruitment processes and procedures are in line with employment law and equalities legislation
- For the strategic management of the school's budget
- For securing high levels of pupil attendance and good standards of pupil behavior and outcomes
- Ensuring that all pupils have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, and prepares them for adult life
- Ensuring the health and safety of pupils and staff

## Expectations of role

- Attend training and development opportunities in order to ensure you are equipped to fulfil the role as a foundation governor
- Attend meetings promptly, regularly and well prepared
- Work as a corporate body, respect all governing body decisions and support them in public
- Speak, act and vote in accordance with the Bishop's directives and in the interests of the school
- Act in accordance with all governor policies and the legal requirements of governors
- Respect confidentiality at all times
- Listen to and respect the views of others
- Contribute to all aspects of a governor's role and take a fair share of the workload
- Report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- Undertake a visit to the school outside of meetings at least once a year

## Accountability

Foundation governors are directly accountable to the Bishop. However, all governors are accountable as a collective body to the parents of the school for the actions they undertake and the decisions they make. All governing bodies are also open to challenge from the government through OfSTED or other government designated bodies.

## Term of Office

The post has a termination date of 4 years from the date of appointment although a resignation can be tendered at any time during this period. Re-appointment can be sought but is not guaranteed and appointment procedures will be followed again. Unless there are exceptional circumstances, governors will normally serve for a maximum of three terms of office on the same governing body.