

Renewing Foundation Governor/Director Nomination Form for another term of office on the same governing body

If you are applying to join a governing body as a new Foundation Governor, do not complete this form but complete a 'Nomination Form for New Foundation Governor' available from www.schools.cliftondiocese.com

If you are a Priest/Deacon in the Clifton Diocese please do not complete this form but complete a 'Clergy Nomination Form' available from www.schools.cliftondiocese.com

Personal Details

Surname		Title	
Forename(s)			
Address			
Postcode		E-Mail	
Telephone Numbers	Home	Mobile	

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.

School(s) and Training

Name of the Governing Body you wish to be reappointed to		
Please indicate what Diocesan/ Local Authority training you have undertaken to support you in your role as a Governor		
Diocesan Training within the last 3 years		Date
Local Authority Training within the last 3 years		Date

In order 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 either the Diocese or a Local Authority.

Disabilities

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

Personal Statement

Please outline below what you believe your contribution has been to the life of the school over your latest term of office. The following are just some examples to consider and are not an exhaustive list:

- how have you contributed to improving and monitoring pupil outcomes?**
- how have you contributed to/monitored school policies?**
- how have you contributed to ensuring that the Bishop's directives and vision have been implemented?**
- how have you helped to monitor the Catholicity of the school?**
- how have you engaged with other schools within your Partnership Group?**

Attach additional sheets if required.

Do you have a child/children currently attending the school(s)?	Yes / No
If Yes, when are they expected to leave (give date)?	
Are you related to a member of the staff or a governor at the school(s)?	Yes / No
If Yes, please give the name of the relative and details of the school(s)	

Church

Church where you worship (name and location)	
Can you confirm that you practise your faith?	Yes / No
Please give any additional information you wish to provide in relation to your responses above	

Questions relating to statutory disqualification

Yes (✓)	No (x)
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NB: If you answer 'Yes' to any of the following questions, you must provide full details enclosing any relevant documents.

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?		
Are you subject to:		
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 appointments are subject to a satisfactory Disclosure & Barring Service (DBS – formerly known as CRB)/pre-appointment vetting checks) certificate and that a check 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 a Priest or Deacon to verify your Catholic practice.

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.

Catholic Practice

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

Name:	
Address:	
Postcode:	
Telephone:	[Area Code] [Number]
E-mail:	

Please now pass this form to your Chair of Governors (or Vice-Chair if you are the Chair) to complete page 6 of the form and to submit it to the Diocese.

STATEMENT FROM CHAIR OF GOVERNORS (OR VICE-CHAIR IF THE CHAIR IS THE NOMINEE)

Under the Data Protection Act (UK) the person named below would normally have access to the information provided here if requested. The organisation providing the reference is exempt under the Data Protection Act but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee) please state them. For your information, the law relating to data protection and references is explained at www.ico.gov.uk

Please be aware also that references are subject to legislation relating to equality, discrimination and age.

Name of nominee	
Name of person completing this page	
What has been the nominee's rate of attendance at governor meetings during his/her term of office?	Full Governing Body Meetings:.....%
	Committee Meetings:.....%
Please summarise the nominee's contribution to the life of your school(s)	
Do you think that this person is suitable to be involved in a school environment with children/young adults? If 'No' please provide reasons for your answer on the back of this form.	Yes/No
Do you support the re-appointment of the candidate to the governing body?	Yes / No
Please give reasons for your answer	
Signature of person completing this form	
Date	

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 but you must protect it with a security measure as the email address is not secure and your application contains personal information.