**FOUNDATION GOVERNOR APPOINTMENT**

**SELF NOMINATION FORM**

This form should be completed if you are a practising Catholic and are interested in becoming a foundation governor at a Catholic Voluntary Aided School or Catholic Voluntary Academy in the Diocese of Nottingham.

Our Catholic schools and academies were founded by and are part of the Catholic Church. They are conducted as Catholic schools in accordance with Canon Law and with the teachings of the Roman Catholic Church. In addition, their Instrument of Government/Articles of Association state that:

“Religious education is to be in accordance with the teachings, doctrines, discipline and the general and particular norms of the Catholic Church;

Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;

and at all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.”

Those who serve as a governor at one of our Catholic schools are expected to uphold the wishes of the office of the Bishop of Nottingham for Catholic education within the diocese and ensure that the school at which they serve upholds the tenets set out above.

Foundation governors in particular are appointed by the Bishop of Nottingham to serve the needs of Catholic education as a whole within the Diocese of Nottingham considering not only the interests of the individual school, but the interests of other schools and to respond to the needs of the Catholic community as a whole. Whilst we acknowledge that individuals may wish to serve as a foundation governor at a particular school with which they have a past or present link and those wishes will be accommodated where possible; however, from time to time they may be asked to serve as a foundation governor at a neighbouring Catholic school if that would better serve the wider needs of Catholic education within the diocese.

To be appointed as a governor, you must be willing to make a commitment to participating fully in the work of the local governing body. This entails attending local governing body meetings and visiting the school on a regular basis. See the ‘Local Governing Body Handbook’ at:

<https://www.dioceseofnottingham.uk/education/directors-governors/advice-and-guidance>

for more information. You must also attend a session for new foundation governors hosted by NRCDES within 12 months of appointment.

Any details you provide on this form will be held by the NRCDES until you are appointed and for the duration of your term of office. If at any point you wish to withdraw your nomination your details will be removed from the database [see the statement at the end of this document on GDPR for more information on use of the information you provide].

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.

**Section A – Personal details**

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| --- | --- | --- | --- |
| **Surname** | Enter text here | | |
| **Forename(s)** | Enter text here | | **Title**  Enter text here |
| **Your home address**  (full address including postcode) | Enter text here | | |
| **Telephone**  (home and mobile) | Enter text here | **Date of Birth**  Enter text here | |
| **Email** | Enter text here | | |
| **Name of preferred school(s), if any, at which you would be willing to serve as a governor** | Enter text here  **Note**: It may not be possible to appoint to your preferred school; you may be invited to serve at a neighbouring school. | | |

**Section B - Background**

**Note**: Information supplied in Sections B & C may be shared with relevant schools in order to match governor appointments as closely as possible to the requirements of the school.

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| **Your occupation**  (please state role and whether full or part time) | Enter text here |
| **Your employer details**  (name, address - including postcode and telephone) | Enter text here |
| **Your education details**  (please indicate which primary and secondary schools you attended and provide details of Further and Higher Education and any professional, vocational or trade qualifications) | Enter text here |
| **Have you ever lived or worked outside of the UK?**  (If ‘yes’ please provide further details and dates) | Yes  No  Further details |
| **Your children**  Please list names and dates of birth of all your children below 18.  Children who currently attend any of the schools where you have expressed an interest in becoming a governor please add the school initials next to the child | Enter text here |
| **Are you or have you been a governor of any school?** | If **‘Yes’** please give details including dates, starting with the most current or most recent including name of school and category of governor  Enter text here |
| **Are you related to anyone who is employed to work at any Catholic school in the diocese?** (this includes both teaching and non-teaching staff) | If ‘**Yes’** please name the school and give details of relationship and position of school employee.  Enter text here |
| **1. Are you related to any governor of any Catholic school in the diocese?**  **2. Are you related to any director of any Catholic Multi-Academy Trust in the diocese?** | If ‘**Yes’** please name school/CMAT and give details of relationship.  Enter text here    Enter text here |
| **Are you related to a member of the clergy within the diocese?** | If **‘Yes’** please give the name of the cleric, his current position and details of relationship.  Enter text here |
| **Name and address of the Catholic Church where you normally attend Mass** | Enter text here |
| **Personal statement**  (Please say briefly why you are interested in becoming a foundation governor at a Catholic school) | Enter text here |

**Section C – Expertise and knowledge**

***Note****: No person will have expertise or knowledge in all the areas listed below. Personal qualities and a desire to develop into the role of governor are as valued as existing expertise or knowledge and governors will be supported with training to develop their knowledge in many of these areas. It is, however, helpful to have this information in order to match existing expertise to any specific needs of the school*.

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| --- | --- |
| Examples of experience or what you can contributeto this role | |
| **Experience of governance**  *[state whether primary or secondary]* | Enter text here |
| **Knowledge of the Church’s mission in education and/or contribution to parish life and Catholic community** | Enter text here |
| **Working with children and in the education system** | Enter text here |
| **Experience in a specific area such as Teaching and Learning, Leadership and Management, Finance, Human Resources, Legal, Premises Management, Special Needs, Safeguarding or H&S** | Enter text here |
| **Any additional information you consider relevant to the position of governor** | Enter text here |
| **How far would you be willing to travel to governing body meetings?** | Enter text here |

**Section D - Referees**

We will be contacting the people you detail below for the purpose of obtaining a reference for you, in respect of this specific role. You must seek permission from your referees, in advance of providing their contact details for the purpose of providing a reference. Please confirm below for each referee, that you have obtained their consent.

|  |  |
| --- | --- |
| Referee 1: Catholic Practice | |
| **Name of a priest who can verify your Catholic practice** | Enter text here |
| **Full address (including postcode)** | Enter text here |
| **Telephone number (where known)** | Enter text here |
| **Email address (where known)** | Enter text here |
| **I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role.** | Yes  No |

|  |  |
| --- | --- |
| Referee 2: Skills, knowledge and experience  Ideally this will be someone who has known you for at least 2 years e.g. current or previous employer, somebody from another volunteering role, friend or tutor | |
| **Name and capacity in which the person knows you** | Enter text here |
| **Full address (including postcode)** | Enter text here |
| **Telephone number** | Enter text here |
| **Email address** | Enter text here |
| **I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role.** | Yes  No |

**Section E – Volunteer Data Monitoring (completion of this section is optional)**

***Note:*** *The information provided by you will be used for monitoring and statistical purposes only and will not supplement or form part of your application, the selection criteria used or the selection process generally.*

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| **GENDER**  Female  Male  Prefer not to say  **ETHNIC ORIGIN**  I would describe my ethnic origin as:  **1.** **WHITE**  British  English  Scottish  Welsh  Irish  European  Non-European  Any other White background (please specify): Enter text here  **2. BLACK OR BLACK BRITISH**  African  Caribbean  Any other Black background (please specify): Enter text here  **3. MIXED BACKGROUND**  White and Asian  White and Black Asian  White and Black Caribbean  Any other mixed background (please specify): Enter text here  **4. ASIAN AND ASIAN BRITISH**  Bangladeshi  Indian  Pakistani  Any other Asian background (please specify): Enter text here  **5. CHINESE AND CHINESE BRITISH**  Chinese  Any other Chinese background (please specify): Enter text here  **6. OTHER ETHNIC GROUP**  Please specify: Enter text here |

|  |  |
| --- | --- |
| **Applicant Signature** | **Date** |
| Enter text here | Enter text here |

**Thank you for completing this Expression of Interest form. Now please email it to:**

[**julie.sweeney@nottingham-des.org.uk**](mailto:julie.sweeney@nottingham-des.org.uk)

**If you prefer send a hard copy to:**

NRCDES

Governor Support Team

The Diocesan Centre

Mornington Crescent

Mackworth

Derby

DE22 4BD

If you have any difficulties in completing or submitting this form, call the NRCDES on: 01332 293 833

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| --- | --- | --- |
| For office use only: | Approved by: | Date |
|  |  |  |

**General Data Protection Regulations (GDPR)**

**How we use your information**

We are committed to collecting and using personal information responsibly, proportionately, securely and fairly.

Information that we hold in relation to individuals is known as “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and Data Controllers. We might also need to continue to hold your personal data for a period of time. Anything that we do with an individual’s personal data is known as “processing”.

Personal data is collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

**Why do we collect personal data?**

We collect information in order to facilitate the foundation governor appointment process.

**The information that we collect, hold and share includes:**

* Personal information (such as name, address, date of birth, email and telephone numbers)

**Storing data**

We hold data in accordance with our Data Retention & Data Protection policies.

**Who do we share your information with?**

* We will only use your *personal data* for the purposes for which it was obtained.
* We will share your personal data with third parties whom we ask to process *personal data* on our behalf (e.g. clerk of the governing body , schools and local authorities). We require these third parties to comply strictly with our instructions and with Data Protection and The GDPR Laws.
* We have in place administrative, technical and physical measures designed to guard against and minimise the risk of loss, misuse or unauthorised *processing* or disclosure of the *personal data* that we hold.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about them that we hold.

If you have a concern about the way we are collecting, processing or using your personal data, you should raise your concern with us in the first instance by contacting our DPO (DPO@Nottingham-des.org.uk) or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns>