# **Foundation Governor 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 Academy in the Diocese of Nottingham.

Our Catholic 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 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:

[www.dioceseofnottingham.uk/departments/education-service/governance](http://www.dioceseofnottingham.uk/departments/education-service/governance)

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.

**PART 1 – QUESTIONS ABOUT YOU**

**Your Personal Details**

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| --- | --- | --- | --- |
| Surname: |  | Title |  |
| Full Christian Names: |  | | |
| Christian name by which you are known: |  | | |
| Date of Birth: |  | | |
| Home address: |  | | |
| Telephone number: |  | | |
| Email: |  | | |

**Your Current Employment**

|  |  |
| --- | --- |
| Are you currently employed?  If ‘yes’ please include your occupation | Yes  Occupation  No |
| If ‘yes’, please insert your role and the name and address of your employer: |  |

**Your Education, Professional, Vocational or Trade Qualifications**

In addition to providing information about your education, please provide here details of any relevant educational, professional or trade qualifications that you hold and that may be relevant to fulfilling the role of Foundation Governor. If you are currently serving as a Governor please also list here any training that you have attended in that capacity, include Diocesan/Local Authority/CES and other training.

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| --- | --- |
| Relevant educational, professional or trade qualifications: |  |
| Relevant training attended: |  |

## **PART 2 – DIOCESAN CRITERIA**

The Diocese of Nottingham has certain criteria that individuals must meet in order to be eligible for appointment. The diocesan eligibility criteria can be found below. The questions below are being asked in order to ensure that you are eligible for appointment as a Foundation Governor in this Diocese.

Applicants should note that they are obliged to keep the Dioceseinformed if the answer to any of the questions below changes following appointment. If the Diocese is not kept informed then the Governor may be removed from office.

If applicants require assistance in order to determine whether or not they are a practising Catholic then they should read ‘Catholic Schools and the Definition of a Practising Catholic’ which can be accessed at www.dioceseofnottingham.uk/departments/education-service/becoming-a-school-governor

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| --- | --- | --- |
| 1 | Are you a practising Catholic? | Yes  No |
| 2 | Do you have children of compulsory school age? | Yes  No |
| 3 | Are you related to anyone who is employed to work at any Catholic school/college/academy/academy trust company in the Diocese? | Yes  No |
| 4 | Are you related to a member of the clergy within the Diocese? | Yes  No |
| 5 | Are you related to any Director, Governor or Member of any Catholic academy or academy trust company in the Diocese? | Yes  No |
| 6 | Are you, or have you ever been, a Director, Governor or Member of  any academy or academy trust company? | Yes  No |
| 7 | Do you hold any other charity trustee/board positions or directorships? | Yes  No |

If you have answered yes to any of questions 2-7 inclusive please provide full details here including ages of children and schools attended, names of all relevant schools/colleges/academies/academy trust companies, positions held, dates of appointment and relevant relationships to be disclosed. If you hold a current appointment please provide full details of that appointment. For each question you are answering please state the number to enable the answer to be matched to the relevant question.

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| Details for questions 2-7: |

## **PART 3 – COMMITMENT TO CATHOLIC LIFE AND ANCILLARY QUESTIONS**

## *Governing Bodies should be no larger than is necessary to be effective and should include individuals with a wide range of skills and experience. Governing Bodies should conduct regular audits of the skills available within their membership and identify what gaps need to be filled.*

## The Diocesewill appoint Foundation Governors to appropriate Governing Bodies in order to ensure that the appropriate mix of skills is available for the benefit of the relevant academy.

Please provide a short statement here which includes the following information to help us to consider your nomination and determine where your skills may be most appropriately deployed.

* Any skills and experience you have which you consider may be of benefit to the Local Governing Body of a Catholic academy.
* Information on your commitment to the Catholic faith and your contribution to parish life and the Catholic community.
* An explanation of what you believe you can contribute to the Catholic life of a Catholic academy as a Foundation Governor.

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| --- | --- | --- |
| Personal statement: | | |
| How far from home/work are you willing to travel to Governing Body meetings? |  |
| Please indicate if you are particularly interested in any of the following aspects of education (you can tick more than one). | Nursery  Primary  Secondary  Sixth Form  Special Needs |
| Please list the particular academy that you are interested to serve (if any) and state the reason why (please note that the Diocesedoes not make appointments on the basis of preferences of nominees but on the skills required). |  |
| Please use the space provided to set out any additional information you wish to be considered with your nomination (please note that you do not have to provide additional information). |  |

## **PART 4 – QUESTIONS RELATING TO STATUTORY DISQUALIFICATION**

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.

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| --- | --- |
| Are you a registered pupil at an academy within the Diocese? | Yes  No |
| Have you ever been removed from the office of Director or Governor for failure to attend Board of Director/Governing Body meetings for a continuous period of 6 months or more? | Yes  No |
| 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 you had your estate sequestrated (where the sequestration has not been discharged, annulled or reduced)? | Yes  No |
| Are you subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under the Companies (Northern Ireland) Order 2002, or a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002? | Yes  No |
| Are you subject to an order made under s. 429(2)(b) of the Insolvency Act 1986? | Yes  No |
| 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 |
| 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 any body? | Yes  No |
| Have you ever been removed from office as an elected Governor within the last five years? | Yes  No |
| Have you been disqualified from acting as a trustee by virtue of s. 178 of the Charities Act 2011? | Yes  No |
| **Are you:**  Included in the list of people considered by the Secretary of State as unsuitable to work with children or young people? | Yes  No |
| Subject to a direction of the Secretary of State under s. 142 of the Education Act 2002 or s. 128 of the Education and Skills Act 2008? | Yes  No |
| Barred from any regulated activity relating to children? | Yes  No |
| Disqualified from working with children or from registering for child-minding or providing day care? | Yes  No |
| Disqualified from being an independent school proprietor, teacher or employee by the Secretary of State? | Yes  No |
| Disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010? | Yes  No |
| Disqualified from registration under Part 3 of the Childcare Act 2006? | Yes  No |
| 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 |
| Have you ever been convicted of causing a nuisance or disturbance on school and/or educational premises? | Yes  No |
| 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 4, you must provide full details on a separate sheet enclosing any relevant documents.

Please note that if your nomination is taken forward you may have to provide further information in order to enable appropriate Disclosure and Barring Service checks to be carried out. Failure to provide the relevant additional information and to co-operate with appropriate safeguarding checks will result in your nomination being rejected.

As part of Disclosure and Barring Service checks you will be required to answer the following questions:

* Do you have any convictions or cautions (excluding youth cautions reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice ([DBS filtering guide - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-filtering-guidance)?
* Have you even been accused of inappropriate conduct within an employed or voluntary capacity?
* Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently the subject of a police investigation?

If the answer to any of the above questions is **yes**, please provide full details here. If you do not provide any information here, by signing the declaration below you are declaring that the answer to these questions is no.

|  |
| --- |
| Details: |

## **PART 5 – REFEREES**

***You should ask all referees to confirm that they consent to being asked to provide a reference in advance of providing their details on this form.***

Note:

* The referees you provide should not be related to you.
* The referees will also be asked to provide references for the purposes of Disclosure and Barring Service Checks.

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| --- | --- |
| Please provide details of a Priest who can verify your Catholic practice: | Name:  Address:  Telephone:  Email: |

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| --- | --- |
| Please provide details of two referees who can verify your skills, knowledge and experience: | **Referee 1**  Name:  Address:  Telephone:  Email: |
|  | **Referee 2**  Name:  Address:  Telephone:  Email: |

## **PART 6 – DECLARATION**

Foundation Governors are responsible for preserving and developing the Catholic character of the academy that they serve and for representing the educational policies of the Diocesan Bishop**.** By completing this Nomination Form you are agreeing to faithfully represent the Diocesan Bishop’seducational policies as communicated by his representatives.

*I, (insert name)*

*\*am a practising Catholic (and I have read and understood the guidance provided by the Diocese of Nottingham**in this regard. If I have questions in relation to the guidance I have asked them and have received answers).*

*\*am a Catholic Cleric in the Diocese of Nottingham / a member of* *[insert**Religious Order]*

*(\*delete as applicable)*

*I wish to offer to serve the**Diocese of Nottingham in the ministry of Foundation Governor. I have read and understood the criteria for appointment set out above and, to the best of my knowledge am eligible for appointment. I confirm that I will inform the Diocese**in the event that I am no longer eligible for appointment.*

*In offering to serve as a Foundation Governor in the Diocese of Nottingham, I undertake that I will serve the Bishop of Nottingham faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Governor and will undertake to discharge those duties with due care and diligence.*

*I undertake:*

* *To preserve and develop the Catholic character of the academy to which I am appointed;*
* *To ensure that the academy 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 academies;*
* *To conduct the academy in accordance with its Articles of Association and in particular its ethos statement;*
* *To become familiar with, to support and implement the policies and procedures of the Diocese of Nottingham, including the Bishop’s policies on education, including 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 Local Governing Body;*
* *To consider not only the interests of the individual academy but the interests of other Catholic 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 of Nottingham;*
* *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 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 Nottingham****,*** *including the sharing of data with third parties where required, in accordance with the Diocesan**privacy policy which can be found at* [*www.dioceseofnottingham.uk/privacy*](http://www.dioceseofnottingham.uk/privacy)*I confirm that I have read the privacy policy issued by the Diocese of Nottingham 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 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 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 Dated***

Please return this form to:

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

**Post***:* The Appointments Officer, NRCDES, The Diocesan Centre, Mornington Crescent, Mackworth, Derby. DE22 4BD