**Foundation Governor Application Form**

**for VA / VC schools**

**Please complete in full and return by EMAIL to:** [**foundationgovernors@elydiocese.org**](mailto:foundationgovernors@elydiocese.org)

For enquiries, please contact Jacqueline McCamphill at [Jacqueline.mccamphill@elydiocese.org](mailto:Jacqueline.mccamphill@elydiocese.org)

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| --- | --- | --- |
| **NAME OF CANDIDATE:** |  | |
| **Name of school:** |  | |
| **Clerk to the governors email:** |  | |
|  |  | |
|  | Delete as applicable: |
| **New application or Renewal?** | **New / Renewal** |
| **Endorsed by Clergy or PCC?** | **Clergy / PCC** |

**Foundation Governors are responsible for the Foundation and Ethos of the School. The Instrument of Government of every Church of England School contains a common Ethos Statement:**

‘Recognising its historic foundation, the school will preserve and develop its religious character in accordance with **upholding** the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing and education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.’

**Guide to completion:**

**Part One: Candidate Application**

This should be completed in full by the prospective foundation governor.

**Part Two: Clergy / PCC Recommendation**

This should be completed in full by the clergy member recommending the appointment or PCC secretary on behalf of the PCC recommending the appointment. Inclusion of a letter or supporting information of recommendation, written by the Clergy or PCC secretary is also required for all new and re-appointments.

Please ensure that this section is completed fully before submission of the application form.

**Part Three: Equality and Diversity form (optional completion)**

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| **For Diocesan Board of Education office use only:** | | | |
| Application received |  | Receipt e-mail sent |  |
| Recommendation attached |  | DDE Informed |  |
| Provisional approval received |  | Provisional approval e-mail sent |  |
| Diocesan Board ratification |  | Term of Office |  |
| Approval letter – Governor Candidate |  | Approval letter – Clerk to Governors |  |

**PART ONE – CANDIDATE APPLICATION**

**NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

These details will be held by the diocese in accordance with its GDPR [privacy policy](http://www.elydiocese.org/application/files/8015/3026/2186/EDBF_-_GDPR_Privacy_Notice_for_Job_Applicants_-_WEB_-_29062018.pdf),

The data will be held until such time as the application process is considered complete, after which point all information will be deleted. Please contact education@elydiocese.org if more information is required.

Following the conclusion of the application process, potential and approved governors’ personal details will become the responsibility of the school in which the application is made and controlled by that school’s own data protection and privacy policies.

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|  | | **Key Candidate Information** | | |
| Title |  | | Forename |  |
| Surname |  | | Previous Surname (if applicable) |  |
| Preferred ‘known as’ name |  | | Date of Birth |  |

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| **Contact details** | | | |
| Address |  | | |
| Home Telephone: |  | Mobile Telephone: |  |
| E-mail address: |  | | |

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| **Church Membership**  **Please complete EITHER Section 1 and 3 OR Section 2 and 3** | | | |
| **SECTION 1** – for members of the Church of England (if not, please complete Sections 2/3) | | | |
| I am a baptized member of the Church of England | Yes / No | **Parish / Church currently attended:** |  |
| I am a regular communicant within this Parish | Yes / No | I am a member of the Electoral Roll of this Parish | Yes / No |
| PLEASE COMPLETE SECTION 3 | | | |

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| **SECTION 2** – for members of denominations which are members of Churches Together in England. | | | |
| I am a member of a denomination which is a member of Churches Together in England. | Yes / No | **Parish / Church currently attended:** |  |
| I am a regular attender at this church | Yes / No | | |
| PLEASE COMPLETE SECTION 3 | | | |

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| **SECTION 3 – Clergy / PCC recommendation** | |
| Name of Clergy / PCC recommending this appointment |  |
| Letter of recommendation or further supporting information enclosed? | Yes / No  **If No, please wait for this to be provided before submitting your application.** |

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| **Candidate Employment Information** | |
| Employment Status | Employed / Self-Employed / Retired / Unemployed |
| Occupation (if retired/ unemployed, please provide previous occupation) |  |
| Employer Name |  |
| Employer Address & Postcode |  |

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| **Why would you like to become a governor at a Diocese of Ely School?**  **What skills and attributes can you offer to the governing body? Please answer in full.** |
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| **Qualifications / Experience** | |
| Qualifications and/or experience relevant to the role of Foundation Governor  e.g. working in a team, monitoring performance, critical friendship, supporting staff, coaching, problem solving,  data analysis |  |
| Qualifications and / or experience relevant to the skills required by a Governing Body.  e.g. accountancy, business, law, surveying, personnel, education, other professional. |  |

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| **Declarations of interest (Compliance)** | |
| Are you the parent/carer of a pupil at a DEMAT / ACT or Diocese of Ely school or academy?  If Yes, please state which. | Yes / No |
| Are you already a Governor at any other DEMAT / ACT or Diocese of Ely school or academy?  Are you already a Governor at any other school or academy?  If Yes to either of the above, please state which. | Yes / No  Yes / No |
| Do you have a close relationship with a governor at this or any other DEMAT / ACT or Diocese of Ely school or academy?  Do you have a close relationship with a governor at any other school or academy?  If Yes, please state which. | Yes / No  Yes / No |
| Do you have any pecuniary interests at this or any other DEMAT / ACT or Diocese of Ely school or academy?  Do you have any pecuniary interests at this or any other school or academy?  If Yes, please state which. | Yes / No  Yes / No |

**DECLARATION (please read disqualifications below)**

* I declare that I am not disqualified from serving as a Foundation Governor (please see disqualification criteria below);
* I give consent to an enhanced DBS and ID check;
* On approval by the Diocesan Board of Education I confirm that I will accept this appointment;
* I confirm that the information given above is accurate and give consent to the information being held and processed by the Diocese of Ely and the school, in line with the provisions of the Data Protection Act.
* If appointed;
  + I undertake to uphold the aims of the Diocese of Ely and the foundation character of the school, recognising its historic foundation, so that the school can preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.
  + I will support the school’s aim to serve all members of its community regardless of the faith type or position of its members, seeking to ensure that the school provides an education of the highest quality to all learners within the broad underpinning context of Christian belief and practice, encouraging an understanding of the meaning and significance of faith and the promotion of Christian values and the experience this offers.

Signed ……………………………………………………………………….

Full name ……………………………………………………………………….

Date ……………………………………………………………………….

**Disqualifications**

### No person shall be qualified to serve on the GB unless they are aged 18 or over at the date of their election or appointment. No current pupil or student of the school shall be entitled to serve on the GB.

### A person serving on the GB shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.

### A person serving on the GB shall cease to hold office if they are absent without the permission of the Chair of the GB from all the meetings of the GB held within a period of six months and the GB resolves that their office be vacated.

### A person shall be disqualified from serving on the GB if:

#### their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

#### they are the subject of a bankruptcy restrictions order or an interim order.

### A person shall be disqualified from serving on the GB at any time when they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

### A person serving on the GB shall cease to hold office if they would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

### A person shall be disqualified from serving on the GB if they have 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 on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated.

### A person shall be disqualified from serving on the GB where they have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.

### A full enhanced current DBS must be held for the post of foundation governor to comply with Keeping Children Safe in Education (see <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education__3_September_2018_14.09.18.pdf> for full details)

### Where, by virtue of this Scheme, a person becomes disqualified from serving as a FG; and they were, or were proposed, to so serve, they shall upon becoming so disqualified give written notice of that fact to the Directors.

### The above disqualifications shall also apply to any member of any committee of the GB who is not a member of the GB.

Signed ……………………………………………………………………….

Full name ……………………………………………………………………….

Date ……………………………………………………………………….

**PART TWO – CLERGY / PCC RECOMMENDATION**

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| **CLERGY/PCC RECOMMENDATION – please complete as applicable.**  **NB please ensure that this section is completed before submission of the application form.** | |
| I / we recommend that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name of candidate) is appointed  to the governing body of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of school). | |
| A Clergy / PCC letter of recommendation and/or further information has been submitted with this form.  **It may be typed directly into the form or attached.**  **Please note that letters of recommendation and / or further information should be submitted for both new and re-appointed governors.** | Yes/No  **If No, please ensure that a letter, or further information of recommendation has been completed for this candidate before submission of this form.** |
|  | |
| Signed |  |
| Full Name (please print) |  |
| Date |  |
| Position / Role |  |

**PART THREE: Equality and Diversity Monitoring (Optional Form)**

This section will be separated from parts 1 -3. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act 2018.

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| --- | --- | --- | --- |
| **Ethnicity** | **Workforce census code** | | **Please tick** |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
|  | WIRI | Irish |  |
|  | WIRT | Traveller of Irish Heritage |  |
|  | WROM | Gypsy / Roma |  |
|  | WOTH | Any other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
|  | MWBA | White and Black African |  |
|  | MWAS | White and Asian |  |
|  | MOTH | Any other Mixed background |  |
| Asian or Asian British | AIND | Indian |  |
|  | APKN | Pakistani |  |
|  | ABAN | Bangladeshi |  |
|  | CHNE | Chinese |  |
|  | AOTH | Any other Asian background |  |
| Black or Black British | BCRB | Black – Caribbean |  |
|  | BAFR | Black – African |  |
|  | BOTH | Any other Black background |  |
| Other ethnic group | ARAB | Arab |  |
| CHNE | Chinese |  |
| REFU | Refuse/Prefer Not to Say |  |
| OOTH | Any other ethnic group |  |

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| **Sexual orientation** | **Please**  **tick** |
| Bi-sexual |  |
| Gay Man |  |
| Gay Woman |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

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| --- | --- |
| **Personal relationship** | **Please**  **tick** |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

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| **Gender** | **Please**  **tick** |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

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| **Religion or belief** | **Please tick** |  | **Disability**  ***Do you consider that you have a disability?*** | **Please tick** |
| No religion |  |  | Yes - Please complete the grid below |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |  | No |  |
| Prefer not to say |  |
|
| Buddhist |  |  | **My disability is:** |  |
| Hindu |  |  | Physical Impairment |  |
| Jewish |  |  | Sensory Impairment |  |
| Muslim |  |  | Mental Health Condition |  |
| Sikh |  |  | Learning Disability/ Difficulty |  |
| Any other religion (write in) |  |  | Long standing illness |  |
| Prefer not to say |  |  | Other |  |
|  |  |  | Prefer not to say |  |