

**DIOCESE OF ST ALBANS  
BOARD OF EDUCATION**

***'Living God's Love in Education: Enabling Life in all its Fullness'***

**APPLICATION TO BE A FOUNDATION GOVERNOR AT:**

**Name of School:**

Before you complete this form, you may find our appointments guidance document helpful. This can be downloaded by clicking [here](#). Please return the completed application to Vicki Barrière by email to [vbarriere@stalbans.anglican.org](mailto:vbarriere@stalbans.anglican.org) or by post to: Diocese of St Albans Schools Team, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE.

**Category (please tick one):**    **DBE appointed**     **PCC appointed**

*If you are unsure of what category the vacancy comes under, please consult the Schools Team*

**Understanding the role of Foundation Governor: for candidates**

Before you complete this form, you should read the following information regarding the role of the Foundation Governor. The role entails:

- nurturing, encouraging and challenging the school in living out its Christian foundation;
- working as a team with other members of the governing board to fulfil the functions required of school governors;
- encouraging the school in supporting and developing the Christian foundation of the school. This can be done by:
  - encouraging positive links between the school, the parish church and the Diocesan Board of Education
  - helping to develop the Christian ethos and character of the school
  - encouraging the high status of quality of Collective Worship and Religious Education
  - ensuring that the development of the school as a Church school is a regular part of school self-evaluation
  - ensuring statutory denominational (Section 48) inspection takes place within the relevant time-frame, and ensuring recommendations contained in the reports are considered and addressed
  - supporting the role of clergy in school
  - reporting back to the Parochial Church Council (*PCC-appointed governors*)
  - promoting Christian values in the way in which the governing board conducts its business

## Foundation Governor Recommendation to DBE or PCC

This form should be used to recommend suitable people for the DBE or PCC to appoint as its Foundation Governors. All applications must be countersigned as indicated.

School:

Name of Governor whose term of office is expiring:

Date of end of term office:

### NOMINEE

Term of office:

*(For Board of Education appointments, please indicate desired start date;  
For PCC appointments, please indicate the date the Governor starts their term of office)*

Name:

Address:

Tel Number:

Email:

### CHURCH MEMBERSHIP:

Is the nominee a baptised member of the Church of England? **Yes/No**

Is s/he an actual communicant? **Yes/No**

If "no", is s/he a member of another church (please specify):

*(Whilst many Foundation Governors are active members of the Church of England, this is not an absolute requirement. Foundation Governors may on occasion be appointed who attend church but are not necessarily baptised or communicants. They may be members of other Christian denominations. There is also discretion to appoint from beyond the church community where this is felt to be locally appropriate. However, all candidates must declare that they will uphold the Christian ethos of the school).*

Is the nominee on any other governing board? **Yes/No**

If "yes", which, and in what capacity?

Is the nominee able to uphold the interests of the foundation? **Yes/No**

(If "no", please contact the Director of Education)

**Personal Profile (candidate to provide):**

Please indicate briefly why you would like to become a governor, the skills you feel you could bring to the governing board, and how you will actively support the Christian vision of the school:

# Foundation Governor Declaration

You have been, or are about to be, nominated to serve as a Foundation Governor at a Church of England school. Before you can be appointed you are asked to sign both the Foundation and Legal Declaration below.

Foundation Governors share the collective responsibilities of all governors and have the additional responsibility for upholding the foundation and ethos of the school. The school should have a Trust Deed which describes the foundation character of the school. The Instrument of Government of every Church of England school contains a common Ethos Statement, in this or an adapted form:

*Recognising its historic foundation, the school will 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. The school aims to serve its community by providing an 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.*

Your appointment is conditional upon the School receiving a satisfactory Disclosure from the Disclosure and Barring Service (DBS), and you will be required to complete a DBS disclosure application form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

## Candidate Foundation Declaration:

I undertake to uphold the foundation character of

**Name of School:**

as set out in its Trust Deed (if available) and Ethos Statement or Articles of Association.

**Signed:**

**Date:**

**Full name (please print):**

## Personal information

The personal information that you have provided in this form will be held on the Diocese of St Albans' computerised database; it will be used in accordance with current data protection legislation and the diocesan Privacy Policy which can be found on [www.stalbans.anglican.org/diocese/privacy-policy/](http://www.stalbans.anglican.org/diocese/privacy-policy/); it is needed to process your appointment as a Foundation Governor and to enable us to communicate with you subsequently on matters relevant to your role.

I agree to the data provided being held and processed as outlined above.

**Signed:**

**Date:**

**Full name (please print):**

## Candidate Legal Declaration:

I declare that:

- The information I have given on this form is true and correct to the best of my knowledge;
- I understand that providing false information is an offence which could result in this expression of interest not progressing or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence;
- I consent to the information given on this form being processed as necessary as part of the appointment process;
- I declare that I am not disqualified from serving as a School Governor member and that:
- I am aged 18 or over at the date of this election or appointment;
- If my application/renewal is successful, I will not be holding more than one governorship of any category at the same school;
- I am not a person who is detained under the most recent Mental Health Act;
- I am not the subject of a bankruptcy restrictions order or an interim order;
- I have not had my estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- I am not included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- I am not disqualified from working with children or from registering for child minding or providing day care;
- I am not barred from any regulated activity relating to children;
- I have not, in the last five years, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- I have not received a prison sentence of 2.5 years or more in the past 20 years;
- I have not, at any time, received a prison sentence of five years or more;
- I agree to allow an application to Disclosure and Barring Service (DBS), for a criminal records certificate (formally a CRB);
- I have not been fined, in the five years prior to becoming a Foundation Governor, for causing a nuisance or disturbance on school or education premises;
- I am not an employee of the school (*DBE candidates. The DBE is not willing to appoint school employees as foundation governors*)
- I am willing to serve as a Foundation Governor at

(Name of School)

I fully meet all the above criteria.

Signed:

Date:

Full Name (*please print*):

### **For the Incumbent / Priest in charge / ex officio clergy Foundation Governor**

I can recommend the applicant for the role.

Signed:

Date:

Name (please print):

Address:

Telephone Number:

Email address:

### **For the Headteacher**

I confirm that I am aware of this application going forward and that I do not know of any reason why the person should not be appointed as a Foundation Governor.

Signed:

Date:

### **For the PCC Secretary**

**(where candidates are nominated or appointed by the PCC)**

I confirm that this application is supported by the PCC and accordingly attach the minutes of the meeting when the candidate was nominated for the role of Foundation Governor.

Signed:

Date:

Name (please print):

Address:

Telephone Number:

Email address:

Date of the PCC meeting at which the appointment was approved and minuted:

**For DBE candidates**, the completed, signed form should be sent to the Schools Team, so that it can be submitted to the Board for approval.

**For PCC candidates**, the completed, signed form should be presented to the PCC for approval, and a record of approval and term of office noted in the minutes. Following the PCC's approval of appointment, please send a copy of the completed form to the Schools Team, with a note of the candidate's term of office dates.

**Candidates nominated by PCC then appointed by the DBE:** For those VC schools where a candidate is nominated by the PCC and then appointed by the DBE, the completed, signed form should be presented to the PCC to approve nomination and a record of nomination and proposed term of office noted in the minutes. The form and a note of proposed term of office should then be sent to the Schools Team, to be submitted to the Board for approval. **Appointments are not deemed complete until the appointing body has given its approval.**

Please ensure you are using the latest version from our website by going to <https://www.stalbans.anglican.org/schools/governors/>. This version is dated May 2019.