

Application to be a Foundation Governor

For any queries about appointments, in the first instance please contact the Diocesan Board of Education (DBE) team on officeDBE@derby.anglican.org or 01332 388660

Schools must complete this application form for all candidates for foundation places appointed by the DBE.

For places where candidates are nominated by the PCC, the PCC must formally agree and record the nomination and proposed term of office. The PCC Secretary should then sign this form where indicated.

Reappointments for a further term of office are treated like new appointments and require a fresh application.

Appointment Process

Before you complete this form, you should read Derby DBE guidance on the appointment process. This can be downloaded from our website [HERE](#).

Roles & Responsibilities of a Foundation Governor

Applicants should be provided with Derby DBE guidance regarding the role and responsibilities of a Foundation Governor. This can be downloaded from our website [HERE](#).

In addition to the responsibilities and functions shared by all governors, foundation governors have a role in the monitoring and evaluation of the effectiveness of the school as a church school. This includes encouraging the school in supporting, developing and living out its Christian foundation. For example, 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 recommendations from statutory denominational (Section 48) inspections are considered and addressed
- supporting the role of clergy in school
- promoting Christian values in the way in which the governing board conducts its business

Application Form

School:

Name of foundation governor
whose term of office is expiring:

Date of end of term office (dd/mm/yyyy):

Nominee

Proposed start & end date of office (dd/mm/yyyy):

Name:

Address:

.....

Telephone:Email:

Church Membership:

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

Is the nominee an actual communicant? **Yes/No**

If "no", is the nominee 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 who attend church but are not necessarily baptised or communicants may on occasion be appointed. They may be members of other Christian denominations. In some situations, it may be possible to appoint from beyond the church community where locally appropriate, and with the agreement of the DBE. 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 a parent of children at the school? **Yes/No**

Is the nominee employed by the school? **Yes/No**

In most situations the DBE would not appoint members of staff as foundation governors.

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

If "no" please contact the Director of Education via officeDBE@derby.anglican.org

For the nominee to complete:

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

Foundation Governor Declarations

You are applying 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 Declarations 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's Trust Deed describes the foundation character of the school. The Instrument of Government of every Church of England maintained school contains a religious 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). You will be required to complete an enhanced DBS disclosure form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

Candidate Christian Ethos and Foundation Declaration:

I undertake to uphold the Christian ethos and foundation character of

.....
(insert name of school) as set out in its Trust Deed (if available) and Ethos Statement.

Signed: Date:

Name (please print):

Personal information and data sharing

The personal information that you have provided in this form will be held by Derby DBE. It will be used in accordance with current data protection legislation and Derby DBE [Data Privacy Notice](#). The information 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.

In the case of nominations submitted by PCCs or other nominating bodies, this form may be shared with the members of the relevant body and your data used in accordance with its GDPR policies.

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

Signed: Date:

Name (please print):

Candidate Self Declaration of eligibility:

Qualifications and Disqualifications (from Regulation 17 and Schedule 4 of the School Governance (Constitution) Regulations 2012).

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed ex officio.

A foundation governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestered and the sequestration has not been discharged, annulled or reduced.
- is 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; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008

- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- is subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- is subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- is subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

I understand that providing false information is an offence which could result in this expression of interest not progressing or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I declare that the information I have given on this form is true and correct to the best of my knowledge.

I declare that I am not disqualified from serving as a school governor member.

I am willing to serve as a Foundation Governor at
(insert name of school)

Signed: Date:

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*):

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:

Name (*please print*):

Where the candidate is directly appointed, or nominated, by the PCC

For the PCC Secretary

I confirm that this application is supported by the PCC and that the nomination was agreed at the PCC's meeting on (date of meeting):

Signed: Date:

Name (*please print*):

Please email the completed signed form to the DBE Team at officeDBE@derby.anglican.org **together with a completed reference form (available [HERE](#))**

If scanned signatures are not available, you should include a covering email. If you are unable to email the completed form, you should post it to:

Derby Diocese Board of Education
Church House
Full Street
Derby DE1 3DR

PLEASE NOTE

Appointments are not complete until formally approved by the appointing body. For DBE appointments, candidates will receive email confirmation of appointment as soon as possible.