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# **Catholic Schools and Colleges Foundation Governor Nomination Form**

## **Part 1 – Questions about you**

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| 1. **Your Personal Details** | | | | | | | | |
| 1.1 Surname: | [Surname] | | 1.2 Previous surname: | | | [Previous Surname] | | |
| 1.3 Full Christian Names: | [Christian Names] | | 1.4 Christian Name by which you are known: | | | [Name known by] | | |
| 1.5 Title: [Title] | 1.6 Marital Status: Choose an item. | | | | | 1.7 Date of Birth: [Enter date here] | | |
| 1.8 Home address: | [Address Line 1] | | | | | | | |
|  | [Address Line 2] | | | | | | | |
|  | [Address Line 3] | | | | | | | |
|  | [County] | | | | | [Postcode] | | |
| 1.9 Tel | [Home] | [Work] | | [Day] | [Evening] | | [Mobile] | [Fax] |
| 1.10 Email | [Email] | | | | | | | |

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| 1. **Your Employment** | | | | |
| 2.1 Are you currently employed? | | Yes  No | |  |
| If yes, complete employment details below: | | |  |  |
| Employer Name: | [Employer] | | | |
| Employer Address: | [Address Line 1] | | | |
|  | [Address Line 2] | | | |
|  | [Address Line 3] | | | |
|  | [County] | | | [Postcode] |
|  | [Role] | | [Full/part time] | [Date employment started] |

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| 1. **Your Education** | |
| 3.1 Primary School(s) | [Click here to enter text.] |
| 3.2 Secondary School(s) | [Click here to enter text.] |
| 3.3 (3.1) Further & Higher Education | [Click here to enter text.] |
| 3.4 (3.2) Professional, vocational or trade qualifications | [Click here to enter text.] |

## **Part 2 – Diocesan criteria**

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| --- | --- | --- | --- |
| 4.1 Are you a committed and practising Catholic? | | | Yes  No |
| 4.2 Do you have children of compulsory school age? (if yes, list ages and schools at 4.9 below) | | | Yes  No |
| 4.3 Are you related to anyone who is employed to work at any Catholic school/college in the diocese?  (if yes, give name of school/college, position and relationship at 4.9 below) | | | Yes  No |
| 4.4 Are you related to a member of the clergy within the diocese? (if yes, give the name if the cleric, his current position and your relationship at 4.9 below) | | | Yes  No |
| 4.5 Are you related to any governor of any Catholic school/college in the diocese? (if yes, give name of school/college and relationship at 4.9 below) | | | Yes  No |
| 4.6 Are you, or have you ever been, a governor of any school? (if yes, give details of all of them, starting with the current or most recent including name of school/college, governor type, dates (from-to) at 4.9 below) | | | Yes  No |
| 4.7 Total years’ service on current governing body/bodies (if applicable) | | [From] | [To] |
| 4.8 If applicable, total years’ service as a foundation governor: | diocese: | [From] | [To] |

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| 4.9 If you have answered ‘yes’ to any of the questions at Part 2 above, please provide the details requested below, stating which question you are answering, if more than one: |

## **Part 3 – Commitment to Catholic Life and ancillary questions**

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| --- | --- |
| 5.1 Please provide information on your skills and experiences which you consider may be of benefit to the governing body of a Catholic school. | |
| [Click here to enter text.] | |
| 5.2 Please provide information on your commitment to the Catholic faith and contribution to parish life and Catholic community | |
| [Click here to enter text.] | |
| 5.3 Please provide an explanation of what you believe you can contribute to the Catholic life of a Catholic school as a foundation governor. | |
| [Click here to enter text.] | |
| 5.4 Do you have access to a car or other transport of your own? | Yes  No |
| If no, do you rely on public transport? | Yes  No |
| 5.5 How far from home/work are you willing to travel to governing body meetings? | [Miles] |
| 5.6 Please indicate if you are particularly interested in any of the following aspects of education: (you can tick more than 1) | |
| Nursery  Primary  Secondary  Sixth Form  Special Needs | |
| 5.7 List the particular schools that you are interested to serve (if any) and state the reason why (please note that the diocese is not able to guarantee that you will be appointed to serve on the governing body of a school you indicate, or at all) | |
| [Click here to enter text.] | |
| 5.8 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 complete this box) | |
| [Click here to enter text.] | |

## **Part 4 – Questions relating to statutory disqualification**

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|  | Yes | No |
| 6.1 Are you a registered pupil at a school within the diocese? |  |  |
| 6.2 Have you ever been disqualified from the office of governor for failure to attend governing body meetings for a continuous period of 6 months or more? |  |  |
|  |  |  |
| 6.3 Have you had your estate sequestrated? |  |  |
|  |  |  |
| 6.4 Are you subject to: |  | |
| 1. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002? |  |  |
| 1. a bankruptcy restrictions order or a debt relief restrictions order (interim or otherwise)? |  |  |
| 1. an order made under Section 429(2)(b) of the Insolvency Act 1986? |  |  |
| 6.5 Have you ever been removed: |  |  |
| 1. from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court? |  |  |
| 1. under s.34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body? |  |  |
| 6.6 Are you: |  |  |
| 1. included on the list kept under s.1 of the Protection of Children Act 1999? |  |  |
| 1. subject to a direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction? |  |  |
| 1. barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006? |  |  |
| 1. disqualified from working with children under ss28, 29 or 29A of the Criminal Justice and Court Services Act 2000? |  |  |
| 1. disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or child minding or providing day care? |  |  |
| 1. disqualified from registration under Part 3 of the Childcare Act 2006? |  |  |
| 6.7 Have you ever been convicted of: |  |  |
| 1. an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence? |  |  |
| 1. causing a nuisance or disturbance on school and/or educational premises? |  |  |
| 6.8 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? |  |  |

If you have answered ‘yes’ to any question at Part 4, you must provide full details on a separate sheet enclosing any relevant documents.

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| **Part 5 – Declaration** I [Full Name]  \*am a committed and practising Catholic in good standing with the Church  \*am a Catholic priest/deacon in the Diocese of [Diocese] [or religious order]  *(\*delete as applicable)*  I wish to offer to serve the Diocese of [Diocese] [or religious order] in the ministry of foundation governor. I have read and understood the criteria for appointment and, to the best of my knowledge am eligible for appointment.  In offering to serve as a foundation governor in the Diocese of [Diocese], [or religious order], I undertake that I will serve the Bishop of [Diocese] [or religious superior] 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 will undertake:   * To preserve and develop the Catholic character of the school or college to which I am appointed; * To ensure that the school 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 schools/colleges; * To conduct the school in accordance with its Instrument (and Articles) of Government or Articles of Association and in particular its ethos statement; * To become familiar with, to support and implement the policies and procedures of the diocese [and the religious order], 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 Teachers in Catholic Schools and the [Admissions Guidance], and to represent those policies and directives to the governing body; * To consider not only the interests of the individual school, but the interests of other Catholic schools and colleges and of Catholic education throughout the diocese; * To respond to the needs of the Catholic community as a whole as represented by the Bishop; * To attend relevant training including foundation governor induction training, as soon as possible; and * In all actions, serving 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 a barred list check 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 [Diocese], [or religious order] including the sharing of data with third parties where required, in accordance with diocesan [or religious order] policy .  I undertake that I shall tender my resignation as a foundation governor if my circumstances change so as to contravene the diocesan [or religious order] expectations at any time during the tenure of office or if, in the opinion of the Ordinary [or religious superior], 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 [or religious superior] and that, because of the nature of the decision-making process, the Ordinary [or religious superior] 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……………………………………. |

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| **Part 6 - Referees** Note that the referees you provide should not be related to you.  Please provide details of a Priest who can verify your Catholic practice:   |  |  |  |  | | --- | --- | --- | --- | | Name: | [Name] | | | | Address: | [Address Line 1] | | |  | [Address Line 2] | | |  | [Address Line 3] | | |  | [County] | [Postcode] | | Telephone: | [Phone] | | | | Email: | [Email] | | |   Please provide details of two referees who can verify your skills, knowledge and experience:    Referee 1   |  |  |  |  | | --- | --- | --- | --- | | Name: | [Name] | | | | Address: | [Address Line 1] | | |  | [Address Line 2] | | |  | [Address Line 3] | | |  | [County] | [Postcode] | | Telephone: | [Name] | | | | Email: | [Name] | | |   Referee 2   |  |  |  |  | | --- | --- | --- | --- | | Name: | [Name] | | | | Address: | [Address Line 1] | | |  | [Address Line 2] | | |  | [Address Line 3] | | |  | [County] | [Postcode] | | Telephone: | [Name] | | | | Email: | [Name] | | | |