



# DIOCESE OF NORTHAMPTON



## **NORES**

*Supporting Catholic Education and Formation*

## **FOUNDATION GOVERNOR APPLICATION GUIDANCE NOTES**

Thank you for your interest in becoming a Foundation Governor at a Catholic school within our Diocese. Because of our baptism, all Christians are called to serve the Church's mission. Being a Foundation Governor is a real ministry; a wish to serve the mission of the Church in this particular way is therefore essential. A lack of experience is no bar to appointment as training will be provided for Foundation Governors throughout their term of office.

### **Introduction**

Catholic schools and colleges are established to support Catholic parents in their responsibility for the academic, spiritual, moral and religious education of their children in accordance with the teachings of the Church.

*"The Catholic School has a clear identity, not only as a presence of the Church in society, but also as a genuine and proper instrument of the Church. It is a place of evangelization, of authentic apostolate and of pastoral action"*, therefore the role of Foundation Governor carries great responsibility in the Church's mission.

Foundation Governors are appointed in the name of the Bishop and form the majority of the governing body. They have a legal duty to preserve and develop the Catholic character of the school and to ensure that the school is conducted in accordance with its Trust Deed.

### **Criteria for appointment**

To be a Foundation Governor in The Diocese of Northampton, a person must:

- be a practising member of the Catholic community;
- be in full communion with the Church and supported by their priest;
- be willing to serve the school or schools of the Diocese and contribute his or her own area of expertise;
- understand and promote the distinctive nature of Catholic education;
- have a willingness to work as a team member;
- be prepared to regularly attend meetings;
- be prepared to attend appropriate Governor training sessions
- A Foundation Governor may serve for no more than 3 terms (12 years) in the same school

Foundation Governors are appointed by the Bishop to share in the strategic responsibility of promoting high educational standards and ensuring that their school is conducted in accordance with the Trust Deed of The Diocese of Northampton, the school's Instrument of Government and other legislation.

### **Completion of the Application Form**

In order for your application to be assessed, we require you to complete this application form. Here are a few do's and don'ts:

#### **DO:**

- Read the form fully before you complete it.
- Write clearly in black ink
- Complete all the sections
- Make sure you get your DBS Certificate validated by an independent professional from the list, photocopies or scanned copies are not acceptable.
- Contact NORES if you have any questions

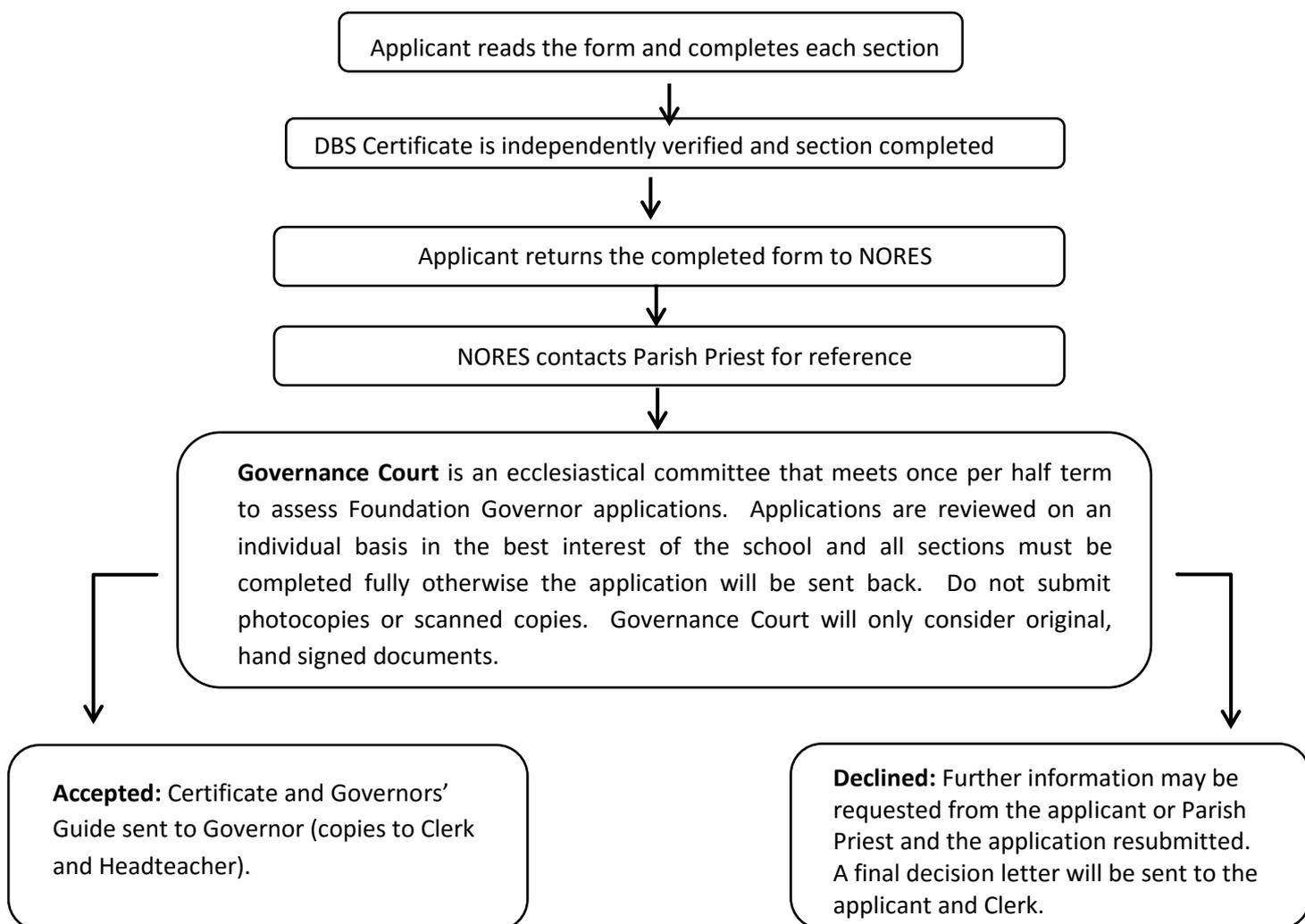
## DON'T:

- Miss out any sections of the form.
- Cross out any sections.
- Use photocopies or scanned copies of the application form – NORES requires original, hand signed documentation.
- Worry! You don't need to be an expert on everything listed in the Skills Audit.

It is important that you read the form carefully, particularly the Affirmation of Eligibility and Declarations. Foundation Governors have specific responsibilities to the Diocese and under civil law. If you do not have a recent DBS certificate, any appointment made will be subject to clearances. All Foundation Governors are required to hold an Enhanced DBS Certificate not more than 12 months old.

If you answer YES to any of the questions under the Rehabilitation of Offenders Act 1974 section, please enclose details in a separate envelope. Having a criminal conviction, caution, reprimand or being placed on probation will not immediately preclude you from becoming a Foundation Governor, but we will need to speak to you.

## Application and Appointment Process



Governors' Court acts on the authority of the Bishop of Northampton and its decision is final, correspondence is not entered into. If you have any questions about the Application Form or process, please contact:

Debbie Main, Schools Officer on 01582 723312 or email [main@nores.org](mailto:main@nores.org)