



NORES

Supporting Catholic Education and Formation

FOUNDATION DIRECTOR APPLICATION GUIDANCE NOTES

Thank you for your interest in becoming a Foundation Director at one of the Catholic Multi Academy Trusts in the Diocese of Northampton. Because of our baptism, all Christians are called to serve the Church's mission. Being a Foundation Director 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 Directors throughout their term of office.

Introduction

Catholic academies, 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 Director carries great responsibility in the Church's mission.

Foundation Directors are appointed in the name of the Bishop and form the majority of the Board of Directors. 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 and MAT Scheme of Delegation.

Criteria for appointment

To be a Foundation Director 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 academies 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 governance training sessions
- A Foundation Director may serve for no more than 3 terms (12 years) in total within the Multi Academy Trust, either as a Director or Representative.
 - You will not be appointed as a Foundation Director if you are a paid employee of any of the academies in the Diocese or a pupil at any academy in the Trust or if you are related to a MAT Director, Representative or member of staff in the same Trust. (see section 2).

Foundation Directors are appointed by the Bishop to share in the strategic responsibility of promoting high educational standards and ensuring that their Trust and the academies within it are conducted in accordance with the Trust Deed of The Diocese of Northampton, the MAT Scheme of Delegation and other legislation.

Completion of the Application Form

In order for your application to be assessed, we require you to complete this application form. Overleaf 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
- Contact NORES if you have any questions

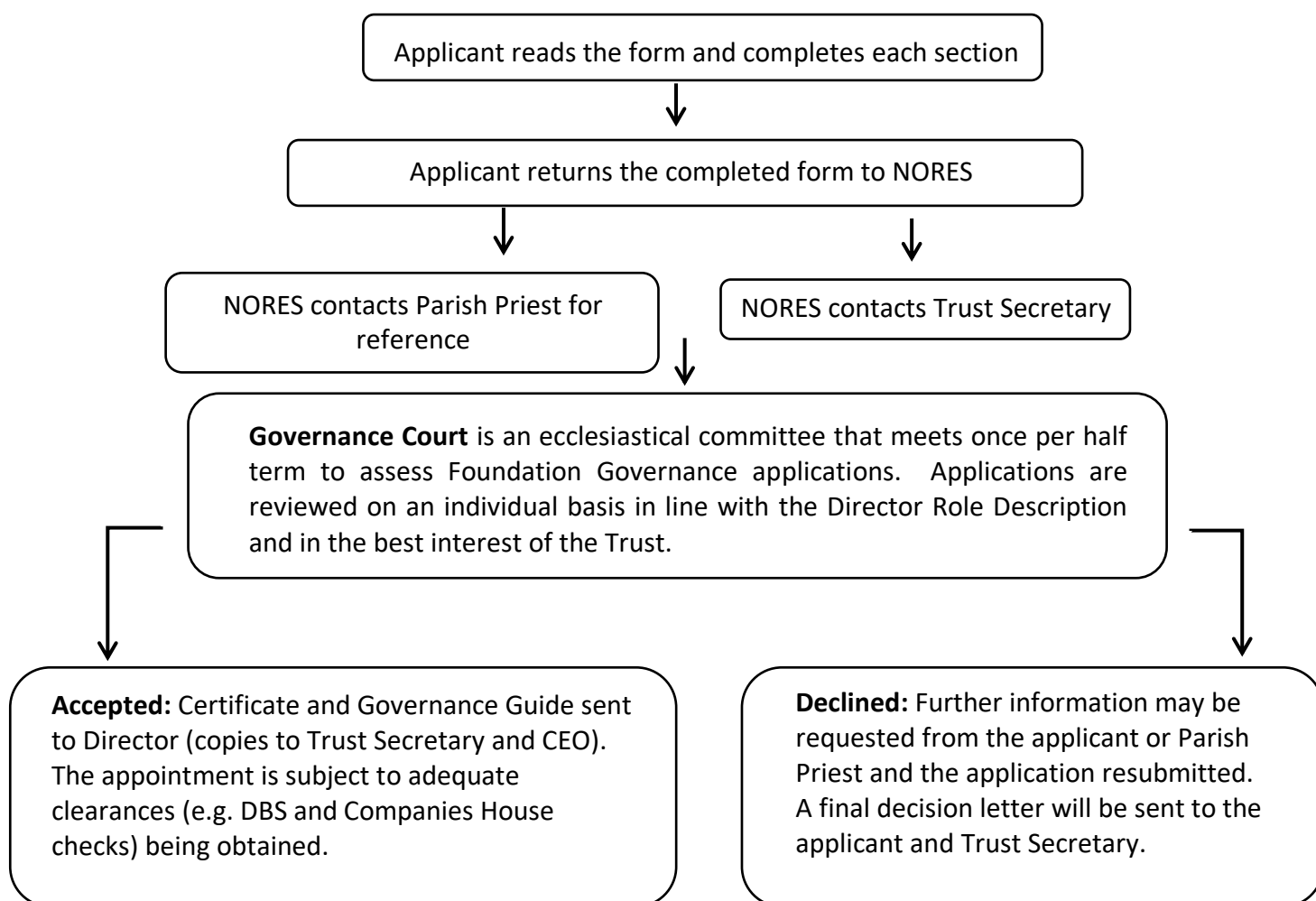
DON'T:

- 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. Emailed copies are not acceptable.

It is important that you read the form carefully, particularly the Affirmation of Eligibility and Declarations. Foundation Directors have specific responsibilities to the Diocese under Canon Law and legal obligations under civil law. If appointed, you will require an Enhanced DBS check, this will be undertaken by the Secretary of the Trust and any appointment will be subject to a satisfactory DBS disclosure being obtained.

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 Director, but we will need to speak to you. Companies House will also check your suitability to become a Company Director under civil law, any appointment will be subject to a satisfactory Companies House check.

Application and Appointment Process



Governance Court acts on the authority of the Bishop of Northampton and its decision is final, correspondence is not entered into and reasons for non-appointments are not provided. 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.uk