



**NORES**

*Supporting Catholic Education and Formation*

# DIOCESE OF NORTHAMPTON



## FOUNDATION GOVERNOR APPLICATION FORM

FOR APPOINTMENT OR REAPPOINTMENT

SECTION 1: PERSONAL INFORMATION		
Title	First Name	Surname
Home address		
Postcode		
Email		
Telephone	Daytime	Mobile
Current occupation		Date of birth
Governance History: Please list all schools and actual dates where you have served or are serving as a Governor (continue in Sect. 3 if req.)		
Where did you hear about this Governor vacancy?		
SECTION 2: SCHOOL INFORMATION		
School Name and Address		
Are you currently a paid employee at the above school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to a member of staff or governor of the above school	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details: .....		
Do you have any children currently attending the above school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state which year group(s): .....		
Would you be willing to serve on a different school locally?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SECTION 3: PERSONAL STATEMENT**

Please use the space below to tell us more about yourself and why you'd like to become a Foundation Governor. Please also tell us about any key skills you feel you'll bring to your local school and any experience gained in other schools or voluntary roles. You do not have to fill the page.

## AFFIRMATION OF ELIGIBILITY

If appointed as a Foundation Governor, I hereby recognise and confirm that:

- I. I am a practicing Catholic in good standing with the See of Rome, and I am not the subject of any canonical censure or penalty.
- II. My appointment places a statutory duty upon me to ensure the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Diocesan Trust Deed.
- III. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop and his Trustees and their agent, the Diocesan Education Service (NORES) in respect of the school or other schools situated in the Diocese.
- IV. I understand that I may at any time be removed from office by the person or persons who have appointed me [Regulation 18 (1), Education (School Government) (England) Regulations 1999].
- V. I understand that if this is my first appointment as a Foundation Governor I will be required to attend nominated training sessions which will be held at the NORES Education Centre in Luton.

**APPLICANTS  
SIGNATURE:**

**DATE:**

## SECTION 4: PRIEST'S REFERENCE

Please complete the contact details for the Priest at the church you regularly attend. NORES will contact him for a reference to confirm the requirements mentioned above in the Affirmation of Eligibility. You will require a priest's reference whether you are a new governor or seeking reappointment.

Priest Contact details

Title:

First Name:

Surname:

Name of  
Parish:

Address &  
Postcode:

## SKILLS AUDIT

Please complete this section by marking one box in each row. You don't need to be an expert in everything to be an effective Foundation Governor.

<b>Prior knowledge and experience</b>	YES	SOMEWHAT	TRAINING REQUIRED
I have experience of governance (including in another sector)			
I have experience of Chairing meetings;			
I have experience of working as part of a team to achieve shared goals in either a professional or voluntary setting;			
I have experience of staff management and organisation;			
I have experience of recruiting staff;			
I am familiar with databases and understand how to interpret data;			
I am familiar with school data e.g. RAISEonline, Ofsted Data Dashboard etc.			
<b>Community Matters</b>	YES	SOMEWHAT	TRAINING REQUIRED
I understand the local school community;			
I am familiar with the school;			
I have knowledge of the local economy and Council;			
I have/had children in the school and understand the parent perspective;			
I have knowledge of any local school/parish/are partnerships;			
I understand the differences between a Catholic school and a community school;			
I have experience of working/volunteering in other local community groups e.g. church groups, School Friends/Parents Association;			
<b>Specific Skills</b>	YES	SOMEWHAT	TRAINING REQUIRED
Conflict Resolution;			
Handling complaints, grievances and appeals;			
Teaching/Pedagogy;			
Safeguarding;			
SEN and Disability Awareness;			
Financial Management/Accountancy;			

Strategic Planning;			
	YES	SOMEWHAT	TRAINING REQUIRED
Problem Solving;			
Listening skills;			
Equal Opportunities;			
Change Management;			
PREVENT Strategy			
Health & Safety;			
Risk Assessment;			
Project Management & Prioritising Work			
Premises and Facilities Management;			
Fundraising;			
Marketing & Advertising;			
Self Evaluation;			

### ENHANCED DBS DISCLOSURE

All school governors are required by law to undertake an Enhanced DBS Disclosure. If you do not hold an Enhanced Disclosure dated within the last 12 months, your application will be considered subject to the necessary clearances being undertaken by the school.

Please complete the date of your Disclosure and Disclosure Number below. Please take the original Disclosure Certificate (not a copy) to **one** of the people mentioned below, they will complete the Witness Confirmation to confirm your Disclosure is acceptable.

**DATE OF  
DISCLOSURE:**

**DISCLOSURE  
CERTIFICATE  
NUMBER:**

### WITNESS CONFIRMATION

I confirm that I have seen the above, original DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them. I confirm the certificate is dated not more than 12 months prior to today's date.

**WITNESS NAME:**

**WITNESS SIGNATURE:**

**DATE:**

**POSITION:**  
(delete as appropriate,  
school staff must be  
from the school  
mentioned in Section 2  
of this form)

Parish Priest  
Priest in Charge  
Headteacher  
School Business Manager/Bursar  
Clerk to Governing Body

## DECLARATIONS & DISCLOSURES

**Please read this section carefully. It must be signed by the applicant named in Section 1 of this form. We cannot accept copies or an electronic version of this document.**

**Sign and date to confirm your understanding of and adherence to these statements. If you have any questions about anything mentioned below, please contact NORES on 01582 723312 or [main@nores.org.uk](mailto:main@nores.org.uk)**

I confirm that I am not subject to any disqualification for membership of a Governing Body in accordance with the School Governance (Constitution) (England) Regulations 2012 and subsequent amendments and that:

- I am not a registered pupil at the school
- I am aged 18 or over
- I am not subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order.
- I have not had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced.
- I have never been disqualified from office as a governor for failure to attend governing body meetings for a continuous period of six months or more.
- I have never been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or by the High Court on grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or which you were privy or to which you contributed or which was facilitated by your conduct.
- I have never been removed under s.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 on the list of people considered by the Secretary of State as unsuitable to work with children.
- I am not barred from regulated activity relating to children in accordance with s.3(2) of the Safeguarding Vulnerable Groups Act 2006.  
I am not subject to:
- A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986?
- A disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002?
- A disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002?
- An order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under County Court administration order)?
- A disqualification or disqualification undertaking or similar instrument in any other country or jurisdiction?
- A direction of the Secretary of State under s.142 of the Education Act 2002 or any other disqualification, prohibition or restriction from working with children.
- I am not disqualified from working with children under ss 28, 29 or 29A of the Criminal Justice and Court Services Act 2000.
- I am not disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 or childminding or providing day care.
- I am not disqualified from registration under Part 3 of the Childcare Act 2006.
- I have not received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor.
- I have not received a prison sentence of two and a half years or more in the 20 years before becoming a governor or in the last 20 years (whichever is longer).

- I have not at any time received a prison sentence of five years or more (irrelevant of eventual length of imprisonment).
- I have not been fined for causing a nuisance or disturbance on school and/or educational premises during the five years prior to this application or since appointment or selection as a governor.
- I have not been removed as a school governor or from a similar role.

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 and (exceptions) (amendment) order 1986**

Because of the nature of the role you are considering, applications are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the subsequent Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are required by the Diocese to disclose information about convictions which for order purposes would be considered “spent” under the provision of the Act. In the event of appointment, any failure to disclose such convictions could result in removal from office or disciplinary action by the Diocese. Therefore please answer the following questions. If you answer YES to any, please give details, you may enclose the details in a separate envelope if you wish:

		YES	NO
Have you ever been cautioned, reprimanded or convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence?			
Have you ever had a child removed from your care or placed under supervision by the local authority?			
Do you suffer, or have you suffered from any illness or disease that may affect your ability to work with children, young people or vulnerable adults?			
Have you ever been investigated in respect of child protection procedures?			
<b>APPLICANTS SIGNATURE:</b>		<b>DATE:</b>	

Please **complete all sections** of this form and return to NORES at the address overleaf, for the attention of the Schools Officer.

**Incomplete forms will not be accepted.** If you have any questions about this form or the application process, please contact the Schools Officer at NORES on 01582 723312 (option 2) or [main@nores.org.uk](mailto:main@nores.org.uk)

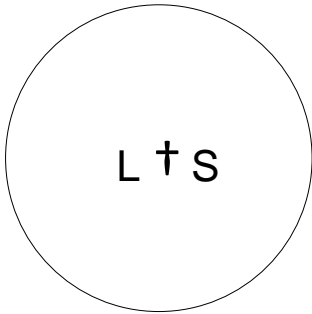
**DIOCESAN GOVERNANCE COURT: CONFIRMATION OF APPOINTMENT**

DATE:

*Episcopal Vicar for Education and Formation*

WITNESSED BY:

DATE:



**FOR OFFICE USE ONLY**

DATE RECEIVED:

DATE OF APPT:

DATES SERVED AT THIS SCHOOL:

**NORES**  
Office for Religious Education, Evangelisation, Catechesis and Schools  
33 Westbourne Road  
Luton  
LU4 8JD  
Tel: 01582 723312  
Email: [info@nores.org.uk](mailto:info@nores.org.uk)  
[www.nores.org.uk](http://www.nores.org.uk)

Registered Charity: 234091