

APPLICATION TO SERVE AS A FOUNDATION GOVERNOR

Information on the application process

Thank you for your interest in serving as a Foundation Governor. Please see the process below:

1. Complete and sign the Application Form and return, with the required signatures and documents, to **The Education Team, Unit 8/9 The Business Quarter, Ludlow Eco Park, Ludlow, SY8 1FD** or education@hereford.anglican.org.
2. The Diocesan Director of Education will review and approve the appointment.
3. You will then receive a letter via post or email confirming your appointment, a list of training dates and a welcome pack. The Clerk to Governors will be copied in.
4. The Education Team will inform the local authority of your appointment if for a maintained school, that is to say not for an academy or free school.

Eligibility to Serve as a School Governor

The Government stipulates that appropriate checks are made on anybody who will be working in a school or further education institution, and this includes governors. You must sign to declare on the Application Form that none of the disqualification criteria apply to you. New Foundation Governors are appointed subject to a satisfactory application being made to the Disclosure and Barring Service (DBS) for a criminal records certificate. This is undertaken by the school.

Proof of Identity

Even if you are known to the school, you are also asked to present proof of identity to the clerk or administrative officer of the school as part of the application process. This proof of identity will be a birth certificate, driving licence, or passport. The verifier will sign the Application Form to confirm that they have seen the original documents. Any copies of ID sent to the Education Team will be destroyed.

Governing Body

As a governor, you will share management responsibility equally with other members of the governing body, including management of the school budget, employment of the teaching staff, and the support staff in Voluntary Aided (VA) schools, and responsibility for the land and buildings. Please refer to the Department for Education [Governance Handbook](#) and [Competency Framework for Governance](#).

Foundation Governor

As a Foundation Governor, you will also have the special additional responsibilities. You are appointed to ensure *'so far as is practicable, that the character of the school as a voluntary (Church of England) school is preserved and developed'* (Section 78 of the Education Act 1996). This means giving special attention to:

- Arrangements for collective worship (after consultation with the headteacher) and ensuring that such arrangements are in accordance with the Trust Deed

- If a VA School. the religious education offered by the school ensuring that it follows the guidelines and syllabus of the Diocese, or if Voluntary Controlled (VC) following the Local Authority (LA) Agreed Syllabus
- The 'SIAMS' inspection of education (as required under Section 48 of the Education Act 2005) evaluates how well the school's distinctive character is effective and has impact in ensuring the development and achievement of each child/young person
- Ensuring that the Diocese Education Office is informed of the resignation of the Headteacher or Deputy Headteacher
- The appointment of staff ensuring that all teaching and support staff are made aware of the character and foundation of the school
- Bringing to the attention of the Diocesan Board of Education any matter requiring their attention regarding the school
- Determining the Admissions criteria and policy. The Governors Admissions Committee act as the admissions authority in VA schools and academies, but the LA is the admissions authority in VC schools

FOUNDATION GOVERNOR APPLICATION FORM

Name of School:

Type of School: VA / VC / Academy / Free (please circle)

Nomination by: Diocesan Board of Education / Parochial Church Council (please circle)

Name of Applicant	
Address	
Postcode	
Telephone	
Email	
Occupation	

Are you a parent of a pupil registered at the school

Yes / No

Please describe your Christian commitment, involvement and any connection with the school or a church

Please identify any experience and expertise you can bring to the Governing Body of the school (e.g. as a former governor, teacher, administrator, business, finance, HR)

Other relevant information and interests

I confirm that:

- I agree to support and maintain the ethos of the school by ensuring that the school is distinctively Christian and that Christian values, principles and beliefs are central to its curriculum, relationships and work
- Under the statutory guidance, I am eligible for appointment as a Foundation Governor and have signed the Declaration of Eligibility
- I have read and signed the Foundation Governors Code of Practice
- In the event that I am appointed to a governing body, I will notify the Diocesan Board of Education and the Clerk to the governing body immediately should I resign my position or become disqualified during my term of office
- I am willing to attend Diocesan Board of Education (DBE) Governor Training, which is compulsory, at least once during my term of office in order to ensure that as a Foundation Governor I am fully equipped to carry out the role

Signed by applicant:

Date:

Form of ID

Checked by:

Birth Certificate / Driving Licence / Passport (please underline)

Clerk / School Administrator / Chair of Governors (please underline)

Signed by verifier:

Date:

To be completed by the Clerk to Governors

Name of Clerk:

Email:

Telephone:

Term of Office start date for applicant:

End date:

Name of governor who is being replaced:

Signatures

Position	Signature	Name	Date
Incumbent			
Headteacher			
Chair of Governors			
* Chair of PCC or minute reference (where applicable)			

Checklist:

- Completed and signed Application Form
- Signed Declaration of Eligibility
- Signed Code of Practice
- Obtained signatures of Incumbent, Headteacher and Chair of Governors
- * Obtained signature of Chair of PCC or minute reference and date of the PCC meeting (where the nomination is as a PCC Foundation Governor)
- Completed and signed the Skills Audit
- Returned all the above to the Education Team

Data Protection Information

The information that you provide on this form will be held on a computerised database maintained by the DBE (Hereford Diocese). Your data will be used in accordance with the [Diocesan Privacy Notice HDBF](#) following the GDPR Legislation May 2018. It details how we use your personal information.

OFFICE USE ONLY

Signed (DDE):

Date:

Date appointed:

Form and documents received

Date:

Letter, training dates and pack sent

Date:

Database updated

Date:

LA notified

Date:

Declaration of Eligibility to serve as a school governor

The statutory guidance, 'The Constitution of Governing Bodies of Maintained Schools' 2015, states the eligibility criteria for school governors. In order to serve as a governor you must sign the following declaration:

I declare that:

- **I am** aged 18 or over at the date of this appointment
- **I do not** already hold a governorship of the same school
- **I am not** liable to be detained under the Mental Health Act 1983
- **I accept that** if I fail to attend the governing body meetings for a continuous period of six months beginning with the date of the first meeting I fail to attend, without the consent of the governing body, I will be disqualified. This provision does not apply to the head teacher
- **I am not** bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986, or to an order made under section 429(2)(b) of the Insolvency Act 1986
- **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under Section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, from being concerned in the management or control of any body
- **I am not** disqualified from working with children
- **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school by the Secretary of State
- **I have not**, in the five years prior to or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine
- **I have not**, in the twenty years prior to or since becoming a governor, been convicted as aforesaid of any offence nor have had passed on me a sentence of imprisonment for a period of not less than two and a half years
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of five years or more
- **I have not** been fined, in the five years prior to or since becoming a governor, for causing a nuisance or disturbance on education premises
- **I have not** been refused an application being made to the Disclosure and Barring Service for a criminal records certificate

Signed by applicant:

Date:

Code of Practice for Members of a Church of England Governing Body

1. Rationale

The purpose of this code of practice is to enable the governing body to:

- Fulfil its primary role as the strategic leaders to make sure every child gets the best possible education
- Build a productive and supportive relationship with the head teacher and staff in promoting the Christian ethos of the school while holding them to account for school performance

2. Legal Framework

- The Governing body is a corporate body. Governors have no authority to act individually
- All governors have equal status and, although governors are appointed and elected by different groups, the central concern must be the welfare of the school

3. Role and Responsibilities

The governing body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction ensuring that the school has identified what the Christian ethos means for the school in its context and community
- Overseeing the financial performance of the school and making sure its money is well spent
- Holding the head teacher and senior leadership team to account for the educational performance of pupils and the performance management of staff
- Ensuring the school meets statutory requirements and additional functions and responsibilities depending on its category

4. Commitment

Being a governor:

- Involves participating fully in the work of the governing body so that individuals accept a fair share of the responsibilities and duties, including service on committees and working parties. Individual governors should be prepared to serve on at least one committee
- Requires regular attendance at meetings of the full governing body and committees
- Requires getting to know the school well, getting involved in school activities and undertaking at least 2 monitoring visits per year
- Requires considering seriously individual and collective training and development needs and using any designated funds to address them

5. Confidentiality

Governors should:

- Observe confidentiality routinely as a matter of course, but particularly when explicitly asked to do so, for example regarding matters concerning staff, children or their parents/carers

- Keep discussion about decisions confidential even when decisions themselves are made public through the minutes of meetings
- Exercise prudence when invited to respond in discussions and informal talk outside governing body meetings. Refrain from passing individual comment but encourage issues to be brought to the attention of the headteacher or governing body (depending on the nature of the issue) through the proper channels
- Any media contact should be directed to the Diocesan Communications Officer

6. Relationships

The governing body will strive to:

- Develop effective working relationships with the headteacher, staff, children, parents, other local schools, the Diocese, the local community, the Local Authority and those legal bodies which act as stakeholders in the school

In forming, building and sustaining good working relationships governors will strive to:

- Remember that they are typically representative of the category of governor to which they are appointed or elected. They are not representatives of those groups e.g. a representative parent, not a representative of the parents
- Work as members of a team in which constructive working relationships are actively promoted, forming the governing body which functions with corporate responsibility and accountability and that all relationships are built on trust
- Develop an open and honest relationship with the head teacher and all school staff; acting as a 'critical friend' to the school, ensuring a balance is struck between offering challenge and support

7. Conduct

Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the school and will strive to behave professionally at all times:

- Governors will aim to discharge their duties in a manner that maintains and develops the positive Christian ethos of the school and its reputation in the local community and wider educational community. Governors' actions at all times should reflect the responsibility to secure the positive Christian ethos of the school
- Governors should reflect on how they are perceived by stakeholders in all they say and do, both as individual governors and as a corporate body and conduct their duties in line with the vision of the hope, wisdom, dignity and community
- Governors should consider carefully how their decisions and actions might affect others, whether they are individuals employed by the school, children or adults who are part of the school community, other schools in the locality or the wider community
- Governors should express views openly at meetings, but accept collective responsibility for all decisions made by the governing body or any individual governor delegated to do so
- Governors should not speak out against majority decisions in public or in private outside the governing body. The intention is to protect the reputation and authority of the governing body and the school in the public domain. If governors have a concern they should speak to the Chair of Governors or the Diocese

- Governors will only speak or act on behalf of the governing body when they have been specifically authorised to do so
- Governors will respond to criticism or complaints about the school and/or its staff by referring to the school's Complaints Procedure adopted by the governing body for the correct procedure to be followed and will advise the complainant accordingly
- Governors will record in the Register of Business Interests any pecuniary interest they might have in connection with the governing body's business
- Governors will be expected to declare when they have a pecuniary or non-pecuniary interest in any item of business and withdraw from the meeting while it is under discussion
- Governors will undertake school visits only in consultation with the headteacher

I have read the 'Declaration of Eligibility' to serve as a school governor and agree to adhere by the 'Code of Practice for Members of a Church of England Governing Body' of the Diocese of Hereford.

Signed by applicant:

Date: