

Notes on Completing the Foundation Director or Governor Application Form

Version: September 2024

Interpretation (Terms of Reference)

In this document, and on the supplication form, unless the context requires otherwise:

- The term **school** also refers to academies and sixth-form colleges;
- The term **Foundation Governor(s)** also refers to Foundation Directors and Foundation Governors appointed to local governing committees;
- The term **governing body** also refers to academy trust company boards of directors and local governing committees;
- The terms **diocese and diocesan** include the relevant institute of consecrated life or society of apostolic life (religious order) in all cases where the school is under such trusteeship; and
- The term **'Ordinary'** means the Diocesan Bishop and those acting on his behalf. In Religious Order schools this means the relevant Religious Superior. For ease of reference, in this guidance they are collectively referred to as 'the Ordinary' and, where appropriate, this term also includes their respective representative officers.

Foundation Governors

Thank you for your interest in serving as a Foundation Director or Governor within the Diocese of Arundel and Brighton.

Foundation Governors are appointed by the diocesan 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.

This includes:

- Being familiar with, and supportive of, the policies and procedures of the diocese;
- Representing those policies to the governing body;

- Considering not only the interests of the individual school or academy, but the interests of other schools and academies and of Catholic education throughout the diocese;
- Responding to the needs of the Catholic community as a whole as represented by the Bishop.

All those offered a foundation governorship are required to sign an undertaking to this effect.

Because of our Baptism, all Christians are called to serve the Church's mission. Lack of experience is no bar to appointment, because all that is required is a wish to serve the mission of the Church in this particular way. Induction and training will be provided for Foundation Governors.

To be eligible for appointment, you must be a practising and committed Catholic, in communion with the Church. This is because the ministry of a Foundation Governor is a carrying out of your Christian vocation by collaborating with the diocesan bishop in the great work of Catholic education. Notes on religious practice and marital status can be found [here](#).

To be eligible for appointment, you must not be disqualified by law from being a governor, and you must fulfil the diocesan criteria (set out overleaf), both generally and with respect to any particular school or academy where you are considered for appointment. Many of the questions on this form are designed to check whether you are eligible for appointment.

Appointments are entirely at the discretion of the Bishop appointing in his name (known as the "Ordinary"). Before considering whether to offer you an appointment, the Ordinary will normally consult your referees, the priest of the church in which you regularly worship, the chair of governors, the head teacher at the school in which you wish to serve and anyone else he considers appropriate. The results of this consultation are strictly confidential. In reaching a decision, the Ordinary will consider, amongst other things, the need to have a balanced range of governors on each governing body, both in terms of particular skills and in terms of their overall representation of the Catholic community.

Offers of appointment are normally made for a term of 4 years from the date of appointment, but this may depend on the composition of the particular governing body.

If you wish to know more before about being a foundation governor before filling in this form, please refer to our website: [Governance | Education Service \(abdiocese.org.uk\)](http://www.abdiocese.org.uk/Governance) or contact the Diocese of Arundel and Brighton Education Service on 01293 651144 or email schoolgovernance@abdiocese.org.uk

The office of school governor is an exempt position in accordance with the Rehabilitation of Offenders Acts and is a regulated position under the Criminal Justice and Court Services Act 2000. Therefore, all criminal convictions (including "spent" convictions) must be disclosed. Providing false information on this form will result in any offer or appointment made being terminated. It is a requirement that all foundation governors appointed since January 2012 are in possession of an up-to-date criminal record check from the Disclosure and Barring Service (DBS).

Please consider whether you are legally entitled to volunteer before applying for this role. For EU nationals, you will have the right to volunteer legally if you have: settled or pre-settled status; European Temporary leave to remain; or a visa which does not prevent you from volunteering. For non-EU nationals, you will have the right to volunteer legally if you have a visa which does not prevent you from volunteering. If you are unsure whether your immigration status permits you to volunteer, please contact the UK Borders and Immigration Agency

Diocesan Criteria for Appointment as a Foundation Governor

General Criteria

1. To become or remain a foundation governor, a person must be and remain:
 - a practising Catholic;
 - able to give priority of attendance at meetings of the governing body to ensure representation of the Bishop;
 - in possession of a valid DBS disclosure certificate.
2. To become or remain a Foundation Governor, a person must not be disqualified from becoming or remaining a governor in accordance with:
 - the current School Government Regulations (or the college's Instrument of Government);
 - the Charities Acts; and
 - the Criminal Justice and Court Services Act 2000.
3. A person must undertake appropriate training as required prior to their appointment and throughout their term of office to enable them to discharge their duties as a Foundation Governor effectively.

Specific Criteria

4. In respect of the school or academy for which a person is or is to be a Foundation Governor, he or she must not at any time be:

- related to any member of the school or college staff, teaching or non-teaching;
 - related to any governor whether elected, appointed or *ex-officio*, of the school or college;
5. A Foundation Governor will only be considered for re-appointed to a particular school or college if he or she can evidence they have completed the appropriate training required to serve as a Foundation Governor during their current term of office for that particular governing body.
 6. A person (other than the parish priest) will not normally be re-appointed as a Foundation Governor of a particular school or college if he or she has just completed three consecutive terms on that particular governing body.
 7. The Ordinary's decision for the appointment or re-appointment of a Foundation Governor will be final.

Termination of Office

If criterion 2 ceases to apply during the term of office of a governor, the term of office comes to an end automatically by operation of law. Should criteria 1 or 4 cease to apply to a foundation governor during his or her tenure of office, the governor would be expected to offer his or her resignation to the Ordinary.

Applying

Application is now an online process and can be found [>>here](#). Please complete the form electronically and submit.