**Foundation Governor Appointments in the Diocese of Lancaster**

**Governance of a Catholic School**

**A Clarification of Roles and Responsibilities for England & Wales**

**The Diocesan Bishop and Trustees**

A diocese is a portion of the people of God entrusted to a Bishop. It constitutes a particular Church in which and from which the one and only Catholic Church exists.

The Diocesan Bishop governs the particular Church entrusted to him as Vicar of Christ: he has proper, ordinary and immediate jurisdiction, exercised by him personally in Christ's name.

Canon Law provides that each Diocesan Bishop has strategic responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area. A Catholic school is one which is recognised as such by the Diocesan Bishop.

**Canon 803** provides the definition of a Catholic school. **Canon 803§1** provides that a school is Catholic if:

(a) It is controlled by a diocese or religious order (or other public juridical person); or
(b) It is acknowledged in a written document as Catholic by the Diocesan Bishop.

The ‘control’ specified in Canon 803 is normally established where the Diocese or Religious Order owns the school and appoints the Governing Body (or at least a majority of it).

In addition, **Canon 803§3** provides that no school, even if it is Catholic, may use the title ‘Catholic school’ without the consent of the Bishop.

As works of the apostolate, all Catholic schools are subject to the jurisdiction of the Diocesan Bishop, even those that are not in Diocesan Trusteeship. **Canon 806§1** states that the Diocesan Bishop has the right of supervision, visitation and inspection of Catholic schools in his Diocese, even those established or directed by members of Religious Orders. He also has the right to issue directives concerning the general regulation of Catholic schools.

Inspection is where the Diocesan Bishop or his delegate inspects a school according to criteria determined by the Bishop. In practice, this is normally carried out under Section 48 of the Education Act 2005 (or equivalent) in a way which is complementary in scope to the Section 5 inspection, but it can extend to all aspects of the school's curriculum and life at the Bishop's discretion.

Visitation is a particular form of inspection which the Diocesan Bishop is obliged to carry out from time to time. Whereas inspections are usually carried out according to a schedule and specific framework, visitations tend to be carried out on an ad hoc basis. They are carried out by the Ordinary or his delegate and can be broad ranging or specific in focus. They can be carried out in response to concerns that come to the attention of the Ordinary, or as part of the Bishop's general duty of visitation. Schools are most likely to experience visitations as part of a broader visitation of, for example, a parish, deanery or religious institute, but all Catholic schools can be the subject of a visitation by the Diocesan Bishop.

Supervision, or episcopal oversight, is the duty of the Diocesan Bishop, personally or through others, to ensure that all Catholic institutions within his Diocese are acting in conformity with the teachings and regulations of the Church and the mission of the Diocese, to regulate all works of the apostolate, and to take all necessary actions to ensure such conformity.

Most Catholic schools, and the land they are built on, are owned by the diocese. They are held in charitable trusts by Diocesan Trustees, appointed by the Bishop. The role of the Diocesan Trustees is to safeguard the interests of the Catholic community as a whole in the Diocese and to serve its needs. Other Catholic schools, mainly owned by religious orders, have their own Trustees, but are nevertheless within the authority of the Bishop.

Catholic schools are provided by the Trustees for the purposes set out in their governing documents, known as the Trust Deed. Most Trust Deeds state that the school is provided ‘for the maintenance and advancement of the Roman Catholic religion’, and the provisions of Canon Law form part of the Trust Deed in every Catholic school. Under charity and education law, the school is regulated by its Trust Deed, and the school’s Instrument of Government must reflect those requirements.

**The Governing Body**

The Governing Body of a Catholic school occupies and conducts the school on behalf of their trustees and under the supervision of the Diocesan Bishop as the occupier of the premises, proprietor of the undertaking, and employer of the staff. It occupies the school subject to the parameters laid down by their trustees, and ultimately any decisions relating to the land and buildings rest with the trustees, except in so far as these have been delegated to the Governing Body by the Trustees.

**Diocesan Officers**

In order to assist him in carrying out his responsibilities, the Diocesan Bishop has a diocesan curia: offices, departments and officers appointed to assist him and to act in his name in the governance of the Diocese. For schools in the Trusteeship of the Diocese, they also act on behalf of the Diocesan Trustees. This usually includes a Diocesan Education Service, or Schools' Commission, and a Diocesan Department of Religious Education or a Director of Religious Education. Each diocese has a Director of Education, or equivalent, who acts in the name of the Diocesan Bishop and is responsible for exercising the Bishop’s authority and implementing his education policy at a local level.

**Foundation Governors**

The governors of a Catholic school work as a team, in close co-operation with the headteacher and all staff. All governors and staff contribute to the Catholic character of the school and the Catholic nature of the education provided, as set out in its Mission Statement.

Successive Governments have recognised the responsibilities of the Trustees and the rights of the Catholic community as a whole to ensure that the long-term future of Catholic education is secure. The law enshrines a number of guarantees from the State to ensure the Catholic character and ethos of the schools is maintained; particularly in the areas of admissions, staffing and governance.

The Diocese (or Religious Order) has the legal right to appoint (and remove) an overall majority of governors, who are known as Foundation Governors. In addition to all the other legal responsibilities of the Governing Body, the law recognises that Foundation Governors are appointed specifically to ensure:

* that the Catholic character of the school is preserved;
* that the school is conducted in accordance with its Trust Deed; and
* that the religious education curriculum is in accordance with the Bishop’s policy for his Diocese, based on the Bishops’ Conference Curriculum Directory.

Foundation Governors are, therefore, appointed by the Bishop, or Religious Order, to represent their interests and those of the Catholic community as a whole. Foundation Governors play a leading role in the Catholic community: they collaborate with the Bishop in his ministry in education. It is, therefore, important for them to:

* know and implement the Bishop’s policies on education, including religious education;
* represent those policies to the Governing Body;
* understand and promote the distinctive nature of Catholic education;
* act for the good of Catholic education as a whole within the Diocese, considering not only the interests of the individual school or college, but the interests of other schools and colleges;
* respond to the needs of the Catholic community as a whole, as represented by the Bishop;
* secure the long-term future of Catholic education;
* always act in accordance with the mind of the Bishop.

**The Governing Body of a Catholic School**

All governors of Catholic maintained schools have legal rights and responsibilities which ensure that they safeguard and promote their school’s denominational character. These rights and responsibilities have been recognised by Government as central to the continuing success of Catholic education. The following are key aspects of the Governing Body’s legal duties in Voluntary Aided schools relating to their religious character.

**1. Appointment of Teachers**

Since all Catholic maintained schools are Voluntary Aided, the Governing Body of those schools is the employer of staff. In Catholic Voluntary Academies the Board of Directors of the Academy Trust is the employer of staff. For the purposes of this paper, the term ‘school(s)’ includes academies.

For the purposes of protecting the Catholic character of the schools, the Bishops have collectively issued the *Bishops’ Memorandum on the Appointment of Teachers in Catholic Schools*. The Memorandum sets down the Bishops’ expectation that the employers of staff in Catholic schools will issue clear guidelines about the Catholic character of the education and life in their school and will issue the appropriate contract of employment and associated documentation as published by the Catholic Education Service (“CES”).

The Memorandum sets out as a minimum requirement, that in all Catholic schools the Headteacher, Deputy Headteacher and the Head or Co-ordinator of Religious Education must be a practising Catholic. The Bishops’ Memorandum reflects the fact that those with overall responsibility for the day-to-day management of the school, and the person who is the second most senior person in the leadership team, regardless of the descriptor applied to their role, will be required to be practising Catholics. The Memorandum also refers to the employment of practising Catholics for other teaching posts within the school as being a “high priority” whilst recognising the contribution of teachers of other traditions.

In Catholic schools in England, it is possible to objectively justify that a support staff post can *only* be filled by a practising Catholic. This is, of course, subject to the school being able to satisfy the requirements for ‘objective justification’ and the CES always advises that governing bodies of Catholic schools in England take legal advice before applying such a requirement. This provision does not apply in Wales i.e. there can never be a justification for a requirement that a support staff post be filled only by a practising Catholic.

It is important to ensure that the Catholic character of the school is preserved and developed. In the CES model contracts all school staff are required to have regard to the Catholic character of the school at all times. All staff will be expected to be conscientious and loyal to the aims and objectives of the school and not to act in any way that would be detrimental or prejudicial. Senior levels of staff will be required to maintain and develop the Catholic character of their school. Furthermore, all staff are bound to carry out their contractual duties in accordance with the requirements of Canon Law in respect of the governance of the Catholic character of the school, and the Trust Deed and Instrument of Government of the school.

The Governing Body, as the employer, is required to ensure that the CES model documents are used in their school, this includes, policies protocols, contracts. Schools should use CES models not those provided by the Local Authority. Furthermore, they are required to ensure that provisions of the contractual documents are fulfilled and to take steps in relation to any breaches of contract, taking advice from their Diocese. The CES model workplace policies provide that where disciplinary allegations concern misconduct which could bring the Catholic character of the school into disrepute then the school must notify the Diocese.

**2. Admissions**

As a Voluntary Aided school, the Governing Body of every Catholic school is the admission authority. The Governing Body is therefore responsible for drawing up its own admission policy for the school. This must of course comply with legislation and with the School Admissions Code.

Catholic maintained schools are of course permitted to give priority first and foremost to Catholic children, and this is a legal requirement in some dioceses. The School Admissions Code provides for the admission authority of the school to follow any guidance issued by the Church or religious authority where preference is given on the basis of faith criteria.

All Catholic dioceses will provide guidance to their schools setting out the Bishop’s requirements in relation to his schools’ admission arrangements. The Bishop will expect his requirements to be followed, and these will include the requirement that priority is given to Catholic children.

**3. The Curriculum**

The Governing Body of a Catholic maintained school is responsible for policy relating to the whole curriculum, including religious education. This ensures that the curriculum of the school, including all the subjects of the National Curriculum, are taught in the light of the Gospel and actively promote the spiritual and moral development of the pupils. Foundation Governors have special responsibility for the religious education curriculum and have a duty to ensure that it is taught in accordance with the Curriculum Directory and the Bishop’s policy.

**The Role of Governors in a Catholic School**

In England and Wales there are over 2,250 Catholic schools and colleges educating almost a million pupils and employing almost 50,000 staff.

Education has always been central to the mission of the Church but the re-establishment of the hierarchy in 1850, which saw the creation of the network of parishes, dioceses and provinces we recognise today, together with the establishment of local schools boards in 1902, gave a particular focus to the place of schools in our Catholic communities.

Effective governing bodies are crucial to maintaining and further enhancing the quality of Catholic education in England and Wales. In almost all cases, the Governing Body is the employer of staff and is accountable to the local Catholic community and the civil authorities for the overseeing of all activities at the school.

Where a school is maintained by a local authority, the Governing Body will be composed of parents elected by the parent body, a representative of the local authority, a member of staff elected by the staff of the school and the Headteacher. In a Catholic maintained school, these Governors are joined by a number (usually seven) of Foundation Governors, who are appointed by the Bishop or by the superiors of the Religious Orders.

The main responsibilities of the Governing Body are to employ staff; manage the admission of pupils; oversee the curriculum; oversee the budget and on behalf of the Diocesan Trustees, manage the land and buildings.

In addition to these operational duties, all governors have a duty to uphold the distinctive ethos of the Catholic school. The Instrument of Government, which each Governor must have, sets out this ethos succinctly. For schools in Diocesan Trusteeship the ethos statement is as follows:

The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with Canon Law and the teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Lancaster and in particular:

1. Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
2. Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.

And at all times the schools are to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

The ethos statement for schools in the Trusteeship of Religious Orders is very similar.

Foundation Governors have the particular responsibility of representing the Bishop in his role as a teacher and leader of the Diocese. They must be practising Catholics fully committed to the Bishop’s vision for education across the Diocese.

It is important for each Governing Body to have a good mix of skills, knowledge and experience in its membership. Professional qualifications are not necessary, but it is important for at least some of the Governors to have some experience of leading and managing organisations, have a responsible understanding of performance management, personnel procedures, financial and property management and quality assurance.

**The Expectations of a Foundation Governor**

A Foundation Governor in a Catholic school has the same responsibilities as every other Governor. As a corporate body, Governors:

* Set the school’s vision, ethos and strategic direction.
* Hold the Head Teacher to account for the educational performance of the school and its pupils and
* Oversee the financial performance of the school, ensuring money is well spent.

In a Catholic school, all governors of whatever category have the responsibility to uphold and develop the distinctive Catholic ethos of the school, particularly in respect of religious education and religious worship. Under charity and education law, it is the responsibility of the Governing Body to run the school in accordance with the Trust Deed as set out in the Instrument of Government.

All Governors must be appointed or elected on the basis of the knowledge, skills and experience they are able to bring to the work of the Governing Body. Skills include the ability to listen critically to information presented, evaluate it and ask challenging questions. Skills also include the ability to take part in discussion, contributing views and listening to the views of others. The role often requires sensitivity and always requires discretion and discernment.

The time commitment will vary. Meetings can be arranged to suit the convenience of the majority but some commitment to daytime meetings should be expected. In addition to at least one full Governing Body meeting per term, most Governing Bodies conduct their more detailed business in committees and at least one committee meeting per term should be expected. Schools facing particular challenges may be more demanding of the time of their Governors.

Some Governors choose to undertake additional volunteering work in the school. Whilst this may help these Governors reach a closer appreciation of the day-to-day work of the school, it should not be confused with the role of Governor or considered essential. The Governor is **not expected** to undertake any of the operational work of the school staff, particularly observing teaching or examining pupils’ work.

Governors visits to the school, are, however, normally welcomed. Governors should comply with any protocol or policy for visits there may be, including the arrangements for signing in and out. Governors will not normally have unsupervised access to pupils as a result of their role, but if this is a possibility, the school will ensure that the appropriate checks have been made with the Disclosure and Barring Service (DBS).

Governors may be reimbursed for any out-of-pocket expenses incurred, such as travel to training events, but may not claim an allowance for attending meetings or for loss of earnings. Under employment law, employers are required to give reasonable time off to allow employees who are School Governors to discharge their duties. It should be noted, however, that this leave of absence might be without pay. This is at the employer’s own discretion and needs to be agreed between the employer and employee. What constitutes ‘reasonable time off’ is not defined in law.

**Requirement for skills based governing bodies**

Governing bodies are required to ensure that they are no bigger than they need to be to have all the skills necessary to carry out their functions. Those responsible for appointing Governors must be satisfied that the particular nominee has the skills required to contribute to the effective governance and success of the school.

**References and Eligibility Criteria**

In order to be considered for appointment as a foundation governor in a Catholic school, applicants must be practising Catholics. The Parish Priest or priest of the church where the applicant normally worships will verify the applicant’s Catholic practice.

There are certain legal criteria which must be met before applications can be accepted.

**Specific Criteria**

Good practice and the avoidance of conflicts of interest would also dictate the following:

In respect of the school or college for which a person is to be a Foundation Governor he or she should not be:

* the spouse, parent, child or sibling of any member of the school or college staff, whether teaching or support and in the employment of the Governing Body;
* similarly related to any other Governor whether elected or appointed of the school or college;
* employed at the school or college, whether in a teaching or support capacity other than on a casual and limited hours basis;
* a former member of the School Leadership Team unless a period of no less than 3 years has expired since leaving the school.

Whilst it remains the norm for the nomination of a Parish Priest to be endorsed by the Bishop of Lancaster, there may be occasions on which, whether for the good of the school or for broader considerations, a nomination may not be accepted and an alternative appointment approved. In such, admittedly rare circumstances, it may also not always be possible to reveal the reasons for which a nomination is declined.

**Criteria relating to working with children**

Applicants **must not** be:

* disqualified or restricted from working with children or young people;
* a registered pupil in a Catholic school in this Diocese;
* included in the list of people considered by the Secretary of State as unsuitable to work with children;
* barred from any regulated activity relating to children;
* subject to a direction under Section 142 of the Education Act 2002;
* disqualified from working with children and from registration for child-minding or providing day care;
* disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
* disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010;
* disqualified from registration under Part 3 of the Childcare Act 2006;
* subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

**Criteria relating to bankruptcy and insolvency**

Applicants must not be subject to:

* a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief restrictions order, an interim debt relief order or have had their estate sequestrated (where the sequestration has not been discharged, annulled or reduced;
* a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986;
* a disqualification order under the Companies (Northern Ireland) Order 2002, or a disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002;
* an order made under Section 492(2)(b) of the Insolvency Act 1986
* a disqualification to act as a trustee by virtue of Section 178 of the Charities Act 2011.

**Criteria relating to prison sentences**

Applicants **must not** have:

* 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;
* received a prison sentence of 2½ years or more in the 20 years before becoming a Governor;
* at any time, received a prison sentence of 5 years or more.

**Criteria relating to general restrictions**

Applicants **must not**:

* have been removed from the office of Director or Governor for failure to attend Board of Director/Governing Body meetings for a continuous period of six months of more;
* have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court;
* have been removed under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
* have been removed from office as an elected governor within the last five years;
* have been convicted of an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence;
* have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Governor.

Applicants **must** be:

* over 18 years old;
* willing to allow an application to the DBS for criminal records certificate. If necessary, this will be undertaken by the school.

**Procedure: from Application to Appointment**

Historically, foundation governor appointments in primary and secondary schools have been made following nomination of the Parish Priest.

This will continue in future, but recruitment will not be restricted only to those so nominated. The opportunity to serve as a Foundation Governor will be more widely advertised and all potential governors, whether approached individually and invited to put themselves forward, or self-motivated to apply, will be required to complete an application form. The application will include the requirement to name two referees, one to verify that the applicant has the necessary skills together with the Parish Priest or the priest where the applicant normally worships who will verify Catholic practice.

Where an application satisfies the criteria, the Episcopal Vicar for Education and Formation will take up references and decide on the applicant’s suitability.

The Diocese will maintain a pool of applicants who satisfy the criteria for appointment from which appointments may be made as vacancies arise.

Application forms are obtainable from schools, parishes or the Diocesan Website.

Applicants are invited to express a preference as to the school(s) at which they would like to be considered. Suitable applicants may however be asked to serve elsewhere if their skills can be used more beneficially in another setting.

It is important to understand that the appointment of foundation governors is at the absolute discretion of the Bishop. Because of the nature of the decision-making process, the Bishop is unable to engage in any discussion or correspondence with the applicant or any other person(s) including Parish Priests and schools, where the application does not result in appointment.

**Term of Office**

The term of office for a Foundation Governor is four years unless specified differently in the school’s Instrument of Government. There shall be no presumption that a Foundation Governor, once appointed will be re-appointed at the end of the term.

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**Foundation Governor Application Form**

**BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING ELIGIBILITY CRITERIA IF YOUR APPLICATION IS FOR A SPECIFIC SCHOOL**

1. Only someone who is a practising Catholic will be appointed as a Foundation Governor.
2. Employees of the school or college, whether in a teaching or support capacity, other than on a casual and limited hours’ basis will not be appointed as Foundation Governors.
3. A former member of the School Leadership Team, unless a period of no less than 3 years has expired will not be appointed as a Foundation Governor.
4. The spouse, parent, child or sibling of any member of the school or college staff, whether teaching or support and in the employment of the Governing Body will not be appointed as a Foundation Governor.
5. The spouse, parent, child or sibling of any member of the Governing Body whether elected or appointed will not be appointed as a Foundation Governor.

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| **APPLICATION AND UNDERTAKING (This section must be completed by the applicant).** |
| **Title:**  |  | **Surname:** |  | **First Names:** |  |
| **School/Catholic MAT to which nomination/application applies:** |  |
| **Position applied for:** | **Foundation Governor:** |  | **Non-Foundation Governor:** |  |
| If successful in this application, I undertake to preserve and develop the Catholic character of the school and/or the Catholic MAT which has responsibility for the school. I provide this undertaking whether this application is for appointment as a Foundation Governor (expressly appointed by the Bishop of Lancaster) or appointment as a Non-Foundation Governor, both of which appointments must be approved by the Diocesan Education Service and will be subject to compliance with any Diocesan policy in place from time to time regarding the appointment and function of Governors of any Catholic school in the Diocese. |
| **Applicant Signature:** |  | **Date:** |  |

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| **IDENTITY CHECK AND TRUST BOARDS APPROVAL TO APPOINTMENT**This section must be completed by the Priest and/or Trust Chair as appropriate. Whilst an appointment of a Foundation Governor will be made by the Bishop, it is expected that the application with either be submitted by the Trust (on behalf of the prospective Foundation Governor) or at least will have the support of the Trust. Appointments of Non-Foundation Governors will be made by the respective Local Governing Body but only with the approval of the Trust Chair (where applicable) and the Diocese, and this form should be used to indicate such approval. |
| **SECTION 1 - PERSONAL INFORMATION** |
| **Title:**  |  | **Surname:** |  | **First Names:** |  |
| **Home address:** |  |
|  | **Post Code:** |  |
| **Home Tel No:** |  | **Mobile Tel No:** |  |  |
| **Email address:** |  |  |  |
| **Date of Birth:** |  **/ /** | **Place of birth:** |  |
| **Occupation:** |  |

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| **SECTION 2 - SCHOOL FOR WHICH YOUR APPLICATION IS BEING MADE** |
| **Name of School:** |  |
| **Address:** |  |
|  **Please circle****Are you a paid employee at the school? YES/NO****If YES, please detail****Are you related to a member of staff or governor of the above-named school? YES/NO****If YES, please detail****Do you have any children currently attending the above-named school? YES/NO****If YES, please state which year group(s). …………………………………………………………………………………****Are you related to a anyone who is employed to work at any Catholic school/college in the Diocese? YES/NO****If YES, please detail****Are you related to a member of the clergy within the dioceses? YES/NO****If YES, please detail****Are you related to any Director or Governor of any Catholic MAT/school/college in the diocese? YES/NO****If YES, please detail****Are you, or have you ever been, a Director or Governor of any academy trust of school? YES/NO****If YES, please detail starting with the most recent and dates****Total Years’ service on current Governing Body/Bodies or Board of Directors of an academy trust? From: To:****Total years’ service as a Foundation Director or Foundation Governor?** **From: To:****PERSONAL STATEMENT AND ADDITIONAL INFORMATION (If you have answered ‘yes’ to any of the questions above.** |

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| **SECTION 3 – YOUR EMPLOYMENT** |
| **Are you currently employed:** | **Yes:** |  | **No:** |  |
| **If yes, complete employment details below** |
| **Employer Name:** |  |
| **Employer Address:** |  |
|  | **Post Code:** |  |
| **Employment:** | **Full Time:** |  | **Part Time:** |  |

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| **SECTION 4 – YOUR EDUCATION** |
| **Primary School(s):** |  |
| **Secondary School(s)** |  |
| **Further & Higher Education:** |  |
| **Professional, vocational or trade quals** |  |

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| **SECTION 5 - SKILLS AUDIT**Please indicate with a tick in the appropriate box below whether you fully, partially or do not meet each of the statements listed below: |
| **Catholic Commitment** | **Fully meet** | **Partially meet** | **Do not meet** |
| I am a practising Catholic in full communion with the See of Rome. |  |  |  |
| I am willing to protect the assets of the Trustees at all times. |  |  |  |

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| **Prior Knowledge and Experience** | **Fully meet** | **Partially meet** | **Do not meet** |
| I have previously been a governor at this or another school. |  |  |  |
| I have previous experience of Chairing meetings. |  |  |  |
| I have experience of working as a team to achieve shared goals in either a professional or voluntary setting. |  |  |  |
| I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting. |  |  |  |
| I have experience of working within a school setting and understand the need to raise standards and achievement and the roles that governors and Ofsted have in this process. |  |  |  |

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| **General and Specialist Skills** | **Fully meet** | **Partially meet** | **Do not meet** |
| I have experience within an educational setting (please indicate which if applicable) – EYFS/Primary/Secondary/HE/ FE. |  |  |  |
| I have HR expertise including experience of staff recruitment. |  |  |  |
| I have experience of performance management and/or staff appraisal. |  |  |  |
| I have knowledge and experience of ICT and/or management information systems. |  |  |  |
| I have knowledge of Special Educational Needs. |  |  |  |
| I have knowledge of Equal Opportunities. |  |  |  |
| I have knowledge and understanding of Safeguarding within schools. |  |  |  |
| I have financial or accounting knowledge or expertise. |  |  |  |
| I have legal knowledge or expertise. |  |  |  |
| I have experience of Health and Safety and Risk Assessment. |  |  |  |
| I have experience of Premises and Facilities Management. |  |  |  |
| I have experience of Procurement, Purchasing and Contract Management. |  |  |  |

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| **Local and Community Knowledge** | **Fully met** | **Partially met** | **Do not meet** |
| I have prior knowledge and involvement with this school. |  |  |  |
| I know the local community that the school serves. |  |  |  |
| I have knowledge of the local/regional economy and local government. |  |  |  |

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| **Other Skills** | **Fully meet** | **Partially meet** | **Do not meet** |
| I have experience of strategic planning. |  |  |  |
| I have experience of handling complaints, grievance and appeals. |  |  |  |
| I have experience of problem-solving. |  |  |  |
| I am able to question and challenge in a positive manner. |  |  |  |

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| **SECTION 6 – DECLARATION****I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Enter your full name)** * am a committed and practising Catholic in good standing with the Church;
* am a Catholic priest/deacon in the Diocese of Lancaster.

***(delete as applicable – Non-Foundation Governors need not be committed and practising Catholic but are expected to uphold the values of the Catholic Church and be an ambassador of a Catholic school and/or the MAT in which it sits)***I have read and understood the criteria for appointment and, to the best of my knowledge am eligible for appointment.In offering to serve as a governor of a Catholic School in the Diocese of Lancaster, I undertake that I will serve the Bishop of Lancaster faithfully in this ministry. If appointed, I declare that I will be able and willing to give appropriate priority to my duties as a governor and will undertake to discharge these duties with due care and diligence.As well as the undertaking given earlier, I will undertake:* To ensure that the school is conducted in accordance with the Diocesan Trust Deed which includes the provisions of:
	+ Canon Law;
	+ The Curriculum Directory and Bishop’s statements on religious education;

and* + Any Diocesan directives relating to schools/colleges
	+ For Governors of Local Governing Bodies within a Multi Academy Trust, the provision of the Trust’s Articles of Association, Scheme of Delegation, and all related Trust policy.
* To become familiar with, to support and implement the policies and procedures of the Diocese including the Bishop’s policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Diocesan Guidance on Academies, the Memorandum of Understanding and the Diocesan Protocols, the Bishops’ Memorandum on the Appointment of Teachers in Catholic Schools and the Admissions Guidance, and where relevant to represent those policies and directives to the Catholic Education Trusts and any local governing committee or other committees established in respect of the schools;
* To consider the interests not only of the individual school in which you are a Governor, but the interests of other Catholic schools and colleges and of Catholic education throughout the Diocese
* To respond to the needs of the Catholic community as a whole as represented the Bishop;
* To attend relevant training including Foundation and Non-Foundation Governor induction training, as soon as possible; and
* If appointed as a Foundation Governor, in all actions, serving as a witness to the Catholic faith.

I declare that I am not disqualified by law from appointment as a Director/Governor. I confirm that I agree to Disclosure and Barring Service checks being made on me or any subsequent checks that may be required by law or good practice. I understand that any refusal to do so will result in the termination of any appointment.I consent to the information given on this form and other information collected with it being held and processed by the Diocese of Lancaster, including the sharing of data with third parties where required, in accordance with Diocesan policy.I will comply with the Diocesan Governor Code of Conduct and shall tender my resignation as a governor if in breach or my circumstances change so as to contravene the Diocesan expectations at any time during the tenure of office or if, in the opinion of the Ordinary, my resignation would be in the best interests of Catholic education.I understand and accept that the appointment and removal of Foundation Governors is at the absolute discretion of the Ordinary and that, because of the nature of the decision-making process, the Ordinary will not normally be able to engage in any discussion or correspondence with me and/or any third party where my nomination does not result in my appointment.  |

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| **SECTION 7 – STATUTORY STATEMENTS****Individuals who are not able to make the following declarations may not serve as a Governor:** |
| I am not disqualified from acting as a charity trustee. | **Yes** |  | **No** |  |
| I have not been removed from serving as a charity trustee or been stopped from acting in a management position within a charity. | **Yes** |  | **No** |  |
| I have not been disqualified from serving as a company director. | **Yes** |  | **No** |  |
| I have not been removed from serving as a governor of a school. | **Yes** |  | **No** |  |
| I am not included I the list kept by the Secretary of State for Education under S1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a Governing Body of a school. | **Yes** |  | **No** |  |
| I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable from working with children. | **Yes** |  | **No** |  |

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| **SECTION 8 – ACKNOWLEDGEMENTS AND REFERENCES****TRUST BOARD**I confirm that this appointment has the support of the Trust Board of Directors/Chair. |
| **Please provide any reasons or statement in support of this application:** |
| **Signature of Trust Chair:** |  | **Date:** |  |
| **LOCAL GOVERNING BODY**I confirm that this appointment has the support of the Chair of the Local Governing Body. |
| **Please provide any reasons or statement in support of this application:** |
| **Signature of LGB Chair:** |  | **Date:** |  |
| **PROFESSIONAL REFERENCES****Referee 1****NAME:** ……………………………………………………………………………………….**ADDRESS:** ……………………………………………………………………………………….**TELEPHONE:** ……………………… **EMAIL:** ……………………………………………**Referee 2****NAME:** ……………………………………………………………………………………….**ADDRESS:** ……………………………………………………………………………………….**TELEPHONE:** ……………………… **EMAIL:** …………………………………………… |
| **PRIEST REFERENCE (FOR FOUNDATION GOVERNORS ONLY)*** I confirm that the applicant is a practising Catholic who understands, respects and will promote the distinctive nature of Catholic education.
* I believe that they will consider the interests of the trust, along with its pupils, staff and parents and will comply with Diocesan policies.
* I understand that this appointment is entirely at the discretion of the Bishop of Lancaster for schools within his jurisdiction.
* I understand that this nomination is subject to formal confirmation which will be sent once the appointment process is completed and has been approved.
 |
| **Signature of Priest:** |  | **Date:** |  |

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**NOMINATION AND IDENTITY VERIFICATION FORM FOR THE APPOINTMENT OR RE-APPOINTMENT OF FOUNDATION GOVERNORS**

**TERM OF OFFICE – FOUR YEARS**

The role and responsibilities of Foundation Governors are described in Notes of Guidance. Please refer to this document for details information.

1. **I wish to nominate:**

Name: …………………………………………………………………………………………

Address: …………………………………………………………………………………………

……………………………………………………………………………………………………..

Postcode: ………………………………………… Tel No: ……………………………………

as a Foundation Governor of:

Name of School: ……………………………………………………………………………….

Signed: …………………………………………………………………….(Proposer)

1. I accept the above nomination:

Signed ……………………………………………………………………………. (Nominee)

1. I am pleased to support the above nomination:

Signed: …………………………………………………….……………….……. (Parish Priest)

Date: …………………………………………………………………..

Please complete and return this nomination section and the identity verification section overleaf and return the form as soon as possible to: Heather Watts, Diocese of Lancaster Education Service, The Education Centre, Balmoral Road, Lancaster, LA1 3BT. Thank you.

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**IDENTITY VERIFICATION FORM FOR THE APPOINTMENT OR RE-APPOINTMENT OF FOUNDATION GOVERNORS**

**On behalf of the Bishop and Trustees of the Diocese of Lancaster, I confirm that I have met with a positively identified the above applicant. I have checked the authenticity of the documentation and confirm the details relate to the applicant.**

**Signed: ………………………………………………………………. (Parish Priest/Chair)**

**Please print name: …………………………………………………………………………………**

**Date: ………………………………………………………………………..**

**Please indicate 2 forms of documentary evidence – original only, please.**

|  |  |  |
| --- | --- | --- |
|  |  | **Birth Certificate** |
|  |  |  |
|  |  | **Driving Licence** |
|  |  |  |
|  |  | **Passport** |
|  |  |  |
|  |  | **Marriage Certificate** |
|  |  |  |
|  |  | **A recent payslip or Form P45 or Form P60** |
|  |  |  |
|  |  | **Bank statement** |
|  |  |  |
|  |  | **Utility Bill** |

**Please complete this identity verification section and the nomination section overleaf and return. Thank you.**

Heather Watts

Diocese of Lancaster Education Service

The Education Centre

Balmoral Road

LANCASTER

LA1 3BT

heather.watts@lrcd.org.uk