# APPLICATION TO SERVE AS A

# NEW FOUNDATION GOVERNOR

**Information on the application process**

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

1. Please read and understand the following pages to include the:
   * Role of Foundation Governors
   * Hereford Diocesan Board of Education (HDBE) Code of Practice for Members of a Church of England Governing Body
   * Declaration of Eligibility to Serve as a School Governor
2. Please complete the **application form pages 3 & 4, to include signatures and dates on pages 4 & 5** to state you agree with the declarations. The form should be completed electronically wherever possible, with scanned signatures inserted (typed signatures are not acceptable). Alternatively, the form can be printed, completed manually, signed and scanned before emailing to your Clerk for authorisation signatures.
3. Return your form to your Clerk or Chair of Board as directed to obtain the relevant **authorising signatures on page 6** to confirm your nomination.
4. Once complete and all authorising signatures have been obtained this form needs to be emailed to [education@hereford.anglican.org](mailto:education@hereford.anglican.org) at least 10 days prior to the next DBE meeting date for their review and approval (dates published annually on [Governance Support](https://www.hereford.anglican.org/governor-appointments-maintained/) page).
5. You will then receive a letter via email confirming your appointment, a list of training dates and a welcome pack. The Chair of Governors, Clerk to Governors and Headteacher will be copied in.

# 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 page 5** of 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 on page 6** to confirm that they have seen the original documents. Please do not send copies of ID to the Education Team.

**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 latest [Governance Handbook](https://www.gov.uk/government/publications/governance-handbook) and [Competency Framework for Governance.](https://www.gov.uk/government/publications/governance-handbook)

**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).

The inclusion of foundation governors on the governing boards of both Voluntary Aided (VA) and Voluntary Controlled (VC) church schools is one of the distinguishing characteristics of church school education. Foundation governors represent the historic link with the original church establishment (the ‘founding’ establishment, hence the term ‘foundation’) of the school. As such, you are the custodians of its distinctive Christian ethos.

In most ways, foundation governors have the same objectives as other governors. Along with their fellow governors, they are entrusted with responsibility for the core roles of governors, set out in the Department for Education’s ‘[Governance Handbook](https://www.gov.uk/government/publications/governance-handbook)’ namely:

* setting vision, ethos and strategic direction
* holding the Headteacher to account for teaching, achievement, behaviour and safety, and challenging and strengthening their leadership
* ensuring finances are managed well leading to probity, solvency and effective use of resources

In addition, as representatives of the church’s role in the school, foundation governors must:

* fully support, cherish, preserve and develop the distinctive Christian ethos of the school, ensuring that the school has a distinctive Christian vision and values which lead to effective practice and outcomes
* preserve and strengthen the links between church, school and diocese
* take an active role in the school’s self-evaluations of progress against the ‘[Statutory Inspection of Anglican and Methodist Schools’ (SIAMS) schedule](https://www.churchofengland.org/about/education-and-schools/church-schools-and-academies/siams-inspections)
* monitor the collective worship and religious education at the school
* monitor that the distinctive Christian ethos of the school is encouraged and supported throughout its local community and is reflected in its policies, protocols, curriculum and activities
* ensure that their own attitudes and behaviour in relation to the school reflect its distinctive Christian ethos
* inform the Hereford Diocesan Board of Education (HDBE) when the school leader’s post becomes vacant and, in partnership with the Chair of Governors, invite a representative of the Diocesan Board of Education to advise, support and attend the appointment procedure to support and challenge the leadership within the school in their links with the wider parish(es) and community and to promote support for school activities and initiatives relating to its Christian distinctiveness and effectiveness

[HDBE Equality and Diversity Policy and Governance Monitoring Form](https://forms.gle/xc29Qide1Lyry3RP9)

HDBE values the contributions which can come from including diverse voices and promoting a safe and welcoming workplace. HDBE understands that equal opportunity is dependent on valuing and cherishing difference. All applicants are requested to complete on a voluntary basis our [Equality and Diversity in Governance Monitoring Form](https://forms.gle/xc29Qide1Lyry3RP9) in accordance with the [HDBE Equality and Diversity Policy](https://d3hgrlq6yacptf.cloudfront.net/60187623b57f6/content/pages/documents/hdbe-policy-for-equality---diversity-published-sept-22.pdf).

*Please refer to the* [*Hereford Diocesan Board of Education Policy for Foundation Governors in VA and VC Schools May 2022*](https://d3hgrlq6yacptf.cloudfront.net/60187623b57f6/content/pages/documents/hdbe-foundation-govs-policy-for-va-and-vc-schools-june-21-docx61609982006.pdf)*.*

**NEW FOUNDATION GOVERNOR APPLICATION FORM**

**VA or VC Maintained Schools**

|  |  |
| --- | --- |
| **Name of School or**  **Federation** |  |
| **Names of Schools if Federation** |  |

**Type of School:** VA / VC *(please indicate)*

**Nomination by:** Diocesan Board of Education / Parochial Church Council

*(please indicate)*

**Applicant Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Title** |  |
| **Forename** |  | **Known as** |  |
| **Previous names (if any)** |  | | |
| **Address** |  | | |
|  |  | **Postcode** |  |
| **Email** |  | Preferably a school allocated email address. All correspondence will by via email. | |
| **Occupation** |  | | |

|  |  |
| --- | --- |
| Please describe your Christian commitment, involvement (contribution to church life e.g. regular worship, church warden etc.) and any connection with the church or school: | |
| Please provide details about why you would like to be a Foundation Governor: | |
| 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): | |
| I confirm I have completed the Church School [Skills Audit Form for Governing Bodies](https://www.hereford.anglican.org/content/pages/documents/1604489864.pdf) and submitted this to the Chair of school’s board. | Yes / No |
| Please declare any conflicts of interest (please detail **all** other governance roles including as a trustee of a charity): | |
| Are you a parent of a pupil registered at the school Yes / No  *(****If, YES -*** *Clerk please include details of how many parents are already on the governing body):* | Yes / No |
| Are you a member of staff at the school or any school in the Federation? \* | Yes / No |
| Are you related to another governor on this Governing Board? \*  ***If, YES -*** *please give details on how you are related:* | Yes / No |
| The DBE will consider the composition of each Governing body when making appointments so that boards are appropriately balanced. \*Please refer to the [HDBE Policy on Foundation Governors in a Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) Schools](https://www.hereford.anglican.org/content/pages/documents/hdbe-foundation-govs-policy-for-va-and-vc-schools-june-21-docx61609982006.pdf). | |

DECLARATIONS

I would like to be a Foundation Governor of this school/federation and if appointed:

* **I will work** to sustain and develop the distinctive values of the school founded on Christian beliefs
* **I understand** that this appointment is made by the Diocesan Board of Education (DBE) for a four year term of office which the DBE may terminate earlier at its own discretion
* **I agree** to attend Diocesan governor training **within the first two terms of my appointment** and attend any other relevant training during my term of office
* **I consent** to my personal details being held as a computer record on the Diocesan Education Database and will be used in accordance with the Diocesan Privacy Notice HDBF following the GDPR Legislation May 2018. To include receiving relevant Diocesan Education Bulletin updates.
* **I am eligible** (under the statutory guidance) for appointment as a Foundation Governor and have understood and signed the **Declaration of Eligibility** **on page 5 below**.
* I have understood and agree to abide by the Foundation Governors Code of Practice on **pages 7-9 of this form**
* 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.

Signed by applicant: Date:

*(Date and signature required – scanned or electronic signature is acceptable but not typed)*

**Declaration of Eligibility to Serve as a School Governor**

The statutory guidance, ‘The Constitution of Governing Bodies of Maintained Schools’ 2017, 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 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.
* **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 am not** subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order
* **I have not** had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced
* **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 34 of the Charities and Trustees Investment (Scotland) Act 2005, from participating in the management/control of any body
* **I am not** included in the list of people considered by the Secretary of State as unsuitable to work with children
* **I am not** disqualified from working with children under the Childcare (Disqualification) Regulations 2009 or subject to a direction under Section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008; disqualified from registration for child-minding or providing day care; disqualified from registration under Part 3 of the Childcare Act 2006.
* **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
* **I understand** that I will required to apply for an enhanced DBS check within 21 days of my appointment, including Section 128 checks.

Signed by applicant: Date:

*(Date and signature required – scanned or electronic signature is acceptable but not typed)*

*The HDBE politely request all Foundation Governor applicants complete the separate* [*Equality and Diversity in Governance Form*](https://forms.gle/HQ77jRmaaveSvgCp8) *on a voluntary basis. All responses are recorded separately and are for monitoring purposes only.* VERIFICATION – to be completed prior to sending to DBE

*(scanned or electronic signatures are acceptable on this page but not typed)*

**Form of ID** Birth Certificate / Driving Licence / Passport (please underline)

Checked by: 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:

Requested DBE meeting date for approval: End date:

Name of governor who is being replaced:

*Please ensure these following signatures are completed before submission to the Education Team:*

Authorisation Signatures – to be completed prior to sending to DBE

* I have read the applicant’s completed form and agree to support their appointment as Foundation Governor
* I can confirm a conversation has taken place with applicant to understand the role, expertise and expectations required

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Signature** | **Name** | **Date** |
| Headteacher |  |  |  |
| Chair of Governors |  |  |  |
| Chair of PCC for PCC nominated appointments |  |  |  |

(For PCC nominations a copy of the PCC minutes confirming nomination is required)

* I can confirm the applicant is a current member of a Church of England church or of a Church which is not in communion with the Church of England, but subscribes to the doctrine of the Holy Trinity
* I have read the applicant’s completed form on pages 3 & 4 and agree to support their nomination as Foundation Governor

|  |
| --- |
| **Signed by the Incumbent/Parish Priest/Minister: Date:**  *Date and signature required – scanned or electronic signature is acceptable but not typed)* |

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

1. **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

1. **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

1. **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

1. **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

1. **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

1. **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

**Please ensure you sign to say you 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.**