



Diocese of Westminster

Offer to Serve the Church as a Foundation Governor

Thank you for your interest in serving as a Foundation Governor at a Catholic school or college in the Diocese of Westminster.

Foundation Governors are appointed in the name of the Archbishop 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 college, but the interests of other schools and colleges and of Catholic education throughout the diocese;
- responding to the needs of the Catholic community as a whole as represented by the Archbishop.

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.

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 college 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 Archbishop or Vicar-General appointing in his name (known as the "Ordinary"). Before considering whether to offer you an appointment, the Ordinary will normally consult your referees, the parish priest or dean where the school is situated, the chairman of governors, the head teacher of that school 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 between 3 and 4 years ending on 31st August, 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 contact **Diocese of Westminster Education Service on 020 7798 9005 or via our website at www.education.rcdow.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). This check requires an applicant to complete a form for a DBS check carried out by the school you are appointed to and for them to have sight of the original of the DBS certificate when it is issued. There is no charge for the DBS check as you will be considered as an eligible volunteer. Applicants who are already in possession of a valid DBS certificate will need to show this to the school.

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 Archbishop;
 - 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 during 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 college 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;
 - employed (whether as a teacher or otherwise) at the school or at any other Catholic school or college in the same LEA area (except in Hertfordshire or Surrey) or deanery.
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.

Please complete the application form electronically on the following pages and return to Mrs Roz Smith, Clerk to the Governing Board, at The Cardinal Wiseman Catholic School at the following email address:
smithr@wiseman.ealing.sch.uk



DIOCESE OF WESTMINSTER

EDUCATION SERVICE

Offer to Serve the Church as a Foundation Governor

APPLICATION FORM

All parts of this form must be completed.

**When complete please return to Mrs Roz Smith, Clerk to the Governing Board, at
The Cardinal Wiseman Catholic School at the following email address: smithr@wiseman.ealing.sch.uk**

Section A: Information	
SECTION A1: PERSONAL INFORMATION	
Title	
Christian Names	
Surname	
Previous names (including Maiden)	
Home Address	
Home Telephone number	
Mobile Telephone number	
Email	
Date of Birth	(in the form DD/MM/YYYY)

Place of Birth	
Occupation	
Name of the School or College you offer to serve at:	
Do you have a child at this School / College	

SECTION A2: SERVICE			
Please give details of any / all service as a governor starting with your current position			
Name of School or College	Governor Type	From	To
Total years' service as a Foundation Governor for the Diocese of Westminster			

SECTION A3: TRAINING		
Please give details of any governor training undertaken in the last 4 years		
Type of Training	Provider	Dates

SECTION B: BOARD SKILLS AUDIT FORM FOR POTENTIAL FOUNDATION GOVERNORS

All candidates are asked to self-select against this guidance and submit this completed form by way of request to be appointed as a Foundation Governor

The Director of Education will oversee the process of appointment on behalf of the Diocese.

Please make your assessment by answering 'Yes' where applicable, to the questions below, making reference to the following key.

1 – Extensive Experience ; 2 – Some Experience ; 3 – Limited Experience ; 4 – No Experience

Skills Audit Criteria	1	2	3	4
Catholic nature of your appointment				
School Governance in Catholic Schools				
School Governance				
Safeguarding				
Education sector – Early Years				
Education sector – Primary				
Education sector – Secondary				
Education sector – Post 16				
Education sector – Further Education				
Education sector – High Education				
Legislation applicable to the voluntary sector				
Equal opportunities and diversity				

Skills Audit Criteria (continued)

Please make your assessment by answering 'Yes' where applicable, to the questions below, making reference to the following key.

1 – Extensive Experience ; 2 – Some Experience ; 3 – Limited Experience ; 4 – No Experience

Operating environment:	1	2	3	4
Voluntary sector				
Public sector				
Focus on social/political environment				
Communication skills				
Management:				
Strategic planning				
Project management				
Risk management				
Change management				
Financial management and Budget setting				
Data analysis				
Funders, Bids or Procurement applications				
Marketing and PR				
ICT Strategy				
Monitoring and evaluation				
Quality assurance systems				
Employment law and practice				
Conflict resolution-mediation, arbitration				

SECTION C: PRIEST REFERENCE

(A Parish Priest/Priest in Charge applying to be a Foundation Governor does not need to complete this section)

Please provide below the **details of your parish priest or the priest where you attend Mass regularly** who can provide details of your character, Catholic practice, and suitability for appointment as a Foundation Governor.

Full Name of Priest	
Name of Parish (and area)	
Borough/County	
Please state any role or function you have in your parish	

SECTION D: OTHER REFERENCE

Please give the details of another Catholic (not a relation) who can provide details of your character and your suitability for appointment as a foundation governor

Name	
Address	
Email address:	

Note

Mrs Roz Smith, Clerk to the Governing Board, at the school will contact your parish priest seeking a reference and will attach this to your application before submitting to the diocese. In certain circumstances, the parish priest might prefer to send the reference directly to the diocese. If this is the case, he will notify Mrs Roz Smith of this.

SECTION E: DBS Certificate of Clearance

Please contact **Mrs Roz Smith** at the school for a DBS check and provide the relevant documents. Please ask her to complete a Certificate of Clearance and return it to the diocese with your application form.

Section F: ELIGIBILITY

Please read the notes below and complete the eligibility questions

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 Archbishop; and
 - 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 during 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 college 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; and
 - employed (whether as a teacher or otherwise) at the school or at any other Catholic school or college in the same LEA area (except in Hertfordshire or Surrey) or deanery.

- 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.

Please tick as appropriate		Yes	No
I meet the general criteria for appointment as a foundation governor in the Diocese and wish to be considered for such an appointment.			
Signature of Applicant			
Date			

Section G: DECLARATION

Please read the notes below and complete the declaration below

I declare that:

- I am a committed and practising Catholic in good standing with the Church;
- *I am a Catholic priest/deacon in the Diocese of Westminster or religious order (**delete as applicable*);
- I wish to offer to serve the Diocese of Westminster in the ministry of foundation governor; and
- In offering to serve as a foundation governor in the Diocese of Westminster, I undertake that I will serve the Bishop of Diocese faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a governor and will undertake to discharge those duties with due care and diligence.

I undertake to the Diocesan Bishop:

- To preserve and develop the Catholic character of the school to which I am appointed;
- To ensure that the school is conducted in accordance with its trust deed which includes the provisions of:
 - Canon law;¹
 - The Curriculum Directory and Bishops' statements on religious education; and
 - Any Diocesan directives relating to schools.
- To conduct the school in accordance with its Instrument (and Articles) of Government and in particular its ethos statement;
- To become familiar with, to support and implement the policies and procedures of the diocese, including the Diocesan Bishop's policies on education, including their vision for academisation, religious education, any Admissions Guidance issued by the diocese, and the expectations of the Diocesan Bishops issued collectively, specifically the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools, and to represent those policies and expectations to the governing body;

¹ This means the Canon law of the Catholic Church from time to time in force, which includes the 1983 Code of Canon Law, and any Particular Law such as legislation of the Bishops' Conference, directives of the diocesan bishop and legislation of the school's religious order (if any).

- To consider not only the interests of the school but also the interests of other Catholic schools, colleges, academies and Catholic education throughout the Diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Diocesan Bishop;
- To attend relevant training including diocesan training and continuing professional development training, as required by the Diocese; and
- In all actions, serve as a witness to the Catholic faith.

I declare that:

- I am not disqualified by law from appointment as a governor;
- I consent to the information given on this form and other information collected with it being held and processed by the Diocese, including the sharing of data with third parties where required, in accordance with Diocesan* policy;
- I undertake that I shall tender my resignation as a governor if 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; and
- 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.

Signature of Applicant	
Date	

Please return this form to Mrs Roz Smith at the school.

PRIVACY & DATA PROTECTION

The information and data you provide in this form will only be used for the purposes of assessing your suitability to be a Foundation Governor / Director. The data will be accessible to the Bishop of Westminster and his appointed representative for the administration of governor appointments. Your data will be stored securely on diocesan servers only.

Full details of the diocesan privacy policy can be found at www.rcdow.org.uk/privacy