



# Archdiocese 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 Archdiocese 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 all called to serve the Church's mission. So 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 a possible school is situated, the chairman of governors, the head teacher of that school and any one 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 31<sup>st</sup> August, but this may depend on the composition of the particular governing body.

***Please detach and retain this page for your own reference***

## Form OS (6/10)

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.rcdow.org.uk/education](http://www.rcdow.org.uk/education)**.

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.

### **Diocesan Criteria for Appointment as a Foundation Governor**

In order to be appointed (or re-appointed) as a foundation governor in the diocese, the following norms apply.

#### ***General Criteria***

1. To become or remain a foundation governor, a person must be and remain:
  - a practising Catholic;
  - providing education for his or her own children, if of school age, in a Catholic school or college (unless exceptional circumstances apply);
  - able to give priority of attendance at meetings of the governing body to ensure representation of the Archbishop.
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 (other than the parish priest) will not normally be appointed as a foundation governor if he or she is over 70 years of age.

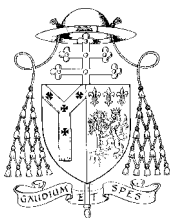
#### ***Specific Criteria***

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 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.

#### ***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.



# Archdiocese of Westminster

## *Offer to Serve the Church as a Foundation Governor*

**ALL PARTS OF THIS FORM MUST BE COMPLETED. PLEASE USE CAPITALS.**

### Part I - Questions about you

Surname

Full Christian Names

Christian Name by which you are known

Previous Surname(s)

Title: Mr/Mrs/Miss/The Revd./Sr./Dr./Prof. etc.

Date of Birth

Honours etc.

Occupation

Home Address


Postcode

Telephone (home)

Telephone (work)

Mobile telephone

Fax

E-mail

Marital Status

Your Education:

Primary School(s)


Secondary School(s)


Further and Higher Education (full or part-time)


Professional Qualifications or Expertise


Have you ever been employed at a school? Yes  No

If so, please give the following details:

Last school

DES / DfEE / DfES / DCSF / DfE No.

Referees:

1. Please give the details of a Catholic priest who can provide details of your character, Catholic practice and suitability for appointment as a foundation governor


Postcode

Tel:

2. Please give the details of another Catholic who can provide details of your character and your suitability for appointment as a foundation governor


Postcode

Tel:

# Form OS (6/10)

## Part II - Questions relating to statutory disqualification

Have you been adjudged bankrupt or had sequestration of your estate awarded? Yes  No

Have you made a composition or arrangement with, or granted a trust deed for your creditors? Yes  No

Are you disqualified as a company director under the Company Directors Act 1986 or subject to an order made under section 429 of the Insolvency Act 1986? Yes  No

Have you ever been removed as a charity trustee, trustee of a charity or equivalent? Yes  No

Have you ever been disqualified as a governor for non-attendance at meetings? Yes  No

Have you ever been declared by the Secretary of State as unsuitable to be a teacher? Yes  No

Have you ever been disqualified as the proprietor of an independent school or from being a teacher or employee in any school? Yes  No

Have you ever been convicted of an offence involving dishonesty or deception, or an offence against a child or young person? Yes  No

Have you ever been sentenced to a term of imprisonment of five years' or more? Yes  No

Have you been sentenced to a term of imprisonment of two and a half years' or more within the last 20 years? Yes  No

Have you been sentenced to a term of imprisonment of three months' or more within the last five years? Yes  No

office use only

*If you have answered yes to **any** above questions, please give **full** details below or on a separate sheet or sheets of paper, enclosing any relevant documents.*

**Part III - Questions relating to diocesan criteria**

Are you a committed and practising Catholic? Yes  No

Do you have any children? Yes  No

If yes, please list schools they attend(ed) and their ages (if still at school and "adult" if not):

Name of School(s) or College(s)	Age or ages of children

Are you employed (whether as a teacher or otherwise) to work at any Catholic school or college in the diocese?

Yes  No

If yes, please give details:

Name of School or College	Position

Are you related to anyone who is employed to work at any Catholic school or college in the diocese?

Yes  No

If yes, please list school, position and relationship:

Name of School or College	Position	Relationship

Are you related to a governor of any Catholic school or college in the diocese? Yes  No

If yes, please list school and relationship:

Name of School or College	Relationship

Are you, or have you ever been a governor of any school? Yes  No

If yes, please give details of all of them, starting with the current or most recent:

Name of School or College	Governor type	From	To

Total years service on current governing body / bodies (if applicable): \_\_\_\_\_ / \_\_\_\_\_

Total years service as a foundation governor for the Archdiocese of Westminster (if applicable): \_\_\_\_\_

**Part IV- Other Information**

Do you have access to a car or other transport of your own? **Yes**  **No, Rely on public transport**

How far from your home are you willing to travel to governing body meetings? \_\_\_\_\_ (*miles*)

Please indicate if you are particularly interested in any of the following aspects of education:

Nursery  Primary  Secondary  Sixth-form  Special needs

*(Please feel free to tick more than one box)*

In offering to serve the diocese as a foundation governor, if there are certain schools or colleges in which you would be particularly interested, please list them below. Otherwise leave this section blank. *No appointment will be made without your prior agreement.*


Please give any additional information you wish in support of your application (*you may continue on a separate sheet of paper if you wish*).

**Part V- Declaration**

I wish to offer to serve the Archdiocese of Westminster in the ministry of Foundation Governor.

I have read and understood the criteria for appointment and, to the best of my knowledge I am eligible for appointment. I acknowledge that no correspondence is entered into should my offer not be accepted.

If appointed I am able and willing to give priority to my duties as a governor and will undertake to preserve and develop the Catholic character of the school or college and to ensure that it is conducted in accordance with its trust deed. I confirm that I am committed to promoting and upholding the teachings of the Church and the policies of the Diocese.

I consent to the information given on this form and other information collected in connection with it being held and processed by the Archdiocese of Westminster.

Signed..... Date.....

*Please return this form to:*

**The Foundation Governor Co-ordinator  
Westminster Diocese Education Service  
Vaughan House  
46 Francis Street  
London SW1P 1QN**