**Leeds Diocesan Board of Education**

**Foundation Governor Application Form**

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| **Name of School** |  |

Please check your Instrument of Government and indicate which the appointing body for this application is

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| **Leeds Diocesan Board of Education (DBE)** |  | **Complete parts 1, 2 and 3.** |
| **Parochial Church Council (PCC)** |  | **Complete parts 1, 2, 3 and 4.** |
| **Application in place of the Incumbent (local vicar) unwilling/unable to take up their ex-officio post.** |  | **Complete parts 1, 2 and 3, we will forward part 5 to be completed.** |

Please indicate the faith criteria which is applicable to your application

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| --- | --- |
| **I am a practising member of the Church of England with a commitment to celebrating and developing the Christian ethos of the school.** |  |
| **I am a member of a different Christian church (Churches Together or Evangelical Alliance) with a commitment to celebrating and developing the Christian ethos of the school.** |  |
| **I am not a member of a Christian church but I am willing to demonstrate a commitment to celebrate and develop the Christian ethos of the school.** |  |
| **I am not a member of a Christian church and I am not willing to demonstrate a commitment to celebrate and develop the Christian ethos of the school.** |  |

Part 1- to be completed by the applicant.

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| --- | --- | --- | --- | --- |
| **Surname** |  | | **Title** |  |
| **Forename/s** |  | | | |
| **Address** |  | | | |
| **Postcode** |  | **Telephone** |  | |
| **Over 18?** | **Yes/No** | **Email** |  | |
| **Occupation** |  | | | |

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| --- | --- | --- | --- |
| **Religion/Denomination** |  | | |
| **Place of worship** |  | | |
| **Parish** |  | | |
| **Frequency of attendance** e.g. weekly, monthly, occasionally |  | **Are you confirmed?** | **Yes/No** |
| **Contribution to Church life** e.g. PCC member, help run Sunday School |  | | |
| **If you do not fulfil all of the above criteria please support your nomination by telling us what other qualities you would bring to the governing body.** |  | | |

Part 1 (continued) to be completed by the applicant

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Have you served on this Governing Body before?** | | | | | **Yes/No** | | | | | | |
| **If yes, for how long?** | |  | | **In what capacity?** | | | |  | | | |
| **Nomination for a re-appointment?** | | **Yes/No** | | **Or new appointment?** | | | | | | | **Yes/No** |
| **If a new appointment, name of governor being replaced:** | | | | | |  | | | | | |
| ***In the case of a re-appointment* please give details of all governor training undertaken in the last 4 years:** | | | | | | | | | | | |
| **Type of training** | | | **Provider** | | | | | | **Date** | | |
|  | | |  | | | | | |  | | |
| **Please name other schools/academies where you are a governor** | | | | | | |  | | | | |
| **Do you have a child who attends this school?** | | | | | | | | | | **Yes/No\*** | |
| **Are you a member of staff at this school?** | | | | | | | | | | **Yes/No\*\*** | |
| **Does a relative or someone you live with serve on this governing body?** | | | | | | | | | | **Yes/No** | |
| **Does a relative or someone you live with work in this school?** | | | | | | | | | | **Yes/No** | |
| **What contribution would you make as a foundation governor to this governing body?** |  | | | | | | | | | | |

\*number of parents guidance

\*\* proportion of staff guidance

Part 2 – Declarations – to be completed by the applicant

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| **Declaration** | |
| I declare that:   1. I understand my responsibility to uphold the faith and beliefs of the Church of England within the school (please see ethos statement in the accompanying guidance). 2. I have read, and understood, and will abide by the ‘Role of a Foundation Governor’ guidance document. 3. I have never been disqualified as a governor through non-attendance at meetings, or removed as a governor for any other reason. 4. I undertake to refrain from using any social networking sites to divulge any information or express any opinions regarding the school, its governors, staff, pupils and their families. I will use professional judgement in my role as foundation governor when considering accepting parents/carers or pupils as friends on social networking sites. I will ensure that any use of photographs on such sites will not identify the school, its staff, pupils or their families. 5. The information provided on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any false information may cause my appointment to be withdrawn. | |
| **Signed:** |  |
| **Date:** |  |
| **Name (print):** |  |
|  |  |
| **Safeguarding** | |
| **I am willing to complete an Enhanced Disclosure form which will be checked by the Disclosure and Barring Unit.**  I declare that I have not been convicted at any time for any offence connected with children or have any such prosecution pending. | |
| **Signed:** |  |
| **Date:** |  |
| **Name (print):** |  |

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| **Data Protection** |
| The information that you provide in this form will be held on a computerised database maintained by the Leeds Diocesan Board of Education. Your data will be used in accordance with the principles set out in the General Data Protection Regulation and the Data Protection Act (DPA) 1998 (the “Data Protection Laws”) which protect the right to privacy of individuals whose personal details are held by us. We will only make candidate details available to schools or any other body involved with the recruitment and/or regulation of schools and school governors.  Please sign below to confirm that the information you give on this form can be recorded and used by the Leeds Diocesan Board of Education in accordance with the Data Protection Laws.  Signed ……………………………………………………………………………………… Date ……………………............. |

Part 3 – to be completed by the nominating authority:

This applicant is nominated by (tick as appropriate):

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| **Chair/Secretary of the PCC** |  | **If the PCC is the appointing body then part 4 must also be completed** |
| **Chair of Governors** |  |  |
| **Headteacher** |  |  |
| **Incumbent** |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | **Tel No:** |  | |
| **Email:** |  | | | | | |
| **How long have you known the applicant?** | | | |  | | |
| **In what capacity?** | | |  | | | |
| **Has a skills audit of the governing board taken place prior to application?** | | | | | | **Yes/No** |
| **Are the Headteacher, Chair of Governors and Incumbent all aware of this application?** | | | | | | **Yes/No** |
| **Why will this applicant be a good foundation governor?** | | | | | | |
|  | | | | | | |
| **Signed:** | |  | | | | |
| **Date:** | |  | | | | |
| **Name (print):** | |  | | | | |

Part 4 – to be completed on behalf of the PCC

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| **Name of Parish:** |  | |
| **Date of PCC meeting where nomination was approved?** | |  |
| ***We confirm that the above applicant was approved by the PCC to become foundation governor of the above school.*** | | |
| **Signed:** | **PCC Chair** | |
| **Date:** |  | |
| **Name (print):** |  | | |
|  |  | | |
| **Signed:** | **PCC Secretary** | |
| **Date:** |  | |
| **Name (print):** |  | | |

Part 5 – to be completed where the Archdeacon is the appointing person

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| **This appointment made by the Archdeacon of:** | |  |
| For a term of office which lasts until the Incumbent decides to take up their ex-officio post or a new incumbent is appointed to the parish, whichever is the sooner. | | |
| **Signed:** |  | |
| **Date:** |  | |
| **Name (print):** |  | |

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Please complete and sign all relevant parts of this form and return to the Diocesan Education Team.

By email: [info.ed@leeds.anglican.org](mailto:info.ed@leeds.anglican.org) marked for the attention of the **School Governance Administrator**.

*or*

By post:

Diocesan Education Team

Church House

17-19 York Place

Leeds

LS1 2EX