

# **DIOCESE OF SHREWSBURY EDUCATION SERVICE**



## **INFORMATION AND APPLICATION FORM FOR FOUNDATION GOVERNOR OF A CATHOLIC SCHOOL**

Education Service  
2 Park Road South  
Prenton  
CH43 4UX  
Telephone: 0151 652 9855  
Fax: 0151 653 5172  
email: [education@dioceseofshrewsbury.org](mailto:education@dioceseofshrewsbury.org)

### **DATA PROTECTION ACT**

By signing this application form I agree that the Trustees of the Diocese of Shrewsbury and their representatives may retain sensitive personal data in that some or all of the conditions set out in schedule 3 of the Data Protection Act 1998 apply

# **FOUNDATION GOVERNORS IN CATHOLIC SCHOOLS**

## **ROLE**

In diocesan schools all governors play a key role in ensuring that the best possible education is provided for pupils. In achieving this they are charged with a wide range of responsibilities including those associated with the conduct of the school, admissions, staffing matters, curriculum monitoring and oversight of finance. In very broad terms the governing body are responsible for determining school policies while the headteacher and staff are responsible for their implementation.

Foundation Governors, who form a majority on a school governing body, also have, however, a specific responsibility on behalf of the Bishop of Shrewsbury to:

- ensure that their school is conducted accordingly to Canon Law, the Trust Deeds of the Diocese and the teachings of the Catholic Church;
- see that the religious education curriculum is in accordance with his policy for the Diocese;
- represent him on the Governing Body with reference to diocesan policies in general and those relating to admissions, staffing and curriculum in particular;
- consider not only the interests of the school in which they serve but the interests of Catholic education throughout the Diocese;
- keep in mind the needs of the Catholic community as a whole.

## **PROFILE**

The Bishop is looking to appoint candidates from all walks of life. New applicants should not be deterred by lack of experience in education as appointed Foundation Governors are provided with appropriate training and support during their period of office. There are though certain key requirements for appointment. Applicants must be:

- Practising and committed Catholics
- In sympathy with the policies of the Bishop in relation to diocesan schools and committed to the value and importance of those schools. Note that candidates with children of school age are expected to secure their education (save in exceptional circumstances) in Catholic schools.
- Willing to accept fully the duties and responsibilities of governors including attendance at courses provided by the relevant LA, the Diocese or their school.
- Willing to attend a mandatory induction course offered by the Diocese within the first year of their appointment. Details of which will be provided with your letter of appointment.

## **APPLICATION**

If you can offer to serve, please complete, detach and return the completed application form as soon as possible to Miss Sue Jenkinson, PA to Director of Schools, Diocese of Shrewsbury Education Service, 2 Park Road South, Prenton, CH43 4UX. Should you wish to provide further information under Section C. Governance, then please set this out on a separate sheet of paper and attach it to the application form.

## FOUNDATION GOVERNORS APPLICATION FORM

### SECTION A. PERSONAL DATA *(Please print)*

Full Name \_\_\_\_\_ Title \_\_\_\_\_

Address (*inc Post Code*) \_\_\_\_\_

Telephone Number: *Daytime* \_\_\_\_\_ *Evening* \_\_\_\_\_

Email: \_\_\_\_\_

Marital Status \_\_\_\_\_ Age (*please tick*) Under 30 ☐ 30-60 ☐ Over 60 ☐

Occupation \_\_\_\_\_

Parish \_\_\_\_\_

### SECTION B. EXPRESSION OF INTEREST

(1) Please name the school where you would wish to serve as a Foundation Governor

(2) Do you have paid employment at that school? Yes/No

(3) Are you willing to be considered for appointment to other Catholic schools in the immediate geographical area? Yes/No

(4) Do you have a current enhanced DBS Certificate? Yes/No

### SECTION C. GOVERNANCE

What particular skills/experience are you able to bring to the role of governor?

Please complete enclosed Individual Skills Audit and Pen Portrait (both to be returned with this form)

### SECTION D. DECLARATION

I confirm that I am a practising Catholic and, if appointed, will be willing to undertake the responsibilities involved in the role of Foundation Governor.

I further confirm that I am not subject to any disqualifications from membership of a Governing Body in accordance with the Constitution of Governing Bodies of Maintained Schools : statutory guidance (as printed overleaf).

I undertake to complete the Diocesan induction programme within 2 terms of being appointed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### COUNTER SIGNATURE

**I confirm that the person named above is considered to be suitable for appointment as a Foundation Governor and is a practising Catholic.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Name (PLEASE PRINT)** \_\_\_\_\_ **Parish** \_\_\_\_\_  
**PARISH PRIEST**

## DISQUALIFICATIONS FROM SERVING AS A FOUNDATION GOVERNOR

### ***General grounds***

Registered pupils cannot be governors.

A governor must be aged 18 or over at the time of election or appointment.

A person who is employed at the school is not able to be appointed as a Foundation Governor.

A person cannot hold more than one governor post at the same school at the same time.

### ***Grounds that apply to particular categories of governor***

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period (at the time of election or appointment).

A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.

### ***Grounds that arise because of particular failings or actions on the part of the governor***

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office if that person:

- is the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- has received a prison sentence of two years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of five years or more
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure & Barring Service (DBS) for a criminal records certificate.