

Foundation Governor Application Form

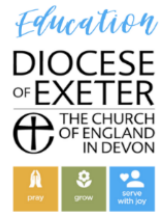


Please email your completed form to the Governance Professional on:
clerk@chulmleigh.devon.sch.uk

Foundation Governor Application Form

For prospective Governors to Voluntary Aided (VA) Schools, Voluntary Controlled (VC) Schools

Appointing Authority - Exeter Diocesan Board of Education



Please take time to make sure that the information given on this form is true and complete. In the event that you are appointed, any inaccurate or misleading information may lead to your removal.

Name of School		
Full name		
Title		
Previous names		
Telephone		
Email address		
Occupation		
Conflict of interest		Please tick to confirm
I am not a member of staff at the school or any school within the Trust		
I am not related to any member of the Governing Board		

The information collected is held by The Exeter Diocesan Board of Education and will be stored on our database to maintain records of governors and individuals. We will store the information on the form for the duration that the person is in post and for the twelve months following, after which time it will be deleted. As part of a national recommendation, we shall retain the appointee's name and term of office for a period of up to 75 years. We will not share data with any other party unless stated in the EDBE Privacy Notice found on the Diocesan website - www.exeter.anglican.org/resources/data-protection/. We will contact governors and individuals to share information about their role including training and newsletters. For privacy rights under the GDPR and the Data Protection Act 2018 you can visit the Information Commissioners Website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>. Please also see the Diocesan Privacy Notice on our website, www.exeter.anglican.org.

I confirm that I am committed to supporting the principles underlying the Trust Deeds of the CofE school(s) in accordance with the doctrines and practices of the Church of England. I acknowledge the responsibility to support and uphold the faith and beliefs of the Church of England. I have read and will commit to and uphold the [DBE vision](#), and will support the [Diocesan vision](#).

Signed:		Name	
		Date	

We would be grateful if you would indicate below the statement which best describes you. Please mark one 'best fit' description. Thank you.

<input type="checkbox"/>	I am an active communicant member of the Church of England and commit to upholding the DBE vision.
<input type="checkbox"/>	I am an active member of the Church of England and commit to upholding the DBE vision.
<input type="checkbox"/>	I am an active member of a Christian denomination other than the Church of England and commit to upholding the DBE vision.
<input type="checkbox"/>	None of the above, but I consider myself a Christian and will commit to and uphold the DBE vision.

Please delete as appropriate to confirm the following:	
I am aware of my roles and responsibilities and the time commitment. I am aware of the training available to support my role as a governor	Yes / No
I am aware that as a Foundation Governor I am required to attend the Exeter Diocesan Governor Induction training for Church schools within one year from the date of my appointment and commit to attending at least one other training event or forum with the Diocesan Education Team each year.	Yes / No

I have been invited to the school/already visited the school as part of my introduction to being a Governor	Yes / No
I have met the Headteacher and Chair of Governors	Yes / No

Personal Statement
(N.B.: this will be shared with the school)

Name of School	
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Please provide details of experience or skills likely to contribute to the work of the Board of Governors. Please refer to your professional and personal experiences as well as your church life and indicate whether you have served as a governor or director previously and your experiences. Please briefly explain your reasons for wishing to become a Foundation Governor, including your understanding of the role.

Please sign and date the declaration and print your full name. Your signature will be taken as confirmation that all of the above is accurate and this Personal Statement can be shared with the school.	Signed	
	Full name (printed)	
	Email	
	Date	

Declaration of Eligibility (N.B.: this will be shared with the school)			
Name of School			
<ol style="list-style-type: none"> 1. I am not disqualified from serving in public office. 2. I am aged 18 or over at the date of this application. 3. I am not liable to be detained under the Mental Health Act 1983. 4. I am not bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 402(2)(b) of the Insolvency Act 1986. 5. I have not been removed from an 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 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body. 6. I am not disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. 7. I am not disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school. 8. I have not, in the past five years prior to applying to become 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. 9. I have not, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and have had passed on me a sentence of imprisonment for a period of not less than two and a half years. 10. I have not, at any time, had passed on me a sentence of imprisonment for a period of not less than five years. 11. I have not been fined, in the five years prior to applying to become a governor or since appointment for causing a nuisance or disturbance on educational premises. 12. I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000. <p>Furthermore, I confirm that:</p> <ul style="list-style-type: none"> • I am committed to upholding the school(s) vision, ethos and character as a Church of England school and to making an effective contribution to the governance and success of the school. • I am eligible to be a governor and would like to be put forward for the role of Foundation Governor. • I consent to the information provided on this Declaration of Eligibility being retained and processed by the Exeter Board of Education Committee, the school and others involved in the appointment process for the purposes of determining the suitability of my application, for subsequent quality assurance and monitoring purposes and for all other purposes reasonably associated with such use. <p>Personal benefit: If your organisation pays (or will pay) you for being a Governor OR any person connected to you for providing goods and services, you will ensure the organisation is aware and declare that this will be in the organisation's best interests; be lawful and authorised; and help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes).</p> <p>If at any time, I consider that I can no longer be bound by the terms of this Declaration, I confirm that I will immediately submit in writing my resignation to governance@exeter.anglican.org and alert the school.</p>			
<p>Declaration: Having read and understood the disqualification criteria as listed, I declare that I am eligible to serve as a Foundation Governor. I understand that I will be asked to obtain an Enhanced Disclosure and Barring Check in line with statutory requirements. I am not disqualified from working with children under the Childcare (Disqualification) Regulations 2009.</p>		Please sign the declaration in the space below, date and print your full name. Your signature will be taken as confirmation that none of the restrictions apply to you and this Declaration of Eligibility can be shared with the school.	
		Signed	
		Full name (printed)	Date

including the lawful basis about how we use this information, who has access to the information and our retention of that information. Our Privacy Notice has details of how to contact the Data Controller.

Foundation Governor References

References

Please provide the details of at least two referees who have agreed to supply references. One reference should be from your current or most recent employer and be completed by a person with appropriate authority. One referee should be a member of the clergy who can confirm your commitment to Church of England Schools and the Diocesan Vision. Where a member of the clergy is not known to you, you will be required to supply an alternative referee and may be subject to a conversation with a member of the Diocesan Education Team in order to establish your understanding and commitment. References must cover a minimum of three years.

Referees will be required to comment on your personal qualities, skills and suitability for the role of Foundation Governor. Reference requests will be followed up and verified by the Diocesan Education Team. Referees will be approached prior to appointment by EDBE.

Referees must not be family members.

Referee 1: Employer Reference	
<i>This should be your current or most recent employer and be completed by a person with appropriate authority. It should be someone who can comment knowledgeably about your skills, knowledge, experience and character.</i>	
Name of Referee	
Type of Referee <i>(e.g. employer, clergy/church, etc)</i>	
In what capacity does Referee know you?	
Position of Referee	
Address of Referee	
Telephone Number(s)	
Email	
Length of time known	

Referee 2: Church Reference	
<i>This should be the Parish Priest or a member of clergy. Where there is no Parish Priest, please provide details of a churchwarden, member of the PCC or a minister of another Christian denomination (that is a Member of Churches Together in Britain and Ireland) where possible.</i>	
Name of Referee	
Type of Referee <i>(e.g. employer, clergy/church, etc)</i>	
In what capacity does Referee know you?	
Position of Referee	
Address of Referee	
Telephone Number(s)	
Email	

Length of time known	
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Referee 3: Character Reference	
<i>Please provide a reference here if you think it will provide additional information to support your application, if the other referees do not cover the required three-year period, if you have no link to provide a church reference or if you have not been employed in the last three years (in addition to the employee reference where possible).</i>	
Name of Referee	
Type of Referee <i>(e.g. employer, clergy/church, etc)</i>	
In what capacity does Referee know you?	
Position of Referee	
Address of Referee	
Telephone Number(s)	
Email	
Length of time known	

For internal use only

Name of nominated Foundation Governor:			
I can confirm the applicant has met with the Chair of Governors and/or the Headteacher			
Signed			
Name		Diocesan Position:	
Notes			

Identification documents - To be undertaken by the school and noted by the Diocesan Education Team.

Full name of Foundation Governor			
Type of document checked e.g. passport			
Date checked			
Name of person checking document and position			
DBS number			
Diocesan Staff member recording confirmation		Diocesan Position	
		Date	

General Data Protection Regulations

Under the General Data Protection Regulations, The Exeter Diocesan Board of Education, as the Data Controller, regards the protection of personal data relating to governors and other holders of public office as a very important matter. On our website www.exeter.anglican.org is our Data Protection Privacy Notice. The Privacy Notice outlines the information that the Exeter Diocesan Board of Education collects, holds and shares including the lawful basis

about how we use this information, who has access to the information and our retention of that information. Our Privacy Notice has details of how to contact the Data Controller.

Notes to the Clerk of the Governing Board:

- This form is for the appointment of new Foundation Governors in maintained schools. If seeking reappointment, please use the reappointment form.
- If you have any questions or queries about completing this form, please contact the Governance team on 01392 294950 or email governance@exeter.anglican.org.
- If the form is submitted via the school, when complete, please send it to the Governance Team, Diocesan Education Office, The Old Deanery, The Cloisters, Exeter EX1 1HS or email to governance@exeter.anglican.org. If sending by Egress, please send to governance@exeter.anglican.org. If the application form is submitted to the diocese directly by the applicant, we will contact the clerk to ensure the school is aware of the application and introduce the prospective governor.
- This form or its contents must not be retained by the school.
- On appointment, the Diocesan Education Team will provide a letter of appointment to the governor and copy this to the clerk. The clerk will be provided with a Letter of Assurance about checks undertaken by the diocese along with pages 1 – 3 of this form (personal statement and declaration of eligibility) for the school's records.
- Schools should ensure their own Data Protection Privacy Notice allows for the retention of the provided governor information.