

**DIOCESE OF WESTMINSTER**

**EDUCATION SERVICE**

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

**CONTINUATION FORM**

**All parts of this form must be completed, please use capital letters.**

**Where the form has been pre-populated please make any corrections.**

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| **Section A: Information** | |
| **SECTION A1: PERSONAL INFORMATION** | |
| Title |  |
| First Names |  |
| Surname |  |
| Previous names (including Maiden) |  |
| Home Address |  |
|  |
|  |
|  |
| Home Telephone number |  |
| Mobile Telephone number |  |
| Email |  |
| Date of Birth |  |
| Place of Birth |  |
| Occupation |  |
| Name of the School or College you continue to serve at: |  |

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| **SECTION A2: SERVICE** | | | |
| Please give details of all service as a governor starting with your current position | | | |
| Name od School or College | Governor Type | From | To |
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|  |  |  |  |
| Total years’ service on current Governing Body or Bodies | |  | |
| Total years’ service as a Foundation Governor for the Diocese of Westminster | |  | |

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

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| **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 |  |  |  |  |

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| **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 re-appointment as a Foundation Governor. | | |
| Name of Church |  | |
| Name of Parish |  | |
| Borough/County |  | |
| Applicant’s role and function within your parish, if any | |  |

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| **CERTIFICATION BY THE PRIEST** | |
| **I certify that the applicant regularly attends Mass on Sundays and Holydays of Obligation and, to the best of my knowledge, is a practising Catholic.** | |
| Signature |  |
| Name of Priest |  |
| Date |  |

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| **SECTION D: DBS Certificate of Clearance** |
| **Please take the attached Certificate of Clearance with your most recent DBS check to your school and ask them to complete it and return it to** [**carolc@rcdow.org.uk**](mailto:carolc@rcdow.org.uk) |

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| **Section E: 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; * 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; and * in possession of a valid DBS disclosure certificate.  1. 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**   1. 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.  1. 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. | | | |
| **Please tick as appropriate** | | **Yes** | **No** |
| I meet the general criteria for appointment for a further term of office as a foundation governor in the Diocese and wish to be considered for such an appointment. | |  |  |
| I meet the specific criteria for appointment for a further term of office as a foundation governor at the school named overleaf and wish to be considered for such an appointment. | |  |  |
| I do not meet the specific criteria for appointment for a further term of office as a foundation governor in the Diocese but wish to be considered for such an appointment and attach a letter detailing the exceptional circumstances | |  |  |
| Signature of Applicant |  | | |
| Date |  | | |

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| **Section F: 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 continue serving 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]](#footnote-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 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; * 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, serving 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 by email to:** [**carolc@rcdow.org.uk**](mailto:carolc@rcdow.org.uk) **or by post to**

**Carol Campbell**

**Governor Coordinator**

**Archdiocese of Westminster Education Service**

**Vaughan House**

**46 Francis Street**

**London SW1P 1QN**

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).*  [↑](#footnote-ref-1)