

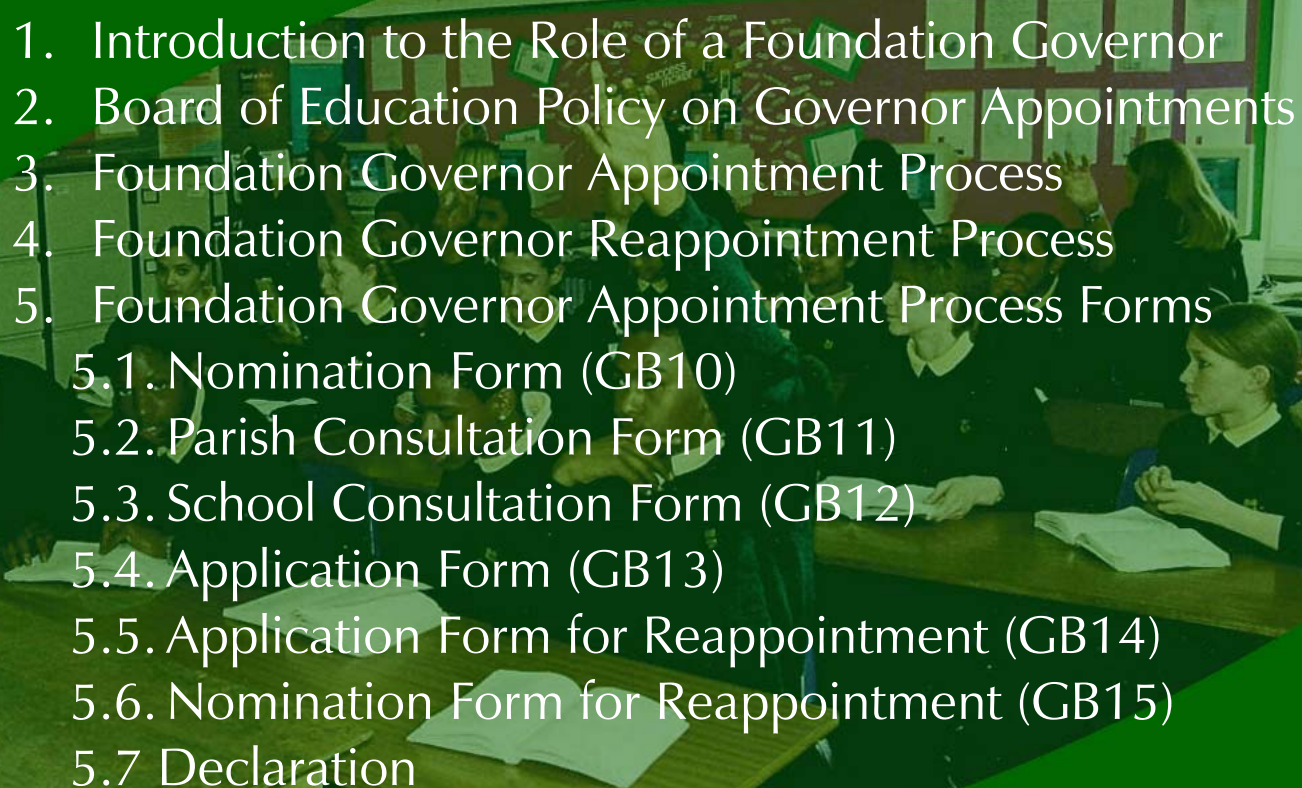


Peterborough Diocese  
Board of Education

# Foundation Governors

APPOINTMENTS PROCESS  
AND GUIDANCE 2005

# *Contents*

- 
1. Introduction to the Role of a Foundation Governor
  2. Board of Education Policy on Governor Appointments
  3. Foundation Governor Appointment Process
  4. Foundation Governor Reappointment Process
  5. Foundation Governor Appointment Process Forms
    - 5.1. Nomination Form (GB10)
    - 5.2. Parish Consultation Form (GB11)
    - 5.3. School Consultation Form (GB12)
    - 5.4. Application Form (GB13)
    - 5.5. Application Form for Reappointment (GB14)
    - 5.6. Nomination Form for Reappointment (GB15)
    - 5.7 Declaration

# Introduction to the Role of a Foundation Governor

The Board of Education is grateful that you have put yourself forward to act as a Foundation Governor for a Church School in the Diocese of Peterborough.

The role of governor in schools today is challenging and yet many find the opportunity to serve the school in the community very rewarding. The Church School is an example of the Church working in the community and working for the community. Many Christians find that governorship offers an opportunity to serve the community and gain a great deal of satisfaction from bringing their own skill and experiences to the many issues that face the Church School. **The term of office is usually four years.** School governorship these days is quite a complex experience and some governors take a little time to settle into the role, many offer themselves for a second term when they feel more equipped to fully understand the implications of issues under consideration.

In all schools there is more than one Foundation governor and in Voluntary Aided schools there are often eight or more Foundation governors. In these circumstances, when appointing new governors, the Board will consider the range of skills and experiences on the governing body before making an appointment. The Board will be looking for governors who reflect:

- A range of experience of life, both those who are current parents of children of school age and those who have had the opportunity to experience the whole of a child's development to maturity.
- A range of experience of work, both whose primary experience is the support of the home and those who bring experience of the workplace. All governing bodies need an accountant, lawyer, surveyor, personnel, professional, educationalist and the Board will endeavour through foundation governor appointment to ensure wherever possible these skills are available to all governing bodies.
- A range of Churchmanship, both of the local parish and the diversity of the Church of England.

## A Foundation Governor has a complex role:

- **working alongside other governors (LEA, parent, staff, minor authority and headteacher) the governing body monitors the development and performance of the school in all areas**
- **promoting the importance of the Church School ethos**
- **acting as critical friend of the school, supporting the headteacher and staff and offering pastoral support**
- **ensuring that the school operates according to the Instrument of Governance to the school particularly in respect of pupil admissions, staff appointments, provision for collective worship, provision for RE and preservation of the assets of the school's Trust**

The Board of Education offers support to governors in carrying out their role. This support is provided by the Board's Officers either in response to individual enquiries or through the training opportunities provided during the year. All new governors (including those opting for a second term) are encouraged to join the evening **Foundation Governor Update Course** which is held at schools around the diocese. This course provides a useful introduction to the role, support services and current issues. Once a year the Board provides a **Governors' Conference** to which governors from all Church Schools are invited. The conference provides an opportunity to discuss particular topics and for the Board to gain the views from schools across the diocese. This gathering also provides an opportunity for governors to share their experiences and to build alliances with other school governing bodies, many of whom will be facing similar issues.

All Foundation Governors are expected to be supportive of the staff and to represent the views of the local Church to the governing body. At times there may be conflict. It is expected that all Foundation Governors will work constructively to resolve difficulties and bring a better understanding of the Church to the school governing body and a better understanding of the views of the school governing body to the Church.

The Board welcomes your interest in the governorship and welcomes a completed application form in due course. Please complete both the application form (Forms GB13 or GB13) and the declaration (Form GBD). The Board's agreed appointment process requires the school governing body and the Parochial Church Council to be consulted on any appointment. The information in the form of the application form will be shared with these parties. Once these consultations have been completed, I will contact you again to initiate the check with the Criminal Records Bureau before final appointments are made.

# ***Board Policy on Foundation Governor Appointments***

The Board of Education recognises the importance of the role that foundation governors play in the management of Church Schools across the diocese. In appointing foundation governors the Board will through its appointment process ensure that:

- Governors are suitable to serve on a Church School governing body
- Governors are equipped to help the school maintain and further develop the Church School ethos in accordance with the school's ethos statement sealed in the Instrument of Government
- Governors have skills, which compliment those of the other members of the governing body. This should ensure that the school has the range of skills and experience necessary to undertake all its duties

**The Board has agreed that:**

- It is inappropriate to appoint husbands/wives or partners to the same school governing body
- It is inappropriate to appoint a member of staff of a school to a foundation place on the governing body
- Wherever possible it is appropriate to appoint full members of the Church of England to foundation places on Church School governing bodies. However, where particular skills or experiences are required by particular schools, the Board will consider applications from those of other faiths and no faith where their skills or experience will be of particular value to the school

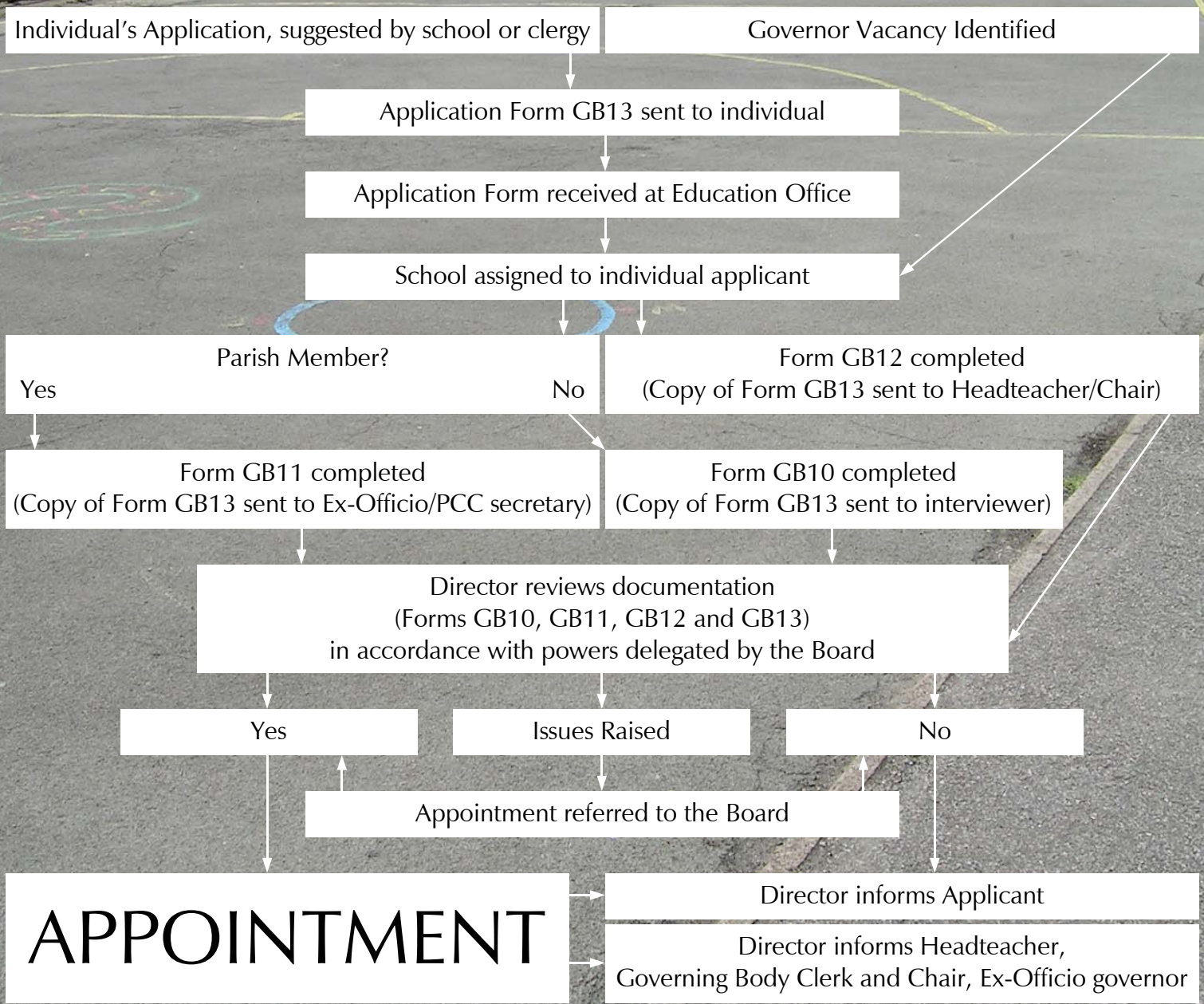
## ***Expectations of Foundation Governors - Training***

The Board of Education expects foundation governors to undertake training in order for them to be in the best position to support the school as an active member of the governing body. The Local Education Authority offers a range of training that is extremely useful in fulfilling part of the responsibilities of a foundation governor but a foundation governor has a particular responsibility to the Trust Deed and the Board of Education. It is therefore required that all foundation governors undertake regular training offered by the Board.

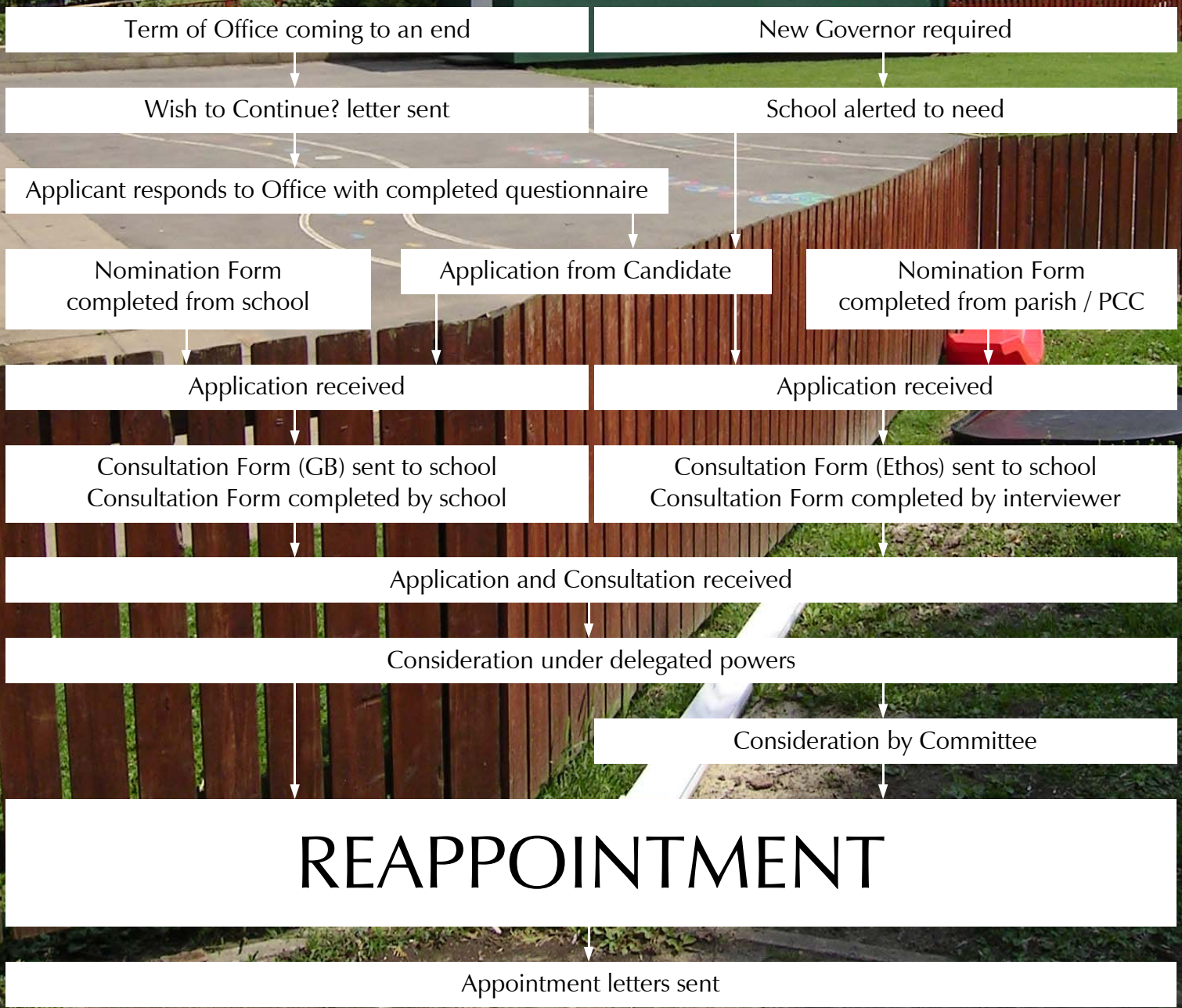
Each foundation governor appointed in the Diocese of Peterborough is expected to attend:

- One "update" course every three years
- A session on one of the following aspects of their role as a foundation governor:
  - Collective Worship
  - Religious Education
  - Sites and Buildings
  - Spiritual, Moral, Social and Cultural Education

# Foundation Governor Appointment Process



# Foundation Governor Reappointment Process





# Peterborough Diocese Board of Education

## School DBE Governor - Nomination Form

Title  First Names  Surname

Home Address   
  
  
 Postcode

email Address  Phone

<b>Office Use</b>	
Contacts	File
ID no.	<input type="text"/>
SC no.	<input type="text"/>
Date	<input type="text"/>

School applied for:

The Board is considering the applicant named above to act as a DBE governor. Would you please help the application process by considering the following questions and returning the form to the Education Office as soon as possible. Many thanks in advance for your help.

Peterborough Diocese Board of Education  
 Unit 1, Bouverie Court  
 6 The Lakes  
 Bedford Road  
 Northampton  
 NN4 7YD

Longterm acquaintance  Interview  (please tick one)

Is the applicant willing to support the governing body in the development of the Church School ethos? YES / NO

Does the applicant understand her/his role as a foundation governor in the provision of:

Collective Worship	YES / NO
Religious Education	YES / NO
Spiritual Education	YES / NO
Moral Education	YES / NO
Social Education	YES / NO
Cultural Education	YES / NO

Does the applicant understand the role of a foundation governor as the landlord's representative? YES / NO

Is the applicant willing to give the necessary time to the role? YES / NO

Is the applicant willing to attend training as specified? YES / NO

Any further comments:

<b>PCC/Interviewer</b>	Signed _____	dated _____
<b>Applicant</b>	Signed _____	dated _____



# Peterborough Diocese Board of Education

## School DBE Governor - Parish Consultation Form

Title  First Names  Surname

Home Address   
  
  
 Postcode

email Address  Phone

<b>Office Use</b>	
Contacts	File
ID no.	<input type="text"/>
SC no.	<input type="text"/>
Date	<input type="text"/>

School applied for:

The Board is considering the applicant named above to act as a DBE governor. Would you please help the application process by considering the following questions and returning the form to the Education Office as soon as possible. Many thanks in advance for your help.

Peterborough Diocese Board of Education  
Unit 1, Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Longterm acquaintance  Interview  (please tick one)

Is the applicant willing to support the governing body in the development of the Church School ethos? YES / NO

Does the applicant understand her/his role as a foundation governor in the provision of:

Collective Worship	YES / NO
Religious Education	YES / NO
Spiritual Education	YES / NO
Moral Education	YES / NO
Social Education	YES / NO
Cultural Education	YES / NO

Does the applicant understand the role of a foundation governor as the landlord's representative? YES / NO

Is the applicant willing to give the necessary time to the role? YES / NO

Is the applicant willing to attend training as specified? YES / NO

Any further comments:

**PCC/Interviewer** Signed \_\_\_\_\_ dated \_\_\_\_\_



# Peterborough Diocese Board of Education

## School DBE Governor - School Consultation Form

Title  First Names  Surname

Home Address   
  
  
 Postcode

email Address  Phone

<b>Office Use</b>	
Contacts	File
ID no.	<input type="text"/>
SC no.	<input type="text"/>
Date	<input type="text"/>

School applied for:

The Board is considering the applicant named above to act as a DBE governor. Would you please help the application process by considering the following questions and returning the form to the Education Office as soon as possible. Many thanks in advance for your help.

Peterborough Diocese Board of Education  
Unit 1, Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

### To the current Chair of governors of the school:

Does the applicant have the expertise the governing body needs at this time? YES/NO

If not, what expertise does the governing body need at this time?

Are there any reasons why the applicant should **not** represent the Church on the governing body? YES/NO

If not, why not?

Chair of governors Signed \_\_\_\_\_ dated \_\_\_\_\_

### To the current Headteacher of the school:

Does the applicant have the expertise the governing body needs at this time? YES/NO

If not, what expertise does the governing body need at this time?

Are there any reasons why the applicant should **not** represent the Church on the governing body? YES/NO

If not, why not?

Headteacher Signed \_\_\_\_\_ dated \_\_\_\_\_



# Peterborough Diocese Board of Education

## School DBE Governor - Application for Appointment

Title  First Names  Surname

Home Address   
  
  
 Postcode

email Address  Phone

<b>Office Use</b>	
Contacts	File
ID no.	<input type="text"/>
SC no.	<input type="text"/>
Date	<input type="text"/>

Do you have a child at the school?  Do you have a child of school age?  YES  NO

School applied for:

Are you willing to serve elsewhere? YES / NO

### Experience and Interests

Please outline your involvement in the church

Please outline any working experience with schools or in education

Please outline any experience relevant to the operation and administration of a school

What aspects of Governing Body work particularly interest you?

What equips you to support the Governing Body in the development of the Church School ethos?

I wish to serve as a school governor. Signed \_\_\_\_\_ Dated \_\_\_\_\_  
 Please also complete and sign Declaration





# Peterborough Diocese Board of Education

## School DBE Governor - Nomination Form for Reappointment

Title  First Names  Surname

Home Address   
  
  
 Postcode

email Address  Phone

<b>Office Use</b>	
Contacts	File
ID no.	<input type="text"/>
SC no.	<input type="text"/>
Date	<input type="text"/>

School applied for:

The Board is considering the applicant named above for reappointment as a DBE governor. Would you please help the application process by considering the following questions and returning the form to the Education Office as soon as possible. Many thanks in advance for your help.

Peterborough Diocese Board of Education  
Unit 1, Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Has the applicant been willing to support the governing body in the development of the Church School ethos? YES / NO

Has the applicant contributed to the development of the Church School by supporting in discussions on the provision of:

Collective Worship	YES / NO
Religious Education	YES / NO
Spiritual Education	YES / NO
Moral Education	YES / NO
Social Education	YES / NO
Cultural Education	YES / NO

Has the applicant been able to bring particular expertise to the Governing Body? If so, what expertise? YES / NO

Does the applicant understand the role of a foundation governor as the landlord's representative? YES / NO

Any further comments:

<b>Nominator</b>	Signed _____	dated _____
<b>Applicant</b>	Signed _____	dated _____

Although you will not be working directly with children, as a school governor, you would have specific access to the school and its pupils. I therefore hope that you understand the importance of making this declaration.

**DECLARATION**

*Because of the nature of the work for which you are applying, this position is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1995. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.*

**1. Have you ever been convicted of any criminal offence?**

YES NO Please circle

If YES, please state the nature and date(s) of the offence(s) below, continuing on a separate sheet if necessary.

**2. Have you ever been cautioned by the police or bound over to keep the peace?**

YES NO Please circle\*

**3. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of 18 years, or has any such court made any order against you on the basis of any finding or any allegation that any child or young person was at risk of significant harm from you?**

YES NO Please circle\*

**4. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of 18 years, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

(This question relates to any conduct, whether in a paid capacity, as a volunteer worker or otherwise).

YES NO Please circle

If YES, please give full details, including the date(s) and nature of the conduct or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Please continue on a separate sheet if necessary.

**5. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

YES NO Please circle

**6. Have you any health problem(s) which might affect your work with children or young people under the age of 18yrs?**

YES NO Please circle\*

**7. Have you since the age of 18yrs, ever been known by any name other than the one given below?**

YES NO Please circle\*

**8. Have you ever made an offer to work with children and or young people and had it declined?**

YES NO Please circle\*

\* If YES, please give full details below, continuing on a separate sheet if necessary.

<b>Details</b>
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**FORMAL DECLARATION**

I declare that the above information, and anything I may have added on attached sheets, is accurate and complete to the best of my knowledge.

Name: \_\_\_\_\_


Signed: \_\_\_\_\_


Date: \_\_\_\_\_

# Contact

*Please contact us for further information*

 Peterborough Diocese Board of Education  
Bouverie Court | 6 The Lakes | Northampton | NN4 7YD

 01604 887006

 01604 887007

 [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)

 [www.peterborough-education.org.uk](http://www.peterborough-education.org.uk)