**PCC Nomination Foundation Governor Application**

**(DBE Appointed)**

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| Name of School: |  | VA / VC |

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| --- | --- |
| Title: | Mr / Mrs / Miss / Other |
| Full Name: |  |
| Date of Birth: |  |
| Address: |  |
| Postcode: |  |
| Telephone Numbers: | Home:  Mobile: |
| Email Address: |  |
| Occupation: |  |

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| Is this a re-appointment?  If this is a re- appointment, what is the end date of your current term of office?  Are you the parent of a child attending the school? | Yes / No  Current end date \_\_\_\_\_\_\_\_\_\_\_\_\_  Yes / No |

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| **In completing this application form I confirm that:**  I am not a member of the school staff who works at the school in any paid capacity.  I am not a previous head teacher or deputy head teacher of this school.  I do not have a spouse or close family member already on the governing body.  If this a re-appointment please confirm that you willing to re-stand as a Foundation Governor for another 4 years and have not completed three consecutive terms of office as a governor at this school. (Please indicate if the Governing Body wishes to support an application to serve for more than three terms) YES/NO |

If this is a new **APPOINTMENT** please indicate briefly your reasons for wishing to become a Foundation Governor.

If seeking **RE-APPOINTMENT**, please give details of how long you have been a governor and the training you have undertaken in the last four years.

Details of any other experience likely to be helpful to the governing body (including links to local businesses and communities):

**Christian Commitment**

“I can confirm that I am committed to supporting the principles underlying the Trust Deed of the school in accordance with the doctrines and practices of the Church of England and I acknowledge the responsibility to uphold the faith and beliefs of the Church of England within the school”.

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| Signed: | Date: |

**GDPR**

For those successful in being appointed as a foundation governor this application form and any associated relevant paperwork is kept securely within the data management systems of the Diocesan Board of Education (DBE). For further information please refer to the [Privacy Policy](https://www.liverpool.anglican.org/privacy-notice).

We will communicate with you in your role as foundation governor and keep you informed of changes in relation to your role and responsibilities, legislative and otherwise, relevant training for your role, information about church schools and other education related issues.

**We share your personal data with:**

* The Local Education Authority Governor Services Team;
* The school where you serve as a foundation governor, including with the Clerk to Governors and the Chair of Governors. Schools must publish certain information online via their website; this includes information about their governors. Schools are also required to publish governor details on the DfE’s ‘Get Information about Schools’ website, also known as ‘GIAS’.

**An Enhanced Criminal Records certificate is mandatory for all governors.**

The application for this will be undertaken by the school.

**Declaration of Eligibility**

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

* fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors); may not be re-nominated as a foundation governor for the following 12 months;
* has been removed from office as an elected governor within the last five years  
    
  **Bankruptcy**
* is subject to a bankruptcy restrictions order ; an interim bankruptcy restrictions order; debt relief restrictions order or interim debt relief restrictions order;
* has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;

**Disqualification of company directors**

* is subject to:

1. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
2. a disqualification order under the [Company Directors Disqualification (Northern Ireland) Order 2002](http://www.opsi.gov.uk/SI/si2002/20023150.htm)
3. a disqualification undertaking accepted under the [Company Directors Disqualification (Northern Ireland) Order 2002](http://www.opsi.gov.uk/SI/si2002/20023150.htm)
4. an order made under Section 429(2)(b) of the [Insolvency Act 1986](http://www.insolvency.gov.uk/insolvencyprofessionandlegislation/legislation/uk/insolvencyact.pdf) (failure to pay under a County Court administration order);

**Disqualification of charity trustees**

* has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity;
* has been removed under [Section 34 of the Charities and Trustees Investment (Scotland) Act 2005](http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050010_en_3#pt1-ch4-pb2-l1g34) from being concerned in the management or control of any body;  
    
  **Persons whose employment is prohibited or restricted**
* is included in the list of people 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 142 of the Education Act 2002, or Section 128 of the Education and Skills Act 2008;
* is disqualified from working with children or for registering for childminding or providing day care;
* is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;   
    
  **Criminal convictions**
* 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 convicted and fined for causing a nuisance or disturbance on school or educational 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 and Barring Service (DBS) for a criminal records certificate.

**I declare that I have read the above disqualification information and that I am not disqualified from serving as a school governor or associate member.**

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| Name:  Signed: | Date: |

**Parochial Church Council Recommendation**

Foundation governors in particular are charged with ensuring that the religious character of the school is preserved and developed. With this in mind you are encouraged, when a vacancy arises, to have an initial dialogue (Conversation 1) with the school to:

* Discuss the skills/expertise needed by the school
* Understand the type of person sought
* Discuss, if appropriate /relevant, whether the current role holder is willing/or able to carry on and whether they have the skills etc. needed.

Subsequently, and before the nomination is submitted, please have a second dialogue (Conversation 2) between school, the PCC and the individual to be nominated to explore:

* The individuals’ skills/expertise
* Expectations/responsibilities of the role (what they are getting themselves into)

If all three parties are happy this Foundation Governor Application Form may be submitted for consideration under the appointment/re-appointment protocol.

From these conversations please comment on the individuals’ knowledge, skills and ability to undertake the role, together with information on their involvement in the life of the Church (e.g. regular communicant, Churchwarden, Sunday school teacher etc. or equivalent information if a member of another Christian Church). Please also comment on any involvement or connections to the local community or businesses.



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| Please give the name of the governor being replaced if appropriate: |  |

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| Date - Conversation 1: |  |  |
| Date – Conversation 2: |  |  |
| Date of PCC meeting when nomination was agreed: |  |  |
| Recommended on behalf of: |  | PCC |
| Signed on behalf of PCC:  (Electronic Signature is acceptable) |  | Date: |
| Position held: |  |  |
| Incumbent’s name: |  |  |
| Incumbent’s signature:  (Electronic Signature is acceptable) |  | Date: |

**Please return to:**

[dawn.harrison@liverpool.anglican.org](mailto:dawn.harrison@liverpool.anglican.org)

Rev Dawn Harrison

Schools’ Adviser (governance & admissions)

**For Official Use Only**

**Official Appointment**

|  |  |
| --- | --- |
| Agreement of DDE | Yes / No Date |
| Date of Appointment |  |
| Ratified at Exec, | Yes / No Date |

**Letter of Appointment sent to:**

|  |  |
| --- | --- |
| Appointee | Yes / No |
| Headteacher | Yes / No |
| Chair of Governors | Yes / No |
| Clerk to Governors | Yes / No |
| LA Governor Services | Yes / No |