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| Esgobaeth Wrecsam |  | Diocese of Wrexham |

  

**Diocese of Wrexham: *Offer to Serve the Church as a Foundation Governor***

Thank you for your interest in serving as a Foundation Governor at a Catholic school in the Diocese of Wrexham. Foundation Governors are appointed in the name of the Bishop and form the majority of the governing body. They have a legal duty to preserve and develop the Catholic character of the school and to ensure that the school is conducted in accordance with its Trust Deed. This includes:

• being familiar with, and supportive of, the policies and procedures of the Diocese;

• representing those policies to the governing body;

• considering not only the interests of the individual school or college, but the interests of

 other schools and colleges and of Catholic education throughout the Diocese;

• responding to the needs of the Catholic community as a whole as represented by the

 Bishop. All those offered a foundation governorship are required to sign an undertaking

 to this effect.

By their baptism, Christians are called to serve the Church’s mission. A lack of experience is no bar to appointment. What is required is a sincere wish to serve the mission of the Church in this particular way. Induction and training will be provided for Foundation Governors.

To be eligible for appointment, you must be a practising and committed Catholic, in communion with the Church. This is because the ministry of a Foundation Governor is a carrying out of your Christian vocation by collaborating with the diocesan bishop in the great work of Catholic education.

To be eligible for appointment, you must not be disqualified by law from being a governor, and

you must fulfill the Diocesan criteria (set out overleaf), both generally and with respect to any

particular school or college where you are considered for appointment. Many of the questions on

this form are designed to check whether you are eligible for appointment.

Appointments are entirely at the discretion of the Bishop with his Trustees. Before considering whether to offer you an appointment, the Bishop will normally consult your parish priest or dean, where a school is situated, your referee and, if appropriate, anyone else. The results of this consultation are confidential. In reaching a decision, the Bishop will consider, amongst other things, the need to have a balanced range of governors on each governing body, both in terms of particular skills and in terms of their overall representation of the Catholic community.

Appointments will be made for all or part of the term of 4 years ending on 31st August 2025.

**Diocesan Criteria for Appointment as a Foundation Governor**

In order to be appointed (or re-appointed) as a foundation governor in the Diocese of Wrexham, the following norms apply.

***General Criteria***

1. To become or remain a foundation governor, a person **must** be and remain:
	1. a practising Catholic;
	2. able to give priority of attendance at meetings of the governing body to ensure representation of the bishop.
2. To become or remain a foundation governor :

A person must not be disqualified in accordance with current School Government Regulations.

***Specific Criteria***

1. In respect of the school for which a person is or is to be a foundation governor, it will normally be the case, with special case exceptions, that this person is not :
	1. related to any member of the school staff, teaching or non-teaching;
	2. related to any governor whether elected, appointed or *ex-officio*, of the school;
	3. employed (whether as a teacher or otherwise) at the school;
	4. a person (other than the parish priest), re-appointed as a foundation governor of a particular school, 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 3 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, i.e. the Bishop of the Diocese.

The office of school governor is an exempt position in accordance with the Rehabilitation of

Offenders Acts, 1997 and 2000. Therefore, application can be made on behalf of the governing body for a Disclosure and Barring Service (DBS) check.

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**APPLICATION FOR RE/APPOINTMENT AS FOUNDATION GOVERNOR**

*Please complete the following form.*

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| **SECTION 1. PERSONAL INFORMATION** |

Name:

Home Address:

 Postcode:

Phone Contact Number : Daytime Phone: \_\_\_\_\_\_\_

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

Occupation: (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that you are a practising Catholic \_\_\_\_\_\_\_\_\_\_\_\_\_

Which Church and parish do you normally attend: Parish town:

School for which you are applying: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have children of school age, please say which school(s) they attend and in which year group(s)?

Are you a paid employee of a school at which you may be (re)appointed as a Foundation Governor?

If there are insufficient Foundation Governor places, would you like to be considered for a different position on the Governing Body (e.g. representing the Local Authority)? \_\_\_\_\_\_Yes / No \_\_\_\_\_

Are you currently, or have you been in the past, a school Governor? If yes, please give some brief details of your role: Include for how long and your membership of committees etc.

 \_\_\_\_\_\_\_\_\_\_\_\_\_

What posts have you held (paid or unpaid) that you feel are relevant experience for your role as a Foundation Governor? *Examples may include any specific occupations, experience of corporate decision-making, staffing, faith development, community work, law, finance, building, pastoral work, personnel).*

What other skills and qualities do you have that will enable you to work as an effective member of a G.B.? *(Your experience of life would be valuable to schools, although some governors may have specific qualifications or professional skills.*

Please state briefly why you are putting yourself forward for this service?

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The role of school governor can be quite time consuming. Have you had an opportunity to find out what sort of commitment is required of governors in the school at which you are hoping to serve?

If you are appointed as a Foundation Governor, you will be responsible along with the rest of the Governing Body, for ensuring the school aspires to the highest standards and that it plays its full role in the life of the Church. This includes the recognition that the school exists as part of the diocesan provision, and not by, itself. In addition, our schools are not ‘secular schools’ but are distinctive in their faith and have the task of sharing and nurturing the faith of the school community. Are you happy to take on the responsibility and do you feel able personally to promote this vision of Catholic Church Schools?

Before signing and dating this form below, please look at the information overleaf. There are a range of stipulations made by the government about people who are not allowed to serve as governors and these have been listed. It is unlikely that any of them apply to you but please read them before signing. Your signature will be taken as confirmation that none of the restrictions apply in your case and also that you agree to the terms which follow them. Thank you for your time in completing this form and for offering yourself for this ministry to our Diocese.

**Protecting your Information**

Personal information collected on this form will be stored securely by the Bishop’s House, used only for administration purposes, and will be processed in accordance with the Diocese of Wrexham's Privacy Notice, which is available from the Curial Office or at: <https://www.rcdwxm.org.uk/privacy-policy>

Signed: Date:

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|  **SECTION 2. STATEMENT FOR DIOCESAN COMPLIANCE** |

I declare that I am not aware of any conflict of interest which would inhibit my acting justly as a Foundation Governor. If appointed to serve as a Foundation Governor, I hereby recognise and confirm that:

* I am a practising Catholic.
* My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Diocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act 1998].
* I am willing to attend meetings of the Governing Body, its committees and working groups to which I am appointed and take responsibility for sharing work. I understand that continued lack of attendance without submitting an apology could result in my exclusion as Foundation Governor.
* My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop and the Diocesan Directors in respect of the school or other schools situated in the Diocese.
* I understand that my appointment is entirely at the discretion of the Bishop of Wrexham and he may at any time remove me from office.
* I am willing to attend governor training courses during my period of service as arranged or requested by the Diocesan Education Service.
* I understand that I shall be appointed for a term of 4 years, or part of a 4-year term if appointed after the start of a new 4-year term.
* I agree to identify Religious Education as priority in the curriculum and that it embraces and enlivens the curriculum. I will comply with Diocesan policies to ensure that the school follows a truly Catholic programme of religious and moral education.
* I understand I represent the Bishop or his delegates on the Governing Body.

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| **SECTION 3. STATEMENT FOR STATUTORY COMPLIANCE** |

I declare that I am eligible to become a foundation governor because:

* I am aged 18 or over at the date of this appointment;
* I am not a governor at the school for which I am applying.
* I am not already a governor at two schools.
* I am not the governing body clerk at the school for which I am applying.
* I am not bankrupt or disqualified under the Company Directors Disqualification Act.
* I am not prohibited or restricted from working with children or young people under List 99.
* In the last five years, I have not received a criminal conviction which carried a prison sentence of 3 months or more.
* In the last twenty years I have not received a criminal conviction which carried a prison sentence of two and a half years or more.
* I have not received a criminal conviction which carried a prison sentence of not less than 5 years.
* I have not been disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
* I do not have a mental disorder or could be compulsorily detained under the Mental Health Act 1983.
* I do not refuse a request at any time by a governing body to make an application under section 113 under the Police Act 1997 (1) for a Disclosure and Barring Service (DBS) check.
* I am not subject to any disqualification from membership of a Governing Body in accordance with the Government of Maintained Schools (Wales) Regulations 2005.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that, to the best of my knowledge and belief, all the information contained in this form is accurate and true. If at any time my circumstances change or I am subsequently convicted of any criminal offence, I must declare this to the Diocesan Education Service.

I also understand that if at any time my activities or actions in my role of governor would lead me to have regular unsupervised access to children, I shall be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

For the good of the mission of the Catholic Church and of Catholic education in the Diocese, I am willing to be appointed as a Foundation Governor by the Bishop of Wrexham.

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in dismissal at any time in the future.

 I hereby give permission for this form to be held securely in Diocesan records.

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|  Signature of applicant: |  | Date: |  |
|  Name of Referee (**Parish Priest)**: |  | Address: |  |

Please check all sections are complete and return this form to:

Dominique Gresty

Diocesan Curial Offices

Bishop’s House

Sontley Road

Wrexham LL13 7EW

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| FOR OFFICE USE ONLY |
| Form approved (date): |  | Initial: |  |