



Nomination Form for Foundation Governors

This form should be used for PCC, DBE and CDET Foundation Governor nominations. All questions should be answered.
(N.B. Question 23 relates to PCC Foundations Governors only).
Please read the Notes on Page 4 of this form before completion

Part I – Nominee Details (to be completed by the Nominee)

1. Name of School

2. Type of School: VA VC Foundation Academy

3. Appointing Body: PCC DBE CDET

4. New Appointment Reappointment

5. Full Name

6. Title

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7. Previous Surname(s) inc Maiden name

8. Date of Birth

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9. Address

Postcode	

10. Telephone Numbers

Work		Home		Mobile	
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11. Email address

12. Are you the parent of a child/children at the school Yes No

13. Name of church attended

14. Denomination (if not Church of England)

15. Please briefly describe your Church involvement (e.g. regular attendee, communicant etc.)

16. Foundation Governors have specific responsibilities within the governing body (see Guidance Note 3). Please indicate how you feel you are suited to this particular role.

Part 2 – Declaration of Eligibility (to be completed by the Nominee)

17. I declare that I am not disqualified from serving as a school governor and that:

- a) I agree to uphold the school’s Christian ethos as summarised in the following Church of England Common ethos statement:

“Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils”

- b) I am aged 18 or over at the date of the election or appointment;
- c) I am not a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under Section 429(2)(b) of the Insolvency Act 1986;
- d) I have not been removed from the 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;
- e) I am not included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted;
- f) I am not disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- g) I have not, in the five years prior to becoming 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;
- h) I have not, in the twenty years prior to becoming a governor, been convicted 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;

- i) I have not at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- j) I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- k) I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.
- l) I accept this form and details about me will be held subject to the Data Protection Act regulations and only used in connection with being a Governor of a Church School in the Diocese.
- m) I commit myself to work for the purposes for which the school was established and now exists : I understand the respective roles and responsibilities of the Governing Body, the Headteacher and others;
- n) I have read and understood the information contained in the Guidance notes on page 4 of this form
- o) I understand that this appointment is made by the Diocesan Board of Education for a fixed period which the Board may terminate earlier.
- p) I am prepared to attend meetings organised by the Diocesan Board of Education.

Signed (signature of Nominee)

Date

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Part 3 – Nomination Details (to be completed by Nominator)

18. Name

19. Title

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20. Position Held

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21. I confirm that the information concerning the nominees' church involvement in 15 is correct (please tick)

22. I am confident of the Nominees' commitment to uphold the ethos statement in 17a of Part 2 (please tick)

23. For the Nomination of PCC Foundation Governors only

This nomination was agreed at a meeting of the

	PCC
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On (Date)

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24. I confirm that I have seen original documents or certified copies of a Passport, Birth Certificate or driving licence to confirm the identity and date of birth of the above named and that the information provided is complete and true and understand that knowingly to make a false statement for this purpose is a criminal offence

Signed

Date

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GUIDANCE NOTES

For Nominees

1. Please ensure that you complete ALL questions in Parts 1 and 2 of this form
2. Foundation governors represent the Church of England and it is therefore normally expected that they will themselves be practising Anglicans or members of one of the mainstream churches. If you are not a communicant of the Church of England, please let us know the denomination of the church at which you worship (14). Please also provide some indication of your involvement with your church (15).
3. In addition to the shared responsibilities of all School Governors, Foundation Governors have a specific role which enables the Christian character of the school to be maintained. This includes the following responsibilities:
 - To preserving the links between Church, School and Diocese
 - To take an active role in the Statutory Inspection of Anglican and Methodist Schools (SIAMS) process
 - To ensure collective worship and religious education at the school are appropriately monitored
 - To ensure that the collective worship and religious education at the school follow the appropriate guidelines and syllabus
 - To bring to the attention of the Diocesan Board of Education (DBE) any matters requiring their attention regarding the school *and* being prepared to convey the views of the DBE, when requested, to the school (DBE/CDET appointments only)
 - To ensure that the Christian ethos of the school is encouraged throughout its community and is reflected in its policies and protocols, the curriculum and activities
 - To ensure that their own attitudes and behaviour in relation to the school reflect the school's Christian ethos.
 - To attend training offered by the Diocese and other bodies in relation to their role as Foundation Governor
4. Please give some thought to these aspects of governorship and briefly describe how you see yourself fulfilling this role (16). This is particularly important for nominees who are not members of a Church or practising Christians.
5. Please read, sign and date Part 2 of the form and then pass it to your Nominator

For Nominators

For additional guidance, please see "Guidelines for the Nomination of Foundation Governors" which can be found on the Diocesan website

6. Please ensure that you complete ALL questions in Part 3 of this form
7. This school's Instrument of Government will indicate the number of Foundation Governors and how many should be appointed by the PCC and Diocesan Board of Education (DBE)/Chelmsford Diocese Educational Trust (CDET).
8. For PCC appointments the nominator should usually be the PCC Secretary.
9. For DBE/CDET appointments, the nominator will usually be the Incumbent. If the incumbent's position is vacant this may be the PCC Secretary or Churchwarden.
10. Given the special role of the Foundation Governor (see Guidance Note 3), it is normally expected that the nominee will be a practising Anglican or member of a Trinitarian Christian church. In most cases this will be in one of the churches/parishes served by the school. The local deanery and/or Churches Together group may also be asked to suggest candidates. You are asked to make yourself aware of the extent of a candidate's involvement with their local church and confirm that you have done so (21).
10. There may be occasions where the nomination of a person who is not a church member is seen as appropriate. When this is the case, it is still important to have confidence in the nominee's ability to uphold the Christian ethos of the school as outlined in 17a of the Declaration of Eligibility (Part 2 of this form). We also ask the nominee to indicate how they feel they are suited to the special role of the Foundation Governor outlined in Guidance Note 3 (16). In the case of a person who is not a church member, this is particularly important. You are asked to explore this with the nominee and then confirm that you are confident of their commitment *before* nominating them. (22)
11. PCC Nominations should be ratified at a meeting of the PCC, *before* this form is submitted (23).
12. Nominators are required to confirm the identity of the nominee from original or certified true copies of their passport, driving licence or birth certificate (24).
13. Once completed and signed forms should be sent to **The Education Team Administrator, Diocese of Chelmsford, 53 New Street, Chelmsford CMI IAT**
14. Formal appointments will be confirmed in writing to the Nominator, Nominee, Clerk to the Governing Body and the school Headteacher.