

# FOUNDATION GOVERNOR RE-APPOINTMENT FORM

## PART ONE

To be completed by the nominee - **please use block capitals**

Surname:	
Title: [Mr, Mrs, Miss, Ms, Revd, etc.]	
Forenames:	
Known as:	
All Previous Surnames:	
Date of Birth:	
House Name:	
House No and Street:	
District/Village:	
Post Town:	
Postcode:	
Telephone Number:	
Email Address:	
Church Attended:	

## PART TWO

### DECLARATION FORM

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

- **I am** aged 18 or over at the date of this election or appointment;
- **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;
- **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 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
- **I am not** disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school;
- **I am not** disqualified from working with children or from registering for childminding or providing day care;
- **I have not**, at any time, received a prison sentence for a period of four years or more;
- **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000;
- I understand that I will be required to apply for an enhanced DBS check by the school;
- **I have read the notes in Part Five of this form and agree to my re-appointment as a Foundation Governor.**

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

### PART THREE

To be completed by the Parish Priest or during a vacancy a Church Warden and then countersigned by the Archdeacon.

The parish of:	
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Nominates:	
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To be re-appointed as a Foundation Governor at: <i>(Name of School)</i>	
Type of Foundation Governor: <i>(please tick)</i>	DBE <input type="checkbox"/> PCC <input type="checkbox"/>

This nomination was/will be ratified by the PCC on:	Date:
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	Signed:
	Date:

During a vacancy. Countersigned by the Archdeacon	Signed:
	Date:

## PART FOUR

### DATA PRIVACY AND PROTECTION

The information you provide on this form will be held on a computerised database held by The St Edmundsbury and Ipswich Diocesan Board of Finance. Your data will be used in accordance with current data protection legislation.

We are required to hold your contact details to be able to send you information regarding your role, responsibilities, training and events.

The Diocese of St Edmundsbury and Ipswich uses email to contact Governors to keep them up to date with information to support them in their role with the school.

I have read this document and I am aware that my information will be held as indicated.

**Signature:**

**Date:**

## PART FIVE

### The Role of the Foundation Governor

This is an advisory document issued by the Diocesan Board of Education for those people who are considering nomination as a Foundation Governor of a C of E School.

Foundation governors are usually appointed by PCCs or the Diocesan Board of Education (DBE).

All appointments have to be ratified by the DBE.

The Foundation Governor's role is to represent the interests of the School's Church Foundation.

#### **A Foundation Governor will:**

1. be a regular worshipper either at the local parish church, another CofE church or at a church of another denomination, and be able to support the principles underlying the Trust Deed of the school in accordance with the doctrines and practices of the Church of England;
2. have an interest in and concern for children;
3. be willing to represent the church in serving the school community.

#### **The role of the Foundation Governor is summed up under the following headings:**

1. to be a regular attending member of the Governing Body;
2. to support the Headteacher and staff in the work that they do;

3. to have an interest in education matters and so be able to contribute to the development of the school, for example by participating in admissions, annual parents' meetings, involvement with the curriculum, finance etc;
  4. to have time to visit the school and to get to know staff and children;
  5. to be an effective liaison between the school and the local church;
  6. to represent, on the Governing Body, the emphasis contained in the Trust Deed, that education shall be carried out in accordance with the doctrines and practices of the Church of England;
  7. to represent the Christian ethos of the school on the Governing Body;
  8. to be a link between the school and the Diocesan Education Team.
- NB. It is important that Foundation Governors should undertake governor training, be willing to understand the current legislation and be able to disentangle the affairs of the parish from the affairs of the school.

Please return this form to:

**Education Administrator  
Governor Appointments  
St Nicholas Centre  
4 Cutler Street  
Ipswich  
IP1 1UQ**

Support is always available from the DBE Team who are based at the Diocesan offices: St Nicholas Centre, 4 Cutler Street Ipswich IP1 1UQ

### **Diocesan Board of Education Team:**

Diocesan Director of Education: Mrs Jane Sheat  
[jane.sheat@cofesuffolk.org](mailto:jane.sheat@cofesuffolk.org) | 01473 298560 | 07884 232231

Deputy DDE: Mrs Karen Harman  
[karen.harman@cofesuffolk.org](mailto:karen.harman@cofesuffolk.org) | 01473 298570 | 07917 390362

Schools' Adviser: Mrs Helen Matter  
[helen.matter@cofesuffolk.org](mailto:helen.matter@cofesuffolk.org) | 01473 298570 | 07445 845158

School Effectiveness Officer: Mr Philip Knowles  
[philip.knowles@cofesuffolk.org](mailto:philip.knowles@cofesuffolk.org) | 01473 298570 | 07551 122311

Buildings Officer: Mr Daniel Jones  
[daniel.jones@cofesuffolk.org](mailto:daniel.jones@cofesuffolk.org) | 01473 298532 | 07920 050407

Administrator (Education): Miss Jacqui Studd  
[jacqui.studd@cofesuffolk.org](mailto:jacqui.studd@cofesuffolk.org) | 01473 298570

Please also see our pages on the Diocesan website:  
[www.cofesuffolk.org](http://www.cofesuffolk.org) then Church Schools