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| A red and yellow shield with a crown and keys  Description automatically generated**York Diocesan Board of Education (YDBE)**June 2024, Document A1+2a**Trust Board appointed Ex officio/temporary ex officio** **Foundation Local Governor Application Form – Academies**  |
| **This form is to be used for proposed appointments of ex officio foundation local governors or appointments/re-appointments of temporary ex officio foundation local governors in academies.*****For this type of vacancy, the YDBE asks the principal officiating minister (minister) or, in the case of an interregnum, a representative of the Parochial Church Council (PCC), to co-ordinate the application process.*** * In the case of a temporary ex officio appointment, the minister/PCC representative is asked to identify a suitable individual to take on the role, in conjunction with the school and the Archdeacon.
* The minister/PCC representative is asked to complete the sections to be completed by them and to co-ordinate the electronic completion of the remaining sections by the applicant, the school (who will liaise with the Trust) and the Archdeacon, before sending it to the YDBE for processing.

Before beginning the process, the school should ensure it is familiar with the following:* [Introductory Guidance for Foundation Governors](https://dioceseofyork.org.uk/wp-content/uploads/2024/05/Introductory-Foundation-Governor-Guidance-May-2024.pdf) – *for potential applicants/new foundation governors and to help people to understand the role.*
* The relevant appointment guidance as outlined in the Supplementary Process Guidance for [Ex Officio Foundation Local Governors](https://dioceseofyork.org.uk/FoundationGovernorsDocumentA1) or [Temporary Ex Officio Foundation Local Governors](https://dioceseofyork.org.uk/FoundationGovernorsDocumentA2) (as applicable).
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| *Once the form has been completed by all parties, the school should return the electronic form to Anita Smukulis (anita.smukulis@yorkdiocese.org). If you have any queries in relation to the process or the completion of this form, please contact Anita by email or on 01904 699511.* |
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| Section 1: Initial organisational information***This information should be completed by the minister/PCC representative.*** |
| 1 | Name of school(s) |
|  | *[Insert]* |
| 2 | Date vacancy arises/term of office comes to an end  |
|  | Click or tap to enter a date. |
| 3 | Name of recommending individual/body |
|  | *[Insert e.g. vicar of xxx parish/PCC. For appointments of the principal officiating minster, insert “N/A – ex officio”]* |
| 4. | Name of approving/consenting bodies |
|  | 1. *York Diocesan Board of Education (YDBE) – the submission of the completed form shall be taken as a request for the YDBE’s consent.*
2. *[For temporary ex officio appointments only: Archdeacon of [York][Cleveland][the East Riding] – the consent of the Archdeacon is sought on this form. For appointments of the principal officiating minister, insert “N/A – ex officio”*
 |
| 5 | Name of appointing body*NB: No appointment should be made until the YDBE has confirmed its consent and (in the case of a temporary ex officio appointment) the consent of the Archdeacon.* |
|   | *[insert name of academy trust]* |

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| Section 2: Applicant personal details and confirmations***This section is to be completed by the person seeking to be appointed as a foundation local governor.****Please take time to make sure that the information given on this form is true and complete. In the event that you are appointed, any inaccurate or misleading information may lead to your removal.* |
| 1 | Title | *[Insert]* |
| 2 | First name | *[Insert]* |
| 3 | Surname | *[Insert]* |
| 4 | Telephone no. | *[Insert]* |
| 5 | Email address | *[Insert]* |
| 6 | Postal address | *[Insert]* |
| 7 | Church affiliation – please select the phrase which best describes you. *If more than one applies, please select the one that is higher on the list.*  |
|  | Choose an item. |
| 8 | Church affiliation – details of church connections  |
|   | *[Insert details e.g. vicar of xx, service on PCC, attendance at worship, or state N/A]* |
| 9 | Relevant educational experience/skills  |
|   | *[Insert or state N/A]* |
| 10 | Other relevant experience/skills  |
|   | *[Insert or state N/A]* |
| 11 | Any connection/previous connection with the school/academy trust responsible for the school?  |
|     | Choose an item. |
| Please provide any further details in relation to the question above as appropriate.  |
| *[insert e.g. parent/carer of child or teacher/other member of staff at school, spouse/partner to parent/staff member or state N/A]* |
| 12 | If you are/have already been a governor/local governor at the school, please select the total number of years you have served. |
|   | Choose an item.  |
| 13 | If there is anything else you feel should be highlighted please include it below.  |
|   | *[Insert or state N/A]* |
| 14 | Please confirm each of the following *(all must be confirmed in order for the application to be processed):*   |
| a | *You have read and understood the YDBE’s* [*Introductory Guidance for Foundation Governors.*](https://dioceseofyork.org.uk/wp-content/uploads/2024/05/Introductory-Foundation-Governor-Guidance-May-2024.pdf) | Choose an item. |
| b | *You have spoken to the Chair of the Local Governing Body, Headteacher and a foundation local governor about the role.* | Choose an item. |
| c | *You will uphold the school’s Christian ethos and help to secure, preserve and develop its Christian character.* | Choose an item. |
| d | *You feel that you can make an effective contribution to the governance and success of the school.* | Choose an item. |
| e | *You are committed to undertaking all training necessary to fulfil the role.* | Choose an item. |
| f | *You will complete the YDBE's introductory governance training promptly on appointment/re-appointment.* | Choose an item. |
| g | *You are aware that any appointment will be conditional on you satisfactorily completing any required background and eligibility checks/reference checks/confirmations in accordance with current Department for Education/Trust/school guidelines (details to be obtained from the school/Trust).* | Choose an item. |
| h | *You are eligible to be a local governor (please refer to the Trust/school eligibility criteria for local governors - details to be obtained from the school/Trust).* | Choose an item. |
| i | *You consent to the information provided on this form being retained and processed by the York Diocesan Board Finance Limited, the Trust/school and others involved in the appointment process* *and the administration of the local governing body, for the purposes of determining the suitability of your application, for subsequent quality assurance and monitoring purposes and for all other purposes reasonably associated with your role as a foundation local governor. The York Diocesan Board of Finance’s privacy notice can be found* [*here*](https://dioceseofyork.org.uk/privacy/)*.* | Choose an item. |
| Section 3 - School confirmations ***This section should be completed by the school.****The school should be familiar with the relevant YDBE guidance (please see links at the top of the form).* |
| 1 | Name of person completing this section on behalf of the school  |
|   | *[insert]* |
| 2 | Role of person named above |
|   | *[insert]* |
| 3 | Email address of person named above  |
|   | *[insert]* |
| 4 | Please confirm each of the following *(all must be confirmed in order for the application to be processed):*   |
| a | *All necessary conversations have taken place between the school and the applicant. (The applicant should have spoken with the Chair of the Local Governing Body, Headteacher and a foundation local governor about the role.)* | Choose an item. |
| b | *The school is aware that, in the event that an appointment is made, the school (and not the YDBE) is responsible for conducting all required background and eligibility checks/reference checks/confirmations in accordance with current Department for Education/Trust/school guidelines and that the appointment is conditional upon the school/Trust being satisfied that these have been satisfactorily completed. All follow up in this regard should take place between the applicant and the school.* | Choose an item. |
| c | *The school confirms that the Academy Trust:** *approves the appointment; and*
* *assuming the YDBE consents to the appointment, will proceed to make the appointment (subject to the relevant checks being satisfactorily completed).*
 | Choose an item. |
| d | *The person completing this form has the consent of the Headteacher and Chair of the Local Governing Body and the Academy Trust to make the above confirmations.* | Choose an item. |
| 5 | If there is anything else the school wishes to highlight, please include it here.  |
|   | *[insert or state N/A]* |

**Remaining sections only applicable to temporary ex officio appointments.** *For ex officio appointments, these sections should be left blank.*

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| Section 4 - Parish confirmations ***This is to be completed by the principal officiating minister of the parish or the PCC Secretary/other authorised individual on behalf of the PCC.*** *The minister/PCC should be familiar with the relevant YDBE guidance (please see links at the top of the form).* |
| 1 | Name of person completing this section of the form  |
|   | *[insert]* |
| 2 | Role of person completing this section  |
|   | *[e.g. vicar, PCC secretary for the parish of [xxx]]* |
| 3 | Email address of person completing this section  |
|   | *[insert]* |
| 4 | Please make the following confirmations *(all must be confirmed in order for the application to be processed):*    |
| a | *I/an authorised representative of the PCC has discussed the proposed appointment with the school and the Archdeacon.* | Choose an item. |
| b | *I/the PCC support(s) the appointment of the individual as a foundation local governor.* | Choose an item. |
| Section 5 – Archdeacon appointment/support***This is to be completed by the relevant Archdeacon/an individual authorised by the Archdeacon,*** *following familiarisation with the relevant YDBE guidance (please see links at the top of the form).* |
| 1 | Name of person completing this section |
|   | *[insert]* |
| 2 | Role of person completing this section |
|   | *[insert]* |
| 3 | Email address of person completing this section  |
|   | *[insert]* |
| 4 | Please make the following confirmation: |
| c | *The Archdeacon supports the appointment of the individual as a foundation local governor and requests that the YDBE consents to the appointment.* | Choose an item. |
| *Once this form is complete, the minister/PCC representative should return it to Anita Smukulis (**anita.smukulis@yorkdiocese.org**) for processing on behalf of the YDBE. Where the YDBE consents to the appointment, written confirmation of this will be provided to the school and the Trust.* |

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| **For Diocesan Board of Education Office Use** |
| Consent given by:  | [Diocesan Director of Education on behalf of the] Diocesan Board of Education |
| Date: | Click or tap to enter a date. |
| Date consent letter issued and details inserted on the system:  | Click or tap to enter a date. |