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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 M1b**YDBE appointed Foundation Governor Application Form** ***(Maintained schools requiring consultation with person/body other than PCC)***  |
| **This form is to be used for proposed appointments or re-appointments of foundation governors in maintained schools/federations***[[1]](#footnote-1)* **where the Instrument of Government requires that:****where:** * **the YDBE is the appointing body; and**
* **an individual/body other than the Parochial Church Council (PCC) must be consulted prior to an appointment being made.**

***For this type of vacancy, the YDBE asks schools to co-ordinate the application process.*** * The school is asked to work with its partners including the vicar/similar, the PCC of any parish linked to the school and any individual/body named as a consultee in the Instrument of Government to identify suitable individuals to take on the foundation governor role.
* The school is asked to co-ordinate the electronic completion of the application form by the applicant, the school and the individual/body named as a consultee in the Instrument of Government 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 YDBE appointed Foundation Governors in maintained schools](https://dioceseofyork.org.uk/FoundationGovernorsDocumentM1).
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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 school.*** |
| 1 | Name of school/federation  |
|  | *[Insert]* |
| 2 | Date vacancy arises/term of office comes to an end  |
|  | Click or tap to enter a date. |
| 3 | Name of required consultee  |
|   | *[Insert details from Instrument of Government]*  |
| 4 | Name of appointing body |
|   | *York Diocesan Board of Education (YDBE)* |
| Section 2: Applicant personal details and confirmations***This section is to be completed by the person seeking to be appointed as a foundation 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 e.g. serving on PCC, attendance at worship |
|   | *[Insert 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?  |
|     | 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 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* [*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 Governors, Headteacher and a foundation 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/Local Authority/school guidelines (details to be obtained from the school).* | Choose an item. |
| h | *You are eligible to be a Governor (please refer to the Local Authority/school eligibility criteria for Governors - details to be obtained from the school).* | 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 school and others involved in the appointment process and the administration of the 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 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 Governors, Headteacher and a foundation 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/Local Authority/school guidelines and that the appointment is conditional upon the school 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 is confident that the individual is committed to and capable of achieving the purposes for which they would be appointed as a foundation governor.* | Choose an item. |
| d | *The school is confident that the applicant has the skills and attributes required to contribute to the effective governance and success of the school.* | Choose an item. |
| e | *The school supports the appointment of the individual as a foundation governor.* | Choose an item. |
| f | *The person completing this form has the consent of the Headteacher and the Chair of the Governing Body 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]* |
| Section 4 – Consultee confirmations ***This is to be completed by the consultee/an authorised individual on behalf of the consultee.*** *The consultee should be familiar with the relevant YDBE guidance (please see links at top of form).* |
| 1 | Name of Consultee  |
|  | *[insert name]* |
| 2 | Name of person completing this section on behalf of the Consultee  |
|   | *[insert name or, if consultee is completing, insert N/A]* |
| 3 | Role of person completing this section on behalf of the Consultee  |
|   | *[insert role or, if consultee is completing, insert N/A]* |
| 4 | Email address of Consultee/person completing this section on behalf of the Consultee  |
|   | *[insert email]* |
| 5 | Please make the following confirmations on behalf of the Consultee *(all must be confirmed in order for the application to be processed):*    |
| a | *The Consultee/an authorised representative of the Consultee has discussed the proposed appointment with the school.* | Choose an item. |
| b | *The Consultee considers that it has been adequately consulted/otherwise involved in relation to the proposed appointment*  | Choose an item. |
| c | *The Consultee supports the appointment of the individual as a foundation governor.* | Choose an item. |
| *Once this form is complete the school should return it to Anita Smukulis (**anita.smukulis@yorkdiocese.org**) for processing on behalf of the YDBE. Where the YDBE approves the appointment, the YDBE will provide written confirmation of this to the applicant, the school and any required consultee.* |

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

1. Note that in a federation, references in this form to “school” will mean any Church of England schools in the federation. [↑](#footnote-ref-1)