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| A red and yellow shield with a crown and keys  Description automatically generated**Foundation Member or Director/Trustee Application**  July 2025  **Form** | | | | |
| **This form is to be used for proposed appointments or re-appointments of foundation members or directors/trustees in academy trusts where the appointing body is the York Diocesan Board of Education (YDBE)/Diocese of York Educational Trust (DYET).** It may also be used by others appointing foundation members or directors/trustees associated with the Diocese of York where this is desired by the appointing individual/body.  Those completing this form should ensure that they are familiar with the following guidance:   * [The YDBE/DYET Trust Governance Guidance](https://dioceseofyork.org.uk/TrustGovernanceGuidance) * [The YDBE/DYET academy trust level foundation appointments guidance.](https://dioceseofyork.org.uk/TrustFoundationAppointments) | | | | |
| *Once the form has been completed by all parties, it should be returned to George Edmond (*[george.edmond*@yorkdiocese.org*](mailto:george.edmond@yorkdiocese.org)*) where the YDBE/DYET is the appointing body. If you have any queries in relation to the process or the completion of this form, please contact Anita by email or on 01904 699510.* | | | | |
|  | | | | |
| Section 1: Initial organisational information  ***This information should be completed by the academy trust.*** | | | | |
| 1 | Type of appointment | | | |
|  |  | | | |
| 2 | Name of academy trust | | | |
|  | *[Insert]* | | | |
| 2 | Date vacancy arises/term of office comes to an end | | | |
|  |  | | | |
| 3 | Name of appointing individual/body | | | |
|  | *[e.g. Diocese of York Educational Trust – as per Articles of Association]* | | | |
| Section 2: Applicant personal details and confirmations  ***This section is to be completed by the person seeking to be appointed as a foundation member or foundation director/trustee.***  *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.* | | | |
|  |  | | | |
| 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 academy trust or one of its schools? | | | |
|  |  | | | |
| 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, spouse/partner to parent/staff member or state N/A]* | | | |
| 12 | If you are/have already been a member or director/trustee of the academy trust, please select the total number of years you have served. | | | |
|  |  | | | |
| 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/DYET Trust Governance Guidance*](https://dioceseofyork.org.uk/TrustGovernanceGuidance)*.* | | |  |
| b | *You have spoken to the Chief Executive, the Chair of the Trust Board and (where possible) a foundation member or director/trustee (as applicable) about the role.* | | |  |
| c | *You will uphold the Christian ethos of the Church of England academies in the academy trust and help to secure, preserve and develop their Christian character.* | | |  |
| d | *You will respect and support the non-designated status of non-Church of England academies within the academy trust.* | | |  |
| e | *You feel that you can make an effective contribution to the governance and success of the academy trust.* | | |  |
| f | *You are committed to undertaking all training necessary to fulfil the role.* | | |  |
| g | *You will complete the YDBE's introductory governance training promptly on appointment/re-appointment.* | | |  |
| h | *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/academy trust requirements (details to be obtained from the academy trust).* | | |  |
| i | *You are eligible to be a member or director/trustee (as applicable) (please refer to the academy trust’s eligibility criteria - details to be obtained from the academy trust).* | | |  |
| j | *You consent to the information provided on this form being retained and processed by the York Diocesan Board Finance Limited, the academy trust and others involved in the appointment process and the administration of the academy trust, 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 member or director/trustee (as applicable). The York Diocesan Board of Finance’s privacy notice can be found* [*here*](https://dioceseofyork.org.uk/privacy/)*.* | | |  |
| Section 3 – Academy trust confirmations  ***This section should be completed by the academy trust in light of the guidance provided.*** | | | | |
| 1 | Name of person completing this section on behalf of the academy trust | | | |
|  | *[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 academy trust and the applicant. (The applicant should have spoken with the Chief Executive, the Chair of the Trust Board and (where possible) a Foundation member or director/trustee (as applicable) about the role.)* | | |  |
| b | *The academy trust is aware that, in the event that an appointment is made, the academy trust (and not the YDBE or DYET) is responsible for conducting all required background and eligibility checks/reference checks/confirmations in accordance with current Department for Education/academy trust requirements and that any appointment is conditional upon the academy trust being satisfied that these have been satisfactorily completed. All follow up in this regard should take place between the applicant and the academy trust.* | | |  |
| c | *The academy trust is confident that the individual is committed to and capable of achieving the purposes for which they would be appointed as a foundation member or director/trustee (as appropriate).* | | |  |
| d | *The academy trust is confident that the applicant has the skills and attributes required to contribute to the effective governance and success of the academy trust.* | | |  |
| e | *The academy trust supports the appointment of the individual as a foundation member or director/trustee (as applicable).* | | |  |
| g | *I am authorised to make these confirmations on behalf of the academy trust.* | | |  |
| 5 | If there is anything else the academy trust wishes to highlight, please include it here. | | | |
|  | *[insert or state N/A]* | | | |
| *Once this form is complete, the academy trust should return it to George Edmond (George.edmond@yorkdiocese.org) for processing where the YDBE/DYET is the appointing body.* | | | | |
| **For Diocesan Office Use** | | | | |
| Approved by: | | |  | |
| Date: | | |  | |
| Date appointment letter issued and details inserted on system: | | |  | |