



Archdiocese of Southwark
Foundation Director Application Form (New Applicants)

All parts of this form must be completed – please use CAPITALS

Applicants please complete sections A, C, D, E, F, G, H. Please request your parish priest to complete section B before returning the form.

Applicant Name:

Applicant's Parish:

Ref:

BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING ELIGIBILITY CRITERIA

- A. Only someone who is a practising Catholic will be appointed as a foundation director.
- B. Employees of any school or college, whether in a teaching or support capacity other than on a casual and limited hours basis **is not eligible** as foundation governor/director.
- C. A former member of the staff **is not eligible** as a foundation governor/director at the school which they were last employed at, for five years.
- D. The spouse, parent, child or sibling of any member of any school or college whether teaching or support and in the employment of the governing body **is not eligible** as a foundation governor/director.
- E. The spouse, parent, child or sibling of any member of a governing body whether elected or appointed **is not eligible** as a foundation governor/director.
- F. A former foundation governor/director/committee member who has been removed by the Archbishop in their role as a foundation governor/director/committee member **is not eligible**.
- G. A former foundation governor/director/committee member who has been removed and replaced by an Interim Executive Board **is not eligible and will not be appointed at any other of our schools**
- H. A former co-worker of any Headteacher, Principal, Head of School, Executive Headteacher within the school **is not eligible to** be appointed as a foundation governor/director for at least five years after they worked together.
- I. A Governor sitting on any Local Governing Body on a school within the Trust **is not eligible**. Any Governor sitting on a Local Governing Body within a Trust will need to resign from the Local Governing Body in order to become eligible to apply as a foundation governor.

Is this application for:

- | | | |
|--|-----|----|
| A. A first appointment as a foundation director at a RCAOS school? | Yes | No |
| B. For reappointment as a foundation director at a RCAOS school? | Yes | No |
| C. Do you have any child/children currently attending a school in the Diocese? | Yes | No |
| D. Have you been a co-worker with the Headteacher, Principal, Head of School, Executive Headteacher within any school? | Yes | No |

If yes, please give details including dates.



SECTION A – PERSONAL DETAILS

SURNAME		
ANY PREVIOUS SURNAME		
FULL CHRISTIAN NAMES		TITLE
YOUR HOME ADDRESS <i>(full address including postcode)</i>		
TELEPHONE	HOME	MOBILE
DATE OF BIRTH		
PERSONAL EMAIL (PLEASE PRINT)		
HOME PARISH		
HOME PARISH PRIEST		
PLEASE OUTLINE ANY RELEVANT TRAINING YOU HAVE UNDERTAKEN IN THE LAST 2 YEARS		
WHAT CORE SKILLS CAN YOU CONTRIBUTE TO THE SCHOOL		
PLEASE LIST YOUR HIGHEST EDUCATIONAL, PROFESSIONAL, VOCATIONAL OR TRADE QUALIFICATIONS		

Your application will require 2 references to be taken up by the Education Service. Please provide details below of 2 referees. These referees cannot be a family member, Parish Priest or any other member of the Trust Board. (only applicable for new appointments)

	NAME	CONTACT DETAILS (PLEASE INCLUDE EMAIL ADDRESS AND PHONE NUMBER)	PROFESSION
REFEREE 1			
REFEREE 2			



THIS SECTION TO BE COMPLETED AND SIGNED BY THE APPLICANT'S OWN PARISH PRIEST

SIGNATURE OF NOMINEES PARISH PRIEST	
NAME OF PRIEST (PLEASE PRINT)	
NAME OF PARISH AND POSTCODE	
DATE	

Section B – PARISH PRIEST APPROVAL

Please give relevant information (e.g. involvement in parish, commitment to Catholic education, particular expertise and skills) to support this person's recommendation. Please also confirm that the nominee is a practising Catholic. **If for any reason you do not feel able to support this application you must inform the candidate and state the reason in the box below and return this form to the Education Service.**

For the Parish Priest of the parish of the applicant.

I recommend that

be appointed as a Foundation Director in a Catholic Academy/MAT

APPOINTMENT BY EPISCOPAL VICAR/BISHOP/VICAR GENERAL

On behalf of the Archbishop I appoint

to serve as a Foundation Director of the above Catholic Academy/MAT.

SIGNATURE OF /EPISCOPAL VICAR /AREA BISHOP/VICAR GENERAL	
NAME (PLEASE PRINT)	
DATE	



Section C - COMPLIANCE WITH THE DIOCESAN EDUCATION STRATEGY

The Archdiocese of Southwark is responsible for ensuring that every Catholic school/academy/college complies with the wishes and directives of the Archbishop. The education strategy ensures that Catholic schools in the Archdiocese are secure and improve Catholic education, reviewing and updating it as necessary by the Archbishop and Diocesan Trustees.

Foundation Directors are appointed in order to ensure that the Archbishop's wishes are supported and implemented. This therefore requires a commitment to protect, support and deliver the Diocesan Education Strategy which will be shared from time to time by the Archdiocese, or the Education Service acting as the Archbishop's agents.

The current focus of the Diocesan Education Strategy is that every Catholic school converts to academy status within a family of schools in a Multi Academy Trust. The expectation is that all voluntary aided schools join, in time, a Multi Academy Trust in line with this strategy. There is more information about this strategy on the Education Service website.

Please be aware Foundation Governors/Directors can only serve a maximum of three terms of office i.e. 12 years in one school. After 12 years you are welcome to become a Foundation Governor/Director at any other Trust Board in the Diocese.

Please read the statement below and state whether or not you agree to comply with this statement.

I understand that if I am appointed as a Foundation Director, I will be required to support and implement the Diocesan Education Strategy as directed by the Archbishop or his agents.

I agree to comply with the Diocesan Education Strategy as directed by the Archbishop **Yes No**
(please delete as appropriate)

If you have any questions concerning whether or not you will be able to comply please contact educationdirector@rcaos.org.uk or 01689 829331

I understand that if appointed to be a Foundation Director it is a requirement to comply with the Statement of Diocesan Compliance above.

I agree to comply with the Statement of Diocesan Compliance **Yes No**
(please delete as appropriate)



SECTION D - QUESTIONS RELATING TO STATUTORY DISQUALIFICATION

Please tick Yes or No in relation to the following questions.	Yes	No
1. Are you a registered pupil at a school, college or academy within the Diocese?	o	o
2. Have you ever been disqualified from the office of governor for failure to attend the governing body meetings for a continuous period of six months or more?	o	o
3. Are you subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or have you had your estate sequestrated (where the sequestration has been discharged, annulled or reduced)?	o	o
4. Are you subject to:		
a. A disqualification order or disqualification undertaking under the Company Directors Act 1986?	o	o
b. A disqualification order under the Companies (Northern Ireland) order 2002?	o	o
c. A disqualification undertaking under the Company Directors Disqualification (Northern Ireland) Order 2002?	o	o
5. An order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	o	o
6. Have you been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or the High Court?	o	o
7. Have you ever been removed under s. 34 of the Charities and Trustee investment (Scotland) Act 2005, from being concerned in the management or control of any body?	o	o
8. Have you ever been removed from office as an elected Governor within the last five years?	o	o
9. Have you ever been disqualified from acting as a trustee by virtue of s. 178 of the Charities Act 2011?	o	o
10. Are you subject to a direction of the Secretary of State under s. 142 of the Education Act 2002 or s. 128 of the Education and Skills Act 2008?	o	o
11. Are you barred from any regulated activity relating to children?	o	o
12. Are you disqualified from working with children or from registering for child-minding or providing day care?	o	o
13. Are you disqualified from being an independent school proprietor, teaching or employee by the Secretary of State?	o	o
14. Are you disqualified from registration under part 2 of the Children and Family (Wales) Measure 2010?	o	o
15. Are you disqualified from registration under part 3 of the Childcare Act 2006?	o	o
16. Have you ever been convicted of an offence involving violence, dishonesty or deception or any sexual offence which is not a protected offence?	o	o
17. Have you ever been convicted of causing a nuisance or disturbance on school and/or educational premises?	o	o
18. Have you received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months?	o	o
<p>If you have answered yes to any of the above questions, please give full details below or on a separate sheet or sheets of paper, enclosing any relevant documents.</p>		



SECTION E – DBS CHECK

As part of Disclosure and Barring Service you will be required to answer the following questions:

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice ([DBS filtering guide – GOV.UK \(www.gov.uk\)](http://www.gov.uk)) ?

Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?

Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently the subject of a police investigation?

If the answer to any of the above questions is yes, please provide full details here. If you do not provide any information here, by signing the declaration below you are declaring that the answers to these questions is no.

SECTION F – DECLARATION: ACCEPTANCE OF OFFICE AS A FOUNDATION DIRECTOR

I _____ (full name)

* am a committed and practising lay Catholic in good standing with the Church

* am a Catholic cleric in the Diocese of _____ / a member of Religious Order

* Please delete as appropriate

I wish to offer to serve the Archdiocese of Southwark in the ministry of foundation director. I have read and understood the diocesan criteria for appointment and, to the best of my knowledge am eligible for appointment.

In offering to serve as a foundation director in the Archdiocese of Southwark, I undertake to serve the Archbishop of Southwark faithfully in the ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a director and will undertake to discharge those duties with due care and diligence.



I will undertake to:

- preserve and develop the Catholic character of the school/college/academy or academy trust to which I am appointed
- ensure that the school/or college/academy/academy trust is conducted in accordance with its trust deed, which includes the provisions of:
 - Canon Law;
 - The Curriculum Directory and Bishops' statements on Religious Education; and
 - Diocesan directives relating to school/colleges/academies/academy trust company;
- conduct the school/college/academy/academy trust in accordance with its Articles of Association and in particular its ethos statement;
- become familiar with, and to support the policies and procedures of the diocese;
- to become familiar with, to support and implement the policies and procedures of the Diocese of Southwark and the Religious Order, including the Bishop's policies on education, including Religious Education, and the directives issued by the Bishops collectively, specifically the Bishop's Memorandum on the Appointment of Staff in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Board of Directors/Governing Body/Local Governing Body;
- represent those policies to the governing body;
- consider not only the interest of the individual school or college, but the interests of the other schools and colleges and of Catholic education throughout the diocese;
- respond to the needs of the Catholic community as a whole as represented by the Archbishop;
- ensure opportunities for the on-going faith development of teaching staff, recognising especially the needs of non-Catholic teachers in developing their understanding of Catholic faith, life and practice;
- attend annual training with both the school or college and the diocese and in all actions to serve as a witness to the Catholic Faith;

I declare that I am not disqualified by law from appointment as a director. I can confirm that I agree to Disclosure and Barring Service (DBS) checks to be made on me or any subsequent checks that may be required by law or good practice. I understand that any refusal to do so will result in the termination of any appointment I consent to the information given on this form and other information collected with it being held and processed by the Archdiocese of Southwark.

I consent to the information given on this form and other information collected with it being held and processed by the Archdiocese including the sharing of data with third parties where required, in accordance with the Diocesan Privacy Policy which can be found at

<https://www.rcsouthwark.co.uk/media/3afnxli2/privacy-statement-full-04-rcaos.pdf> Data Protection Policy

<https://www.rcsouthwark.co.uk/media/shrlrxp5/data-protection-policy-01-rcaos.pdf>

I confirm that I have read the privacy policy issued by the Archdiocese of Southwark which sets out how my personal information will be collected, shared and used.

I understand and accept that the appointment and removal of foundation directors is at the absolute discretion of the Ordinary and that, because of the nature of the decision-making process, the Ordinary will not normally be able to engage in any discussion or correspondence with me/or any other third party where my application does not result in my appointment.

I understand that I shall tender my resignation as a foundation director if my circumstances change so as to contravene the diocesan expectations at any time during the tenure of office or if, in the opinion of the Archbishop, my resignation would be in the best interest of Catholic education in the diocese.



SECTION G – ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White

British English Scottish Welsh

Irish European Non-European

Any other White background (please specify):

2. Black or Black British

African Caribbean

Any other Black background (please specify):

3. **Mixed Background** White and Asian White and Black Asian White and Black Caribbean

Any other mixed background (please specify):

4. Asian and Asian British

Bangladeshi Indian Pakistani

Any other Asian background (please specify):

5. Chinese and Chinese British

Chinese

Any other Chinese background (please specify):

6. Other ethnic group

Please specify:



SECTION H – EU NATIONALS & NON EU NATIONALS

(TO BE COMPLETED BY APPLICANTS WITH NON-BRITISH PASSPORTS)

For non-EU nationals, please confirm you have the right to volunteer legally based on:

- settled or pre-settled status
- European temporary leave or remain
- a visa which does not prevent you from volunteering
- being an Irish Passport holder

For non-EU nationals with non-British passports, please confirm that you have the right to volunteer legally based on:

- a visa which does not prevent volunteering

If you are unsure whether your immigration status permits you to volunteer, please contact the UK Borders and Immigration Agency.

Signed _____ Date _____

Where this form is signed digitally, I assert that the image is an exact replica of my handwritten signature

Thank you for completing this form, please email it to: governance@rcaos.org.uk

If you prefer a hard copy can be sent to:
Governance
The Education Service
St Edward's House
St Paul's Wood Hill
Orpington BR5 2SR

If you have any difficulties in completing or submitting this form, please call the Education Service on: 01689 829331.