

# THE LIVERPOOL ARCHDIOCESAN SCHOOLS DEPARTMENT SECONDARY SCHOOL FOUNDATION GOVERNOR NOMINATION FORM

This form is for use by Parish Priests or Chairs of Governors for the nomination of a person for appointment as a foundation governor. On the reverse side are some criteria for use in considering persons for nomination.

**\*\*BEFORE ANSWERING QUESTIONS 6 – 9 BELOW PLEASE REFER TO NOTES OVERLEAF\*\***

1. **NAME OF SCHOOL** ..... **LA** .....

2. **VACANCY**

Does this result from a resignation?

YES  NO

If yes, please give the name of the person who has resigned:

.....

3. **NAME OF NOMINEE** ..... **MARITAL STATUS** .....

**OTHER NAMES BY WHICH NOMINEE MAY PREVIOUSLY HAVE BEEN KNOWN**

.....

**DATE OF BIRTH** .....

**ADDRESS** .....

..... **Post Code** .....

4. **Is the nominee a Practising Catholic?** YES  NO

5. **Is this person to be one of the identified Foundation Parent Governors appointed by the Episcopal Vicar for Schools and Colleges?** YES  NO

6. **Is the nominee employed in any capacity at the school for which he/she is nominated?** YES  NO

7. **Has the nominee ever been employed in a senior management role at the school for which he/she is nominated?** YES  NO

8. **Is the nominee related to any member of the school staff, whether teaching or support staff?** YES  NO

9. **Is the nominee related to any governor of the school, whether elected or appointed?** YES  NO

10. **SUPPORTING RECOMMENDATION**

(Given that the first duty of a foundation governor is to protect and develop the Catholic character of the school, please would you comment on the nominee's commitment as a Catholic and contribution to parish life, as well as mentioning any experience or skills which are likely to benefit the governing body of the school.)

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 .....  
 .....  
 .....

**Signature** ..... **Date** .....

Please return to Diocesan Director of Schools, LACE, Croxteth Drive, Liverpool, L17 1AA  
 (Telephone No: 0151 522 1071 Fax: 0151 522 1082)

**ARCHDIOCESE OF LIVERPOOL  
APPOINTMENT OF FOUNDATION GOVERNORS**

**DIOCESAN POLICY TO BE BORNE IN MIND AND CRITERIA TO BE CONSIDERED WHEN  
NOMINATIONS ARE BEING FORWARDED**

**A. The Policy of the Archdiocese in relation to the Appointment of Foundation Governors:**

- a) Only someone who is a practising Catholic will be appointed as a Foundation Governor.
- b) In view of the statutorily reserved places for school staff on all Governing Bodies, employees of the school or college, whether in a teaching or support capacity, other than on a casual and limited hours basis **will not be appointed** as Foundation Governors.
- c) A former member of the School Leadership Team, unless a period of no less than 3 years has expired since the nomination **will not be appointed** as a Foundation Governor.
- d) The spouse, parent, child or sibling of any member of the school or college staff, whether teaching or support and in the employment of the governing body **will not be appointed** as a Foundation Governor.
- e) The spouse, parent, child or sibling of any member of the governing body whether elected or appointed **will not be appointed** as a Foundation Governor.

**B. Some further considerations in relation to Nomination:**

- a) Parochial commitment.
- b) Employment experience.
- c) Availability and willingness to attend meetings and undertake preparatory reading.
- d) Support for the Catholic education system.

**C. The following are the kinds of qualities and skills which are desirable in a Foundation Governor:**

**Qualities**

- a) Confidence in own ability to do the job, to play a full role.
- b) Humility – willingness to seek further training and improve skills.
- c) Cooperativeness – desire to work as a member of a team.
- d) Openness – to innovation, criticism.
- e) Ability to see the school as part of the broader community and of the community of schools.

**Skills**

- a) Observation – for example, state of buildings, ethos of the school, internal and external perception of school's progress..
- b) Asking appropriate and searching questions at Governors' meetings.
- c) Taking an active, informed part in meetings.
- d) Interviewing – participate in appointments, listen effectively and evaluate evidence.
- e) Supporting effectively school in the community.
- f) Visiting the school well prepared and with purpose.
- g) Using the appropriate and proper channels of communication.