

Guidance Notes for the Foundation Governor Application Form

LDBE are extremely grateful for your interest in being a foundation governor at one of our church schools in the Diocese of Lincoln and we are happy to support you in making an application, if you feel that you need it.

A Role Description, and Person Specification are available on our website [at this link](#). Please use these together with the Guidance Notes to assist you preparing your application.

Please contact us at kim.dove@lincoln.anglican.org or phone 01522 504010 if you have questions about any part of the application process.

When you have completed your application form, please return it by email to kim.dove@lincoln.anglican.org

Alternatively, post a paper copy to Kim Dove, DBE Administrator,
Lincoln Diocesan Board of Education, Edward King House, Minster Yard, Lincoln, LN2 1PU

Part A (Your Details)

Please provide your contact details in this section, together with the name of the school where you are applying to be a foundation governor.

There is opportunity to let us know about any accessibility requirements you have, if you would like to.

We would like to make sure that this role is accessible to as many people as possible and we will do what we can to remove barriers that people may have to taking part in foundation governor activities. We will use any information you provide to make sure that reasonable adjustments are made to help you in the role. Please contact us if you need any assistance during the application process.

Please let us know if you are a parent of a child at the school at the time of your application.

We ask this because we need to avoid having a large proportion of people from any stakeholder group on the governing body. Schools are expected to have parent governors but if there are already parents in other governor roles, the DBE would be unlikely to appoint additional parents as a foundation governor.

Please let us know if you have previously been school governor.

It would be helpful if you include the date of any terms of office, the school where you were a governor, type of governor e.g. staff/parent/co-opted/foundation, and any areas of responsibility you held e.g. chair, member of finance committee, subject link governor.

Please let us know any posts you have held that you feel are relevant to your role as a foundation governor.

This could include both paid and voluntary roles. Examples may include:

- any experience you have had working in schools or education;
- governance experience such as volunteering as a trustee in the charity sector;
- professional qualifications from your career e.g. accounting, HR, law, property;
- any roles you have held in the local church e.g. youth worker, pastoral support, safeguarding

Please let us know any personal qualities you have that would enable you to be an effective foundation governor.

You may like to include characteristics you have, which make you effective in your current or previous work or volunteering.

It would be helpful to let us know how you apply each of the Nolan Principles in your daily work or personal life. The principles are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Please let us know any knowledge, experience or skills you have which supports the Anglican ethos, vision and values of the school.

Your response to this question is particularly important to help LDBE decide the outcome of your application. Below are some suggestions of what you could include in your response:

- If you are an active member of a church congregation, please tell us about it, whether that is Anglican, other Christian or another faith. Please let us know any responsibilities you have in the church you attend and how you apply aspects of your faith to everyday situations. Please let us know how you would apply this to the role of a foundation governor.
- If you don't presently attend church, have you attended church in the past? How do you apply aspects of your faith to everyday situations? Please let us know how you would apply your faith and experience of church to the role of a foundation governor.
- Have you had experience working with or in a Church of England school either as a volunteer, external partner or paid member of staff? What did you learn from the experience and how could you apply this to the role of foundation governor?
- If you don't attend church, do you have links with a local Christian community? If so, please give details and let us know how would you propose to strengthen links between the school and the local Christian community, especially the Anglican church?
- Please let us know how you would support the school in developing the RE curriculum and/or SIAMS inspections? Would you be willing to attend training from LDBE to develop skills in this area?
- Please let us know if you have previously attended or would be willing to attend Collective Worship at the school. If you have already attended Collective Worship, please let us know what you learnt from the experience that would help you in the role of foundation governor.
- Whether you are Christian, a person of another faith or no faith, please consider the LDBE Vision below, and let us know how your own faith, worldview or belief will underpin your role as foundation governor to drive LDBE's Vision across the diocese:

*'Believing we are **called** into fellowship with God who seeks the flourishing of all, we **aspire** to strengthen our school communities with wisdom, knowledge and understanding. Through partnerships firmly **rooted** in Christian hope and in the love of God, we **empower** all in our Church school family to love one another with humility, justice and kindness.'*

Please rate your knowledge and experience in the areas of school life listed on the form

Please indicate your experience by ticking the relevant box.

Government Regulations state that anyone appointed to the governing body should have skills to contribute to effective governance and success of the school. To make sure this is the case, LDBE will consider any existing skills gaps on the governing board, based on the school's most recent skills audit, when deciding about your appointment.

Please let us know if you are a relative of anyone working at the school and, if so, provide details

It is unlikely that LDBE will appoint a foundation governor who already has a relative working at the school due to a potential conflict of interest.

It should also be noted that where a foundation governor takes up an employed role working at the school during their term of office, their foundation governor role will need to be reconsidered by LDBE.

Please let us know if you are a relative of any governor on the Governing Board at the school and, if so, provide details

It is unlikely that LDBE will appoint a foundation governor who already has a relative serving as a governor at the school due to a potential conflict of interest.

It should also be noted that where a foundation governor's relative takes up a governor role at the school during their term of office, their foundation governor role will need to be reconsidered by LDBE.

Please let us know if you are willing to serve on more than one governing body

We may invite foundation governors to take up an additional governor role from time to time. This could happen if there is a skills gap in the governing board in a school which cannot be filled locally.

If you indicate YES here, the LDBE may contact you during your term of office to invite you to take up a foundation governor role at another school. It would be your decision whether to accept any additional role which is offered to you. It is unlikely that foundation governors would be invited to take up more than 2 governor positions at the same time.

Part B (Declarations)

Please let us know if you are willing to undertake Church School Induction training from the LDBE within the first six months of your appointment

Attendance at this one-off training is an essential part of your induction as a foundation governor to make sure that you are familiar with the roles and responsibilities of your role and are equipped to contribute to the vision of the school and ensure it is lived out throughout all aspects of school life. Sessions are held online at different points in the school year to help governors choose a session which is convenient for them. The cost of the training session is covered by the school so new governors need to check the school's local booking procedures before booking a place.

Please let us know if you are willing to attend LDBE Governor Briefings, and other training as required, throughout your term of office

Attendance at briefings is essential throughout your term of office to make sure that you are up to date with developments affecting church school governance. The briefings are free to attend, and you are encouraged to attend as many as possible during your term of office.

There may be other courses that you are required to attend from the LDBE, local authority or other training providers, relevant to governance at your school.

Part C (Applicant self-declaration of eligibility to serve as a school governor)

School Governance Regulations set out criteria that disqualifies a person from being able to hold the position of governor in a school. These are listed on page four (4) of the application form. Full details of the regulations can be found in "Schedule 4 of The School Governance (Constitution) (England) Regulations 2012".

Please read page four (4) thoroughly

If any of the listed criteria apply to you then, regrettably, the regulations say that you cannot be appointed as a foundation governor.

Once you have read page 4, if you are satisfied that none of the criteria apply to you, please declare that you are not disqualified from service as a school governor by selecting YES.

If you select NO at this point, regrettably, you would not be able to proceed with your application.

Part D (Conditions of appointment as a foundation governor)

Please read page five (5) thoroughly

Further explanations of the conditions set out on page five (5) are provided below:

- Government Regulations set out safeguarding standards for schools, including the level of DBS check required for school governors.
- LDBE follows thirtyone:eight's safeguarding recommendations to the Anglican Church. LDBE requires foundation governors to complete a new DBS check at the start of each term of office unless you have joined the DBS Update Service and LDBE is able to check that your certificate remains current.
- Government Regulations set a foundation governor's term of office as four years, unless a shorter term of office is stated in the school's Instrument of Governance.
- The foundation governor's duty to support and maintain the school's Christian foundation is set out in the school's Instrument of Government.
- Government Regulations state that anyone appointed to the governing body should have skills to contribute to effective governance and success of the school. To ensure this, LDBE requires foundation governors to familiarise themselves with their duties as a governor, the life of the school and engage with LDBE and local authority training as part of their role.
- If appointed, you will be required to sign the school's Code of Conduct for Governors as part of your induction. This sets out standards of conduct expected of a governor at the school. Failure to adhere to the relevant code of conduct by a foundation governor may lead to removal under the LDBE's 'Removal of foundation governor' policy.

Once you have read page five (5):

Please indicate that you have understood and agree to all conditions by selecting YES.

Please declare that you have provided true and correct information to the best of your knowledge by selecting YES.

If you select NO to the above, regrettably, you would not be able to proceed with your application.

Please sign the Declaration.

Part E (References)

Please provide details of two referees who we can contact for a reference.

References form part of our safer recruitment process to help us assess your suitability for the role. A copy of our Reference Form is available on LDBE's website, should you wish to view the questions which we will ask.

Please make sure that you have asked your referees' permission to send us their contact details for this purpose.

Your references should be from someone who knows you well in their official capacity, such as an employer, volunteer co-ordinator or church leader, rather than solely from friends.

If this is the first time that you have applied to be a foundation governor, one of your referees should be able to comment on your ability to support, challenge and develop the Christian Vision and Ethos of the school. This could be a local church or community leader, or somebody who already works or volunteers at the school.

If you are re-applying for a second or subsequent term of office, please ask the headteacher and chair of governors to provide references (for current chairs of governors who are re-applying, please ask the vice-chair or committee chair).

Part F (Training Record)

If you are appointed as a foundation governor, it is important to keep a record of training that you attend during your term as a governor. We will provide a template that you can use for this when you are first appointed. We will ask you to send the training record to us if you decide to apply for a further term of office.

The remainder of this section is required only for existing foundation governors who are re- applying for a further term of office.

We ask for this information so that we can consider the extent which you are familiar with the roles and responsibilities of your role and are equipped to contribute to the school's vision and ensure it is lived out throughout all aspects of school life.

Where foundation governors have not previously attended Church Governor Induction training, it is likely that LDBE will require attendance as a condition of re-appointment.

Please include any LDBE Governor Briefings, courses or training which you have attended.

Thank you for your time in making an application; please get in touch with us if you need further guidance on any aspect of the role or application form.