**APPLICATION TO SERVE AS A**

**DIOCESAN BOARD OF EDUCATION (DBE) ARCHDEACON APPOINTED BISHOP’S REPRESENTATIVE (EX-OFFICIO FOUNDATION GOVERNOR)**

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| Thank you for your interest in serving as an Archdeacon-appointed Bishop’s Representative.  Please complete the form and return it, with the requested copy of I.D. evidence, to both the Executive Officer, Nadia Underwood on [nunderwood@cofe-worcester.org.uk](mailto:nunderwood@cofe-worcester.org.uk) and the relevant Archdeacon office (please ask for details).  This application should be accompanied by a completed skills audit, which can be found on the Diocesan Website <https://www.cofe-worcester.org.uk/schools/school-governance/>  You will be notified of the outcome by letter after the next scheduled DBE meeting and following approval from the Archdeacon. If you have any queries, please telephone 01905 730 733 |

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| The role of the Ex-Officio Bishop’s Representative  The ex-officio governor is a foundation governor because of their office and has a dual link with the school as both governor and linked clergyperson. The ex-officio foundation governor is normally the gift of the incumbent, but when this is not possible, and with their and/or the PCC’s agreement (in the case of vacancy), a Bishop’s Representative can be appointed by the Archdeacon for a term of 4 years. They must attend relevant training for the post and can enquire about such training via the education office on [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk).    Eligibility to serve as a school governor  The Government stipulates that appropriate checks are made on any board who will be working in a school or further education institution. This includes governors. The application form lists disqualification criteria and you are asked to confirm that none apply to you. Foundation Governors are appointed subject to a satisfactory application being made to the Disclosure and Barring Service for an enhanced criminal records certificate. This is undertaken by the school. The DBE will not appoint in the case where the nominee is a staff member or where a close family member of the nominee is already serving on that school board. In addition, upon making this application, you are confirming that you have read, understood and will comply with all terms and conditions set in the [Diocese of Worcester Governance Guide.](https://www.cofe-worcester.org.uk/content/pages/documents/updated-governance-agreement-2024.pdf) |

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| Proof of identity  Even if you are known to the school, you are also asked to present proof of identity to the Clerk to Governors, or, Administrative Officer of the school as part of the application process. This proof of identity will be a birth certificate, driving licence, or passport. |

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| **Name of school/Trust** |  |

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| **Name including Title (Mr / Mrs / Miss / Ms / Rev’d)** |  |
| **Address** |  |
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| **Post-code** |  |
| **Telephone No.** |  |
| **Email address** |  |

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| **Please describe your Christian commitment and involvement, level of theological understanding, and/or declare your commitment to uphold the Church of England’s Vision and Values for Education** |
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| **Please identify any experience / expertise you can bring to the Governing Board of the school (e.g. as a former governor, teacher, administrator, in business, finance, human resources, etc.)**  **Please also complete the Skills Audit questionnaire and return with your completed application.** |
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| **Please outline the reason you would like to work in a school context.** |
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| **Other relevant information** |
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| **Declaration of Interests** | |
| Are you employed by the school/trust? | YES / NO |
| Do you have an immediate family member currently serving as a Governor/Trustee at this school? | YES / NO |
| Will you have a child at the school/trust during the current academic year? | YES / NO |
| Are you a company Director, Partner or owner of any business, or, a Trustee of a charity? | YES / NO |
| If YES, please provide further details: | |
| Is your spouse, or anyone living with you, employed by the school/trust? | YES / NO |
| Is there any other interest you wish to declare? | YES / NO |
| If YES, please state: | |

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| **Agreement** | |
| * I confirm that I am willing to serve as a Foundation Governor/Trustee/Bishop’s Representative for a term of office as specified in the school’s Instrument of Government (usually 4 years). * I agree to support and maintain the ethos of the school, by ensuring that the school is distinctively Christian and that Christian values, principles and beliefs of central to its curriculum, relationships and work. * I confirm that under the statutory guidance, I am eligible for appointment as a Foundation Governor and have signed the **Declaration of Eligibility** (Appendix 1). * I have read and signed the **Code of Practice for Members of a Church of England Governing Board** (Appendix 2) and the **Governance Agreement** of the Diocese of Worcester. * In the event that I am appointed to the Governing/Trust Board, I will notify the DBE and the Clerk to Governors immediately should I resign my position or become disqualified during my term of office. | |
| **Signed** |  |
| **Date** |  |

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| **I.D. checked by (e.g. Clerk to Governors/Trust Board, Chair of Governors/Trust Board)** |  |
| **Signed** |  |
| **Date** |  |

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| We require a record of approval by the Governing Board of this appointment. The Clerk to Governors/Trust should attach the section of minutes from your Full Governing/Trust Board meeting agreeing this. |

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| **Name of Clerk to Governors/Trust Board** |  |
| **Email address** |  |

**Appendix 1: Declaration of Eligibility**

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| **Declaration of Eligibility to serve as a governor/Trustee** |
| In order to continue to serve as a governor, you must sign the following declaration:  **I declare that I am not disqualified from serving as a school governor and that:**   * **I am** aged 18 or over at the date of this appointment. * **I do not** already hold a governorship of the same school. * **I am not** a governor of more than two schools. * **I am not** liable to be detained under the Mental Health Act 1983. * **I accept that** if I fail to attend the governing board meetings for a continuous period of six months beginning with the date of the first meeting I fail to attend, without the consent of the governing board, I will be disqualified. * **I am not** bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986, or, to an order made under section 429(2)(b) of the Insolvency Act 1986. * **I have not** been removed from the office of a charity trustee, or trustee for a charity, by an order made by the Charity Commissioners or the High Court, on the grounds of any misconduct or mismanagement, or, under Section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, from being concerned in the management or control of any board. * **I am not** disqualified from working with children. * **I am not** disqualified from being the proprietor of any independent school, or, for being a teacher or other employee in any school by the Secretary of State. * **I have not,** in the five years prior to or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months, without the option of a fine. * **I have not,** in the twenty years prior to or since becoming a governors, been convicted as aforesaid of any offence, nor have had passed on me a sentence of imprisonment for a period of not less than two and a half years. * **I have not,** at any time, had passed on me a sentence of imprisonment for a period of five years or more. * **I have not** been fined, in the five years prior to or since becoming a governor, for causing a nuisance or disturbance on education premises. * **I have not** refused an application being made to the Disclosure and Barring Service for a criminal records certificate. |

**Appendix 2: Diocese of Worcester Code of Practice for Members of a Church of England Governing Board**

1. **Rationale**

The purpose of this code of practice is to enable the Governing Board/Trust Board to:

* Fulfil its primary role as the strategic leaders, to ensure every child gets the best possible education.
* Build a productive and supportive relationship with the Headteacher and staff, in promoting the Christian ethos of the school, whilst holding them to account for school performance.

1. **Legal Framework**

* The Governing Board/Trust Board is a corporate board. Governors/Trustees have no authority to act individually.
* All governors/trustees have equal status and although governors are appointed and elected by different groups, the central concern must be the welfare of the school.

1. **Roles and Responsibilities**

The Governing Board/Trust Board is responsible for:

* Ensuring clarity of vision, ethos and strategic direction, ensuring that the school has identified what the Christian ethos means for the school in its context and community.
* Overseeing the financial performance of the school and making sure its money is well spent.
* Holding the Headteacher and Senior Leadership Team (SLT) to account for the educational performance of pupils and the performance management of staff.
* Ensuring the school meets statutory requirements and additional functions and responsibilities, depending on its category.

1. **Commitment**

Being a governor/trustee:

* Involves participating fully in the work of the Governing Board/Trust Board, in order that individuals accept a fair share of the responsibilities and duties, including service on committees and working parties. Individual governors should be prepared to serve on at least one committee.
* Requires regular attendance at meetings of the full Governing Board/Trust Board and committees.
* Requires getting to know the school/trust well, getting involved in school/trust activities and undertaking at least 2 monitoring visits annually.
* Requires serious consideration of individual and collective training and development needs, and using any designated funds to address them.

1. **Confidentiality**

Governors/Trustees should:

* Observe confidentiality routinely as a matter of course, but particularly when explicitly asked to do so, for example, regarding matters concerning staff, children or their parents / carers.
* Keep discussion about decisions confidential, even when decisions themselves are made public through the minutes of meetings.
* Exercise prudence when invited to respond in discussions and informal talk outside Governing Board/Trust Board meetings, including any contributions on social media platforms. Refrain from passing individual comment, but encourage issues to be brought to the attention of the Headteacher, or, Governing Board/Trust Board (depending on the nature of the issue) through the proper channels.

Any media contact should be directed to the Diocesan Communications Officer.

1. **Relationships**

The Governing Board/Trust Board will strive to develop effective working relationships with:

* The CEO/Headteacher, staff, children, parents, other local schools, the Diocese, the local community, the Local Authority (LA) and those legal bodies which act as stakeholders in the school.

In forming, building and sustaining good working relationships, governors/trustees will strive to:

* Remember that they are typically representative of the **category** of governor/trustee to which they are appointed / elected. They are not representatives **of** those groups, e.g. a representative parent, **not** a representative **of** the parents.
* Work as a members of a team, in which constructive working relationships are actively promoted, forming the Governing Board/Trust Board which functions with corporate responsibility and accountability. All relationships are built on trust.
* Develop an open and honest relationship with the CEO/Headteacher and all school staff; acting as ‘critical friend’ to the school, ensuring a balance is struck between offering challenge and support. We endorse the ‘Eyes On, Hands Off’ approach, quoted in Sir Michael Wilshaw’s speech of November 2015.

1. **Conduct**

Governors/Trustees have a general duty to act with integrity, objectivity and honesty in the best interests of the school, and will strive to behave professionally at all times.

* Governors/Trustees will aim to discharge their duties in a manner that maintains and develops the positive Christian ethos of the school and its reputation in the local community and wider educational community. Governors’ actions should, at all times, reflect the responsibility to secure the positive Christian ethos of the school.
* Governors/Trustees should reflect on how they are perceived by stakeholders in all they say and do, both as individual governors and as a corporate board. They should conduct their duties in line with the mission of the Worcester Diocesan ‘Kingdom People’ vision and its values of love, compassion, justice and freedom.
* Governors/Trustees should carefully consider how their decisions and actions might affect others, whether they are individuals employed by the school; children or adults who are part of the school community; other schools in the locality; or the wider community.
* Governors/Trustees should express views openly at meetings, but accept collective responsibility for all decisions made by the Governing Board/Trust Board, or any individual governor delegated to do so.
* Governors/Trustees should not speak out against majority decisions in public or in private outside of the Governing Board/Trust Board. The intention is to protect the reputation and authority of the Governing Board/Trust Board and the school in the public domain. If Governors/Trustees have a concern they should speak tot eh Chair of Governors, or the Diocese.
* Governors/Trustees will only speak or act on behalf of the Governing Board/Trust Board when they have been specifically authorised to do so.
* Governors/Trustees will respond to criticism or complaints about the school and / or its staff, by referring to the school’s Complaints Procedure, adopted by the Governing Board/Trust Board for the correct procedure to be followed and will advise the complainant accordingly.
* Governors/Trustees will record in the register of business interests any pecuniary interest they might have in connection with the Governing Board’s/Trust Board’s business.
* Governors/Trustees will be expected to declare when they have a pecuniary or non-pecuniary interest in any item of business and withdraw from the meeting whilst it is under discussion.
* Governors/Trustees will always undertake school visits in consultation with the Headteacher and ensure that they are not an unhelpful presence in the school.

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| **I have read the Declaration of Eligibility to serve as a school governor and agree to adhere by the Code of Practice for Members of a Church of England Governing Board/Trust Board and the Diocesan Governance Guidance of the Diocese of Worcester.** | |
| **Name of applicant** |  |
| **Signed** |  |
| **Date** |  |

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| Once completed, please return your entire application form along with your Skills Audit, by email to the Executive Officer on [nunderwood@cofe-worcester.org.uk](mailto:nunderwood@cofe-worcester.org.uk), or, post to the following address:  Nadia Underwood, Diocesan Education Team, 16 Lowesmoor Wharf, Worcester, WR1 2RS |

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| **Data Protection** |
| The information that you provide on this form will be held on a computerised database maintained by the Worcester Diocesan Education Team. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller. |