



Diocese of Truro  
 Email contact:  
 education@truro.anglican.org

## Nomination Form

### Foundation Governance in a Church of England Schools

We are delighted that you have shown an interest in becoming involved in local level Foundation Governance!

Local Governance can look different but those involved at this level carry out regular skills audits to ensure that they are equipped with the skills and expertise to govern schools effectively. In order to ensure identified skill gaps are filled, please find below a series of questions which will allow us to understand your experience, skills and attributes. Please ensure you remember to think about all the situations in which you may have developed and/or used these skills.

Appointment details:					
School or hub you wish to be considered for appointment or re-appointment:					
Personal details:					
Title		Address 1			
First Name		Address 2			
Surname		Town			
Telephone number		Postcode			
Email					
Connections:					
Connection with school named above (eg parent, past parent, past governor etc)		Connection with local church?			
Experience, skills and other attributes					
Training will be provided so don't worry if you have limited experience in some areas. It is helpful to build up a picture of a Governing Boards strengths and weaknesses.			Level of experience/skills: rate on a scale of 1 (none) to 5 (extensive)		
			1	2	3
Ability to work in a professional manner as part of a team and take collective responsibility for decisions					
Willingness to learn					

	1	2	3	4	5
Commitment to the school's vision and ethos					
Basic literacy and numeracy skills					
Basic IT skills (ie word processing and email)					
Understanding and/or experience of governance					
Previous experience of being a board member in another sector or a governor/trustee in another school					
Experience of professional leadership					
Vision and strategic planning					
Understanding and experience of strategic planning					
Ability to propose and consider innovative solutions					
Experience of reviewing the impact of new ideas and initiatives					
Ability to make difficult decisions in the best interests of others					
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)					
Understanding of current education policy					
Holding the head to account					
Communication skills, including being able to discuss sensitive issues tactfully					
Ability to analyse data					
Ability to question and challenge					
Experience of project management					
Performance management/appraisal of someone else					
Financial oversight					
Financial planning/management (e.g. as part of your job)					
Experience of procurement/purchasing					
Experience of premises and facilities management					
Knowing your school and community					
Links with the school, church and local community					
Links with local businesses					
Knowledge of the local/regional economy					
Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)					
Understanding of special educational needs					
Ability to be theologically reflective					
Acting as a peacemaker; helping people to find solutions					
Knowledge of what makes a Church School distinctive					
Understanding of how children develop spirituality					

**Pecuniary and conflict of interest**

Please list any business and pecuniary interests as well as conflicts of interest and connections you may have with the school or board of governors - ie family members employed at the school.

If you are an existing governor and are applying for re-appointment (please remember it is best practice to undertake no more than three terms in succession before at least a one year break, your governance professional will be able to talk to you more about this; NGA recommendation):

What contribution do you feel you made to the governing board during your term of office?

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Please give brief details of training courses you have undertaken in the past three years - include governor training, work based training/development/and/or any other development/training activities.

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**Important Information**

Please read the following information carefully and if you feel that you are able and willing to undertake the special responsibilities of a Foundation Governor as outlined below, please sign at the bottom of this page. A representative of the DBE regularly considers all nominations.

As a Foundation Governor, you will share equally with the other members of the Governing Board/Hub many important responsibilities for the management and oversight of the school/s, including for example in maintained schools: management of the school budget; employment of staff; responsibility for maintenance and upkeep of the building and being the Admissions Authority. In MAT's responsibilities linked with the Scheme of Delegation.

Additional to those common responsibilities, Foundation Governors are also charged with a special responsibility. They are appointed to ensure *'that the character of the school as a voluntary (Church of England) school is preserved and developed'* found in the education act and articles. This means giving special attention to:

- Arrangements for collective worship (after consultation with the Headteacher) and ensuring that such arrangements are in accordance with the Trust Deed
- The religious education offered by the school ensuring that it follows the guidelines of the Diocese
- Supporting the Headteacher in ensuring the Governing body/hub regularly considers the SIAMS Self Evaluation (Statutory Inspection of Anglican and Methodist Schools, which includes collective worship, religious education, Leadership & Management and Church School Distinctiveness and spiritual and moral development of pupils), this is required under Section 48 of the Education Act, and takes place every five years if the last Inspection was at least good, or after three years if the last judgment was Satisfactory.
- Ensuring that the Diocesan Education Office is informed of the resignation of the Headteacher or Deputy Headteacher.
- The appointment of staff ensuring that all teaching and support staff are made aware of the character and foundation of the school
- Bringing to the attention of the Diocesan Board of Education any matters requiring their attention regarding the school

Induction, support and guidance for Governors are available from the Diocese, in conjunction with the Local Authority/individual MAT's.

I have read the above information and am able and willing to undertaken the responsibilities of a Foundation Governor.

Signature.....

Date.....

*For completion if nominated by the incumbent/rural dean/PCC or Deanery Synod*

Name of nominating person	
<i>Signature</i>	
<i>Name of PCC or Deanery Synod</i>	