**Recommendation Form for the Appointment of a Diocesan Foundation Governor in a**

**VA/VC School or an Academy**

**PLEASE ENSURE ALL QUESTIONS ARE ANSWERED FULLY**

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| **School** |  | | | **VA/VC** |
| **Local Authority/Trust** |  | | | |
| **Have you served on this governing board before?** |  | **Length of service and other details** |  | |

**Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** |  | | | **Title** | |  | |
| **Forename/s** |  | | | | | | |
| **Address** |  | | | | | | |
|  |  | | | | | | |
| **Postcode** |  | | **Telephone** |  | | | |
| **Email** |  | | | | | | |
| **Occupation** |  | | | | | | |
| **Religion/Denomination** | |  | | | | | |
| **Place of worship** | |  | | | | | |
| **Frequency of attendance** e.g. weekly, monthly, occasionally | | (if occasionally, please specify) | | | **Are you confirmed?** | | Yes/No |
| **What contribution would you make as a foundation governor to this governing board in order to uphold its Christian foundation?** | | *This is a space to share how you will use your skills and experience to promote and develop the Christian ethos of the school.* | | | | | |

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| **In the case of a re-appointment please give details of all governor training undertaken in the last 4 years:** | | | |
| **Type of training** | **Provider** | | **Date** |
|  |  | |  |
| **Will you commit to attending ODBE governor induction training within 6 months of your appointment and subsequent training as required?**  [Training calendar](https://www.odbe.org.uk/training/governors/) | | NB: this also applies for re-appointments. | |
| **Please name other schools/academies where you are a governor, trustee of member.** | |  | |
| **Do you have a child in the age range of this school?** | |  | |
| **If yes, does he/she attend this school?** | |  | |
| **Are you a member of staff at this school?** | |  | |
| **Does a relative or someone you live with work at the school or serve on this governing board?** | |  | |

**Parish Priest Recommendation**

***To be completed by your Parish Priest or local minister/church leader and where this is not the local incumbent for the school they should also countersign***

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| **Name of Parish Priest and Local Incumbent where applicable** |  | | | | |
| **PCC Secretary/Church Warden**  *Only needed in an interregnum or to endorse the incumbent’s nomination.* |  | | | | |
| **Can you confirm how often the nominee attends worship** | Weekly | Fortnightly | Monthly | Occasionally | Special Services |
| **Please identify the strengths of your nominee to fulfil the role of foundation governor** |  | | | | |
| **Please confirm that you are confident that your nominee will seek to support and develop the school’s C of E foundation and Christian vision** |  | | | | |
| **Signature of parish priest(s)** |  | | | | |
| **Name and Signature of Chair of Governors** (or vice chair on re-appointment of the chair) |  | | | | |
| **Date** |  | | | | |

**DECLARATION**

I confirm that:

* I have no unspent convictions or conditional cautions under the Rehabilitation of Offenders Act 1974
* I have no adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)
* I am not aware of any criminal/police enquiries/investigations undertaken following allegations made against me and am not at present the subject of any criminal/police enquiry/investigation/pending prosecution
* I am not and have never been barred from work with children
* I am not and have never been subject to any formal action as a result of an allegation that your conduct has amounted to, resulted in or put a child and/or vulnerable adult at risk of harm
* I am not and have never been subject to a court order either made against me or in relation to me that I have caused harm to a child and/or vulnerable adult, or that a child and/or vulnerable adult was at risk of harm from me

**I would like to be a Foundation Governor of this School and if appointed –**

* I will commit myself to work for the purposes for which the school was established, to provide an education of the highest quality within the context of Christian belief and practice
* I will support, sustain and develop the Christian character of the school
* I have read the Framework for Ethical Leadership in Education and will abide by it.
* I will attend ODBE induction training within six months of your appointment and attend ongoing training as required by ODBE.
* I am prepared to keep myself up to date with current legislation and good practice and will attend relevant training events
* I understand that this appointment is made by the Oxford Diocesan Board of Education for a fixed period and as the appointing body the Board also has the right of removal

**Signature of nominee** …………………………………………………. **Date**……………………..............................................

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| --- | --- |
| I give my consent for my information to be used by the Oxford Diocesan Board of Education (ODBE) team for legitimate purposes connected to my role as a School Governor including you contacting me from time to time with information about training events, publications and news item. | Please tick the box  if in agreement |
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***Data Protection – Our commitment to care for your personal information***

*Under the General Data Protection Regulations 2018, the ODBE processes data for legitimate purposes as this relates to Governors or former Governors. This will include ODBE contacting you from time to time with information about training events, publications and news items that will be useful to you in your role as a School Governor. We will not disclose or share your personal information with third parties or use such information for other activities such as fundraising purposes without obtaining your consent.*

*Further information about your rights regarding your personal data can be found at the Information Commissioners website* [*www.ico.org.uk*](http://www.ico.org.uk)

**For further information please contact:** Tracy Makin 🕿 01865 208242

Email: [tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org)

**Please return completed forms to:** Church House Oxford, Langford Locks, Kidlington, OX5 1GF