



Nomination and Disclosure Form
Details of Potential New Foundation Governor
[This form comprises of two parts](#)

Part 1

Name and address of school:

Please consider whether you are legally entitled to volunteer before applying for this role. For EU nationals, you will have the right to volunteer legally if you have: settled or pre-settled status; European Temporary leave to remain; or a visa which does not prevent you from volunteering. For non-EU nationals, you will have the right to volunteer legally if you have a visa which does not prevent you from volunteering. If you are unsure whether your immigration status permits you to volunteer, please contact the UK Borders and Immigration Agency.

Full forename of candidate:

Present surname:

Previous surname (if applicable):

Date of birth:

Full postal address:

Phone number:

Email address:

Name of parish Priest:

Has the address been verified by school? YES / NO

(Please note this is a formal part of safeguarding procedure. Please only submit the form once the address has been verified.)

Is the candidate related to any staff or governors at the school? YES / NO

(If yes, please explain.)

Is the candidate related to any pupils at the school? YES / NO

(If yes, please explain.)

Preferred start date:

I confirm that the details above are correct to the best of my knowledge. Signed (Headteacher /

Diocesan Authority):

Date:



Part 2

I, *(insert name)*

*am a committed and practicing Catholic in good standing with the Church and I regularly practice at the parish of:

*am a Catholic priest/deacon in the Diocese of:

**delete as applicable*

A copy of the Diocesan definition of a practising Catholic can be found on the Diocesan website:

www.dioceseofbrentwood.net/wp-content/uploads/2024/06/Definition-of-a-practising-Catholic-2024.pdf

I have read and understood the criteria for appointment and, to the best of my knowledge, am eligible for appointment. I confirm that I will inform the Diocese of Brentwood in the event that I am no longer eligible for appointment.

In offering to serve as a Foundation Governor within the Diocese of Brentwood, I undertake that I will serve the Bishop of Brentwood faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Governor and will undertake to discharge those duties with due care and diligence.

As well as the undertaking given earlier, I will undertake:

- To preserve and develop the Catholic character of the school to which I am appointed;
- To ensure that the school operates in accordance with the Diocesan trust deed and their particular ethos statement, which includes the provisions of:
 - Canon law;
 - The Curriculum Directory and Bishops' statements on religious education; and
 - Any Diocesan directives relating to schools/academies;
- To confirm that the school operates in accordance with its Instrument of Government or Articles of Association and in particular its ethos statement;
- To become familiar with, to support and implement the policies and procedures of the Diocese, including the Bishop's policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Diocesan Guidance on Academies, the Memorandum of Understanding and the Diocesan Protocols, the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Catholic Education Trusts and any local governing committee or other committees established in respect of the schools;
- To consider not only the interests of the school, but the interests of other Catholic schools and academies and of Catholic education throughout the diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Bishop;
- To attend relevant Catholic training and induction training, as soon as possible; and
- If appointed as a Foundation Governor, in all actions, serving as a witness to the Catholic faith.

I declare that I am not disqualified from being a Governor. I confirm that I agree to Disclosure and Barring Service checks being made on me or any subsequent checks that may be required by law or good practice. I understand that any refusal to do so will result in the termination of any appointment.



I consent to the information given on this form and other information collected with it being held and processed by the Diocese of Brentwood, including the sharing of data with third parties where required, in accordance with diocesan policy [\[link to Diocesan Privacy Statement\]](#).

I will comply with the Model CES Governor Code of Conduct and shall tender my resignation as a Governor if in breach or my circumstances change, so as to contravene the diocesan expectations at any time during the tenure of office. I will also resign as a Governor if, in the opinion of the Diocesan Bishop, my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of Foundation Governors is at the discretion of the Diocesan Bishop and that, because of the nature of the decision-making process, the Diocesan Bishop will not normally be able to engage in any discussion or correspondence with me and/or any third party where my nomination does not result in my appointment.

Signature:

Date:

Please return the completed form to: governanceappointments@brcdt.org