

Foundation Director / Governor / Local Governor

Declaration & Undertaking †:

Foundation Directors/Governors/Local Governors are responsible for preserving and developing the Catholic character of the school/college/academy/academy trust company that they serve and for representing the educational policies of the [Diocesan Bishop] [Religious Superior]. By completing this Nomination Form you are agreeing to faithfully represent the [Diocesan Bishop's] [Religious Superior's] educational policies as communicated by his/her representatives.

I, [INSERT FULL NAME]

*am a practising Catholic (and I have read and understood the guidance provided by the [Diocese of [Diocese]] in this regard. If I have questions in relation to the guidance I have asked them and have received answers).

*am a Catholic Cleric in the Diocese of [Diocese] / a member of [Religious Order]

(*delete as applicable)

I wish to offer to serve [the Diocese of [Diocese]] [Religious Order] in the ministry of Foundation Director/Governor/Local Governor. I have read and understood the criteria for appointment set out [where] and, to the best of my knowledge am eligible for appointment. I confirm that I will inform the [Diocese] [Religious Order] in the event that I am no longer eligible for appointment.

In offering to serve as a Foundation Director/Governor/Local Governor [in the Diocese of [Diocese]], [for Religious Order], I undertake that I will serve the [Bishop of [Diocese]][Religious Superior] faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Director/Governor/Local Governor and will undertake to discharge those duties with due care and diligence. References to Diocese in these statements in relation to Religious Order schools relate to the Diocese in which the relevant school is situated.

I undertake:

- To preserve and develop the Catholic character of the school/college/academy or academy trust company to which I am appointed;
- To ensure that the school/college/academy or academy trust company is conducted in accordance with its trust deed, which includes the provisions of:
 - o Canon law;
 - o The Curriculum Directory and Bishops' statements on religious education; and
 - o Any Diocesan directives relating to schools/colleges/academies/academy trust companies;
- To conduct the school/college/academy/academy trust company in accordance with its Instrument (and Articles) 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 of [Diocese]] [and the Religious Order], including the Bishop's policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Board of Directors/Governing Body/Local Governing Body;
- To consider not only the interests of the individual school/college/academy/academy trust company, but the interests of other Catholic schools/colleges/academies/academy trust companies and of Catholic education throughout the Diocese;

- To respond to the needs of the Catholic community as a whole as represented by the Bishop of [Diocese] [and the Religious Superior];
- To attend relevant training including Foundation Director/Governor induction training, as soon as possible; and
- In all actions, to serve as a witness to the Catholic faith.

I declare that I am not disqualified by law from appointment as a Director/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 [Diocese]] [Religious Order], including the sharing of data with third parties where required, in accordance with the [Diocesan] [Religious Order] privacy policy which can be found [where]. I confirm that I have read the privacy policy issued by [the Diocese of [Diocese]] [the Religious Order], which sets out how my personal information will be collected, shared and used.

I undertake that I shall tender my resignation as a Foundation Director/Governor/Local Governor if my circumstances change so as to contravene the [Diocesan] [Religious Order] eligibility criteria or expectations at any time during my time in office or if, in the opinion of the [Ordinary] [Religious Superior], my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of Foundation Directors/Governors/Local Governors is at the absolute discretion of the [Ordinary] [Religious Superior] and that, because of the nature of the decision-making process, the [Ordinary] [Religious Superior] 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.

Signed.....

Dated.....

† This is a copy of the standard Declaration / Undertaking that was required from foundation directors / governors / local governors on appointment, as set out in the Nomination Form.

This Declaration should be signed by every foundation director / governor / local governor annually and copies retained by the Clerk.

E-Signatures are acceptable.

