LDBS Application Form

for Governors and Trustees in Church of England Schools and Academies

The LDBS serves and supports Church of England voluntary aided schools and academies within the Diocese of London. LDBS Foundation Governors and Trustees are appointed by the LDBS to promote effective governance and to develop the Christian character of our schools and academies.

This application form is used by LDBS Officers, alongside two references, to decide if an applicant is suitable for appointment as an LDBS Foundation Governor or Trustee.   
  
Our vision is for every child and young person in London to encounter the love of God in Christ,   
with its invitation to ‘life in all its fullness’.

LDBS Foundation Governors:

* *commit* to support and promote the LDBS vision for children and young people within the school context
* *commit* to support and promote principles of good governance within the school context
* *commit* sufficient time to the role to attend meetings, training and occasionally visit the school
* *have* good interpersonal skills, with an ability to challenge, question and analyse in a supportive manner
* *have* competent levels of literacy, numeracy and ease with the English language
* *have* relevant skills, experience and knowledge to contribute to the effective governance and success of their school
* *complies* with paragraph 4 of the LDBS Appointments Polices
* *meet* safeguarding requirements including an enhanced DBS check
* meets the reference criteria as set out in paragraph 4 of the LDBS Appointments Policy.
* *are not* disqualified from taking office as a governor
* *are* appointed for a term of four years, with the option to renew if all parties agree.

*Please refer to the LDBS Appointments Policy for further details on the appointment process and candidate eligibility.*

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| Section 1 – Basic Information | | | | | | | |
| Title |  | Surname |  | | | Forename |  |
| Home address | |  | | | | | |
| Postcode | |  | | Telephone |  | | |
| Email | |  | | | | | |

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| Section 2 - Employment and Training | |
| Employment / Training Status: |  |
| Relevant employment and volunteering history: |  |
| Please add any additional information you would like to provide: |  |

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| Section 3 – Eligibility and Preferences | | | | | | | | | | |
| If you are applying to become an LDBS governor in a specific school, please note that the LDBS does not appoint:   * Currently employed members of staff in the organisation (school or Trust).   We will consider applications from:   * Parents or carers of current pupils in the school, where one or more foundation governor roles are already filled by parents\*. * Members of the congregation of any CofE church which appoints PCC governors to the school, where one or more foundation roles (excluding any PCC-appointed foundation governors) are already filled by congregation members\*.   *\* If you are a parent or member of the congregation, further details will be requested form the school to support your application.* | | | | | | | | | | |
| Please complete the following statements to confirm you meet the criteria: | I am currently an employed member of staff at the organisation (school or Trust) | | | | | | Yes | | | No |
| I am a parent or carer of current pupils in the school | | | | | | Yes | | | No |
| I am a member of the congregation of any CofE church which appoints PCC governors | | | | | | Yes | | | No |
| Persons appointed into Foundation roles must fall within one of the following categories:   * Category 1 – Regular worshipper at Church of England services. * Category 1a – A member of Clergy who is not the incumbent. * Category 2 – Regular worshipper within one of the Member Churches of Churches Together in Britain and Ireland (CTBI), the Evangelical Alliance, Affinity or Fellowship of Evangelical Churches (FIEC). * Category 3 – By exception, a person who is not regular worshipper at one of the churches listed above, but is committed to the tenets of the Apostles’ Creed. | | | | | | | | | | |
| Which category are you applying under: | | Category 1 | | Category 1a | | Category 2 | | | Category 3 | |
| Do you have a preference for a phase of education? | | | Primary | | Secondary | | | All-through | | |
| What borough/s would you like to be based in? Select from the drop down list | | | First choice | | Second choice | | | Third choice | | |
| Choose an item. | | Choose an item. | | | Choose an item. | | |
| The [LDBS website](https://www.ldbs.co.uk/governor-vacancies/) lists current governor vacancies in schools, is there a particular school you are interested in? | | | | |  | | | | | |

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| Section 4a – Christian commitment  (If applying under Category 1 and 2) |
| The name and address of your church: |
| How would you describe your commitment to your church? |
| Under the [*School Governance (Constitution) (England) Regulations 2012*](https://www.legislation.gov.uk/uksi/2012/1034/contents/made), foundation governors are tasked with preserving and developing the Christian character of a school. How do you see yourself doing this?  *For example: I would be interested in understanding more about the relationship between the local CofE church and the school, and how the school helps the children understand and explore the Christian faith while also respecting the children’s and parents’ own faith / religious backgrounds. I believe that church schools benefit communities by…* |

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| Section 4b – Christian commitment  (If applying under Category 3) | |
| To apply under this category we will expect you to meet with the incumbent of the school’s linked parish church (the ex-officio governor) who is tasked to provide assurances to the LDBS in a form of a reference that you are suitable to take up a foundation governor role in one of our schools. For candidates who are applying to the Governor Pool, in discussion we will match you to a school before processing your application.  Please confirm that you are happy for the LDBS to share you contact details with the appropriate clergy, who will be in touch to arrange a meeting. | |
| Yes | No |
| Under Category 3 the LDBS would, by exception, consider applications from candidates who are not regular worshippers at one of the churches listed as a Member Church of ‘Churches Together in Britain and Ireland’ (CTBI), the Evangelical Alliance, Affinity or Fellowship of Evangelical Churches (FIEC).  If you are applying under category 3, please provide evidence of your commitment to the tenets of the Apostles Creed. | |
| Under the [*School Governance (Constitution) (England) Regulations 2012*](https://www.legislation.gov.uk/uksi/2012/1034/contents/made), foundation governors are tasked with preserving and developing the Christian character of a school. How do you see yourself doing this?  *For example: I would be interested in understanding more about the relationship between the local CofE church and the school, and how the school helps the children understand and explore the Christian faith while also respecting the children’s and parents’ own faith / religious backgrounds. I believe that church schools benefit communities by…* | |

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| Section 5 – Supporting Statement |
| Addressing the criteria outlined above about your commitment, your situation and your skills, please outline why you would like to become a foundation governor in one of our schools. This information helps the LDBS Governor Appointments Panel to decide whether you would be a suitable candidate to be appointed as a foundation governor in one of our schools.  *For example: I am an HR professional in my day job, and I see every day in my work how a good education enables people to develop and establish themselves in careers. I would like to ‘give back’ by using these skills voluntarily to benefit my local school community. I want to support a school through governance because …* |

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| Section 6 – Skills and Experience | | | | | |
| The [*School Governance (Constitution) (England) Regulations 2012*](https://www.legislation.gov.uk/uksi/2012/1034/contents/made) and the Department for Education’s guidance on [Maintained School Governance (Oct 2020)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/937573/Maintained_governance_role_descriptors.pdf) require that school governors must have the skills required to contribute to the effective governance and the success of the school. This table lists the skills and experiences that are most commonly needed on school governing boards and will help the LDBS place you in a school where your skills are most useful. | | | | | |
|  | None | Basic | Moderate | | Extensive |
| Personal Qualities |  |  | |  |  |
| Commitment to improving outcomes for all pupils |  |  | |  |  |
| Willingness to learn and train |  |  | |  |  |
| Commitment to the LDBS vision and ethos |  |  | |  |  |
| Understanding & experience of governance |  |  | |  |  |
| Experience of being a board member in another sector or a governor/ trustee in another school |  |  | |  |  |
| Experience of chairing a board/ governing body or committee |  |  | |  |  |
| Experience of professional leadership |  |  | |  |  |
| Experience of handling confidential information |  |  | |  |  |
| Vision and strategic planning |  |  | |  |  |
| Understanding or experience of strategic planning |  |  | |  |  |
| Ability to analyse and review complex issues objectively |  |  | |  |  |
| Problem solving skills |  |  | |  |  |
| Holding the head to account |  |  | |  |  |
| Communication skills, including being able to discuss sensitive issues tactfully |  |  | |  |  |
| Ability to understand and analyse data |  |  | |  |  |
| Ability to question and analyse |  |  | |  |  |
| Performance management/ appraisal of others |  |  | |  |  |
| Experience of being performance managed/ being appraised |  |  | |  |  |
| Experience of interviewing others/ appointment process |  |  | |  |  |
| Specialist Knowledge |  |  | |  |  |
| Literacy and numeracy skills |  |  | |  |  |
| IT skills |  |  | |  |  |
| Financial planning and management |  |  | |  |  |
| Experience of procurement and purchasing |  |  | |  |  |
| Experience of premises and facilities management |  |  | |  |  |
| Understanding current education policy |  |  | |  |  |
| Understanding of special educational needs |  |  | |  |  |
| Working or volunteering with young people |  |  | |  |  |
| Please use this box to explain any other skills or experience which is not captured above, to support your application: | | | | | |

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| Section 7 – References  *Please make sure referees are aware that you are sharing their personal information with the LDBS for recruitment purposes.* | | | | | | | | |
| For candidates under Category 1 and 2  The LDBS has a strong preference for a reference from a member of the clergy, a church warden, or a member of your church leadership team. The LDBS will also accept references from a current or former employer, a Chair of Governors, a Head Teacher, or a volunteer manager or supervisor. References from friends are not accepted. The referees need to be from two different sources and need to address your suitability as a governor, in respect of both your skills / experience and the contribution you could make to preserving and developing the Christian distinctiveness / character of the school. | | | | | | | | |
| For candidates under Category 1a  Members of the clergy should provide a reference from the Area Dean / Area Bishop but are not required to provide a reference evidencing Christian commitment. | | | | | | | | |
| For candidates under Category 3  Candidates must provide a reference from a current or former employer. Following a meeting with the principal officiating minister of the parish a reference will be submitted to the LDBS to confirm your suitability as a foundation governor in one of our schools. | | | | | | | | |
| Referee 1 | Title |  | Surname |  | | | Forename |  |
| Relationship to you | |  | | | | | | |
| Home address | |  | | | | | | |
| Postcode |  | | | | Telephone |  | | |
| Email |  | | | | | | | |
| Referee 2 | Title |  | Surname |  | | | Forename |  |
| Relationship to you | |  | | | | | | |
| Home address | |  | | | | | | |
| Postcode |  | | | | Telephone |  | | |
| Email |  | | | | | | | |

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| Section 8 – Disqualification Regulations & Declaration |
| The[*School Governance (Constitution) (England) Regulations 2012 and subsequent amendments*](https://www.legislation.gov.uk/uksi/2012/1034/contents/made)prevent a person from taking office as a governor in certain circumstances. Before being appointed as a governor, you must declare that you are eligible to serve. |
| A GOVERNOR MUST:  (a) be aged 18 or over at the time of appointment / election;  (b) not hold more than one governorship at the same school;  (c) not be a governor at any time when s/he is detained under the Mental Health Act 1983;  (d) not continue in office if s/he has failed to attend meetings for a continuous period of 6 months and the governing body has not consented to the absence. (Consent or otherwise must be recorded in the minutes and a copy sent to the governor concerned.) A foundation governor (other than ex-officio), LA governor or sponsor governor may not be re-appointed to any category, for a period of 12 months following disqualification.   1. not continue in office, or be appointed, if s/he has been adjudged bankrupt or estate has been sequestered and s/he has not been discharged or the order be annulled or rescinded; 2. not continue in office, or be appointed, if s/he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it; 3. not continue in office, or be appointed, if s/he has been disqualified under *the Company Directors Disqualification Act 1986*, or is subject to an order under S429(2)(b) of the *Insolvency Act 1986*; 4. not continue in office, or be appointed, if s/he has been removed from the office of charity trustee by the Charity Commissioners or the High Court on the grounds of mismanagement or misconduct, or under S7 of the *Law Reform (Miscellaneous Provisions) (Scotland) Act 1990* from being concerned in the management or control of any body; 5. not be included in the list of teachers or workers prohibited or restricted from working with children or young people under *section 1 of the Protection of Children Act 1999*, subjected to a direction of the Secretary of State under *Section 142 of the 2002 Act* or be disqualified from working with children under *sections 28 and 29 of the Criminal Justice and Court Services Act 2000(e)*; 6. not be disqualified by an order under *section 470 or 471 of 1996 Act* from being an independent school proprietor, teacher or employee in any school; 7. not have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor, or since becoming a governor; 8. not have received a sentence of two and a half years or more in the 20 years before becoming a governor; 9. not at any time have received a prison sentence of 5 years or more; 10. not have been fined for causing a nuisance or disturbance on education premises during the 5 years prior to or since appointment or election; 11. not refuse a request by the clerk to the governing body to make an application *under section 113 of the Police Act 1979(b)* for a criminal records certificate. |
| NOTES  A conviction for an offence which took place outside the United Kingdom shall be disregarded, if had it taken place in any part of the United Kingdom does not constitute an offence under the law in that part of the United Kingdom. – This footnote applies to (k) (l) and (m). |
| DECLARATION  I certify that the information given on this form is correct, that I am over eighteen years of age and that none of the disqualifications from holding office as a governor apply, as fully stated above. Please mark box: |
| Signature:  Date: |

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| Section 9 – Confidential Information | | | | | | | |
| We collect this data to assist with our monitoring of governor appointments for equality purposes. This section of the form will be removed for the Appointments Panel. Please mark the appropriate boxes. | | | | | | | |
| Gender | Please specify | |  | | | | |
| Age Range | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 | 65-74 | 75+ |
| Ethnicity - choose one section from A-E and then mark the appropriate box to indicate your cultural background | | | | | | | |
| A White  English, Welsh, Scottish, Northern Irish or British  Irish  Gypsy or Irish Traveller  Any other White background, please write below: | | | | C Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background, please write below: | | | |
| D Black, African, Caribbean or Black British  Caribbean  African  Any other Black, African, Caribbean background,  please write below: | | | |
| B Mixed or Multiple Ethnic Groups  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed or Multiple Ethnic background,  please write below: | | | |
| E Other ethnic group  Arab  Any other background, please write below: | | | |

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| Privacy Statement |
| All data requested in this form is mandatory unless stated otherwise.  The LDBS requires this data in order to meet its legal and regulatory obligations and undertake the Governor recruitment process.  Under data protection law you have the right to be informed about how LDBS collects and uses any personal data it holds about you, please see the LDBS Privacy Notice on our website for information.  The LDBS takes any complaints about collection and use of personal information very seriously. If you think that LDBS’ collection or use of personal information is unfair, misleading or inappropriate, or you have any other concern about its data processing, in the first instance please raise this with our Data Protection Officer via [dpo@london.anglican.org](mailto:dpo@london.anglican.org). Alternatively, you can refer a complaint to the Information Commissioner’s Office. |

End of application form

*Please return to: Leanne Gowar by email on* [*governor.appointments@london.anglican.org*](mailto:governor.appointments@london.anglican.org)