**Foundation Director Reappointment Form**

**For Directors to Academy Trusts seeking reappointment**

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| Name of Academy Trust |  | |
| Full name |  | |
| Title |  | |
| Previous names |  | |
| Telephone |  | |
| Email address |  | |
| Occupation |  | |
| Conflict of interest | | Please tick to confirm: |
| I am not a member of staff at the Trust or any school within the Academy Trust | |  |
| I am not related to any member of the Academy Trust Board | |  |

**Appointing authority - Exeter Diocesan Education Network**

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| The information collected is held by The Exeter Diocesan Board of Education and will be stored on our database to maintain records of governors and individuals.   We will store the information on the form for the duration that the person is in post and for the twelve months following, after which time it will be deleted.  As part of a national recommendation, we shall retain the appointee’s name and term of office for a period of up to 75 years. The information is shared with Babcock LDP if they are the relevant provider to local authority governor services, and / or the relevant Local Authority.  We will not share data with any other party. We will contact governors and individuals to share information about their role including training and newsletters.  For privacy rights under the GDPR and the Data Protection Act 2018 you can visit the Information Commissioners Website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>.  Please also see the Diocesan Privacy Notice on our website, [www.exeter.anglican.org](http://www.exeter.anglican.org) | | |
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| How long have you been a Foundation Director? | |  |
| Please state the date of your attendance at Foundation Director induction training with the Diocese. Please note that re-appointments can not be considered if this training has not been attended. | |  |
| Please state your attendance at meetings over the past four years (the Clerk will have this information) | |  |
| Please state any training you have undertaken in the past four years |  | |
| Please state the knowledge and skills you have used or gained in your term as a Foundation Director and your reasons for wishing to remain a Foundation Director | | |
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| Please delete as appropriate to confirm the following: | |
| I am aware of my roles and responsibilities and the time commitment. I have been provided with the training available to support my role as a Director | Yes / No |

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| Declaration**:** I confirm that I am committed to supporting the principles underlying the Trust Deeds of the Academy Trust in accordance with the doctrines and practices of the Church of England. I acknowledge the responsibility to support and uphold the faith and beliefs of the Church of England within the Trust and the Articles of Association. |
| Signed: Date:  Name: |

**Declaration of Eligibility**

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| **Name of Academy Trust:** |  |

It is important that you understand both the general role of a Director and the specific role of a Foundation Director before agreeing to be put forward for appointment. Please therefore make sure that:

* You have read and understood the Memorandum and Articles of Association and have access to and a familiarity and awareness of the Trust Master Funding Agreement Supplemental Funding Agreements and the Church Supplemental Agreements.
* You have spoken to the Chair of the Board of Directors/Chief Executive (or equivalent) regarding what’s required of you as a Director.
* You have spoken to a serving Foundation Director regarding what is required of you as a Foundation Director.

I confirm that:

1. I am committed to:

* upholding the Multi-Academy Trust’s ethos and character as a Church of England academy trust (which may or may not include non-Church of England academies); and
* making an effective contribution to the governance and success of the Multi-Academy Trust.

1. I am eligible to be a Director and would like to be put forward for the role of Foundation Director. You will need to complete the Multi-Academy Trust’s declaration of eligibility to serve as a Director and an ethos undertaking which should be supplied by the clerk to the Board of Directors.
2. I consent to the information provided on this form being retained and processed by the Board of Education, the Multi-Academy Trust and others involved in the appointment process for the purposes of determining the suitability of my application, for subsequent quality assurance and monitoring purposes and for all other purposes reasonably associated with such use.

Please take time to make sure that the information given on this form is true and complete. In the event that you are appointed, any inaccurate or misleading information may lead to your removal.

**Personal benefit**

If your organisation pays (or will pay) any Director for being a Director OR any Director or person connected to them for providing goods and services, you declare that this will:

• be in the organisation’s best interests

• be lawful and authorised

• help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

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| **Declaration**: Having read and understood the disqualification criteria as listed, I declare that I am eligible to serve as a Foundation Director. I understand that I will be asked to obtain an Enhanced Disclosure and Barring Check in line with statutory requirements. I am not disqualified from working with children under the Childcare (Disqualification) Regulations 2009. | Signed, Full Name, Date: |

**Foundation Director Reference 1: Church commitment**

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| **To be completed by the Parish Priest**. Where there is no Parish Priest a churchwarden or member of the PCC or minister of another Christian denomination (that is a Member of Churches Together in Britain and Ireland) may complete the reference. | | |
| Reference for: |  | |
| Name of Referee: |  | |
| Position (not a family member please). |  | |
| Contact telephone number / email: |  | |
| Please indicate which of the following two statements applies – thank you | | |
| This person is known to me personally as a regular member of the church congregation and I am confident the applicant will uphold the Christian Foundation of Church Schools. | |  |
| This person is not a member of the church congregation, but we have met and discussed the role of the Foundation Director. I am confident the applicant will uphold the Christian Foundation of Church Schools. | |  |
| How long have you known this person? In what capacity do you know this person? |  | |
| Further comment: |  | |
| Signed:  Dated: |  | |

The Exeter Diocesan Board of Education reserves the right to contact referees.

**Foundation Director Reference 2: Statement from the Chair of Directors**

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| **To be completed by the Chair of Directors (Vice Chair if the applicant is the Chair)**. | |
| Reference for: |  |
| Name of Referee: |  |
| Position: |  |
| Contact telephone number / email address: |  |
| Further comment:  Please state briefly the reasons this person should be considered for a further term as a Foundation Director |  |
| Signed:  Dated: |  |

The Exeter Diocesan Board of Education reserves the right to contact referees.

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| Name of nominated Foundation Director: |  |
| I can confirm the nominee’s suitability has been checked with the Chair of Directors, CEO and Head of School for one of the church schools. | |
| Signed: |  |
| Name: |  |
| Position: |  |

**For Clerks or school administrators**

**Identification documents** (Please note that any of the documents used for DBS checks are acceptable)

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| --- | --- |
| Full name of Foundation Director |  |
| Type of document checked e.g. passport |  |
| Date checked |  |
| Name of person checking document and position |  |
| DBS number (if available) |  |
| Signed |  |

***Please ensure the EDEN representative is aware of the nomination before the form is completed and returned, and their signature is obtained only after the reference is given***

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| Full name of EDEN representative who has seen the nomination form: |  |
| Signed by EDEN representative: |  |
| Date EDEN Committee approved: |  |

**General Data Protection Regulations**

Under the General Data Protection Regulations, The Diocese of Exeter as the Data Controller, regards the protection of personal data relating to governors and other holders of public office as a very important matter. On our website www.exeter.anglican.org, in accordance with best practice, is our Data Protection policy and Privacy Notice. The Privacy Notice outlines the information that The Diocese of Exeter collects, holds and shares including the lawful basis about how we use this information, who has access to the information and our retention of that information. Our Privacy Notice has details of how to contact the Data Controller.

If you would like a printed copy of the Data Protection Policy and Privacy Notice please contact [dataprotection@exeter.anglican.org](mailto:dataprotection@exeter.anglican.org).

**Notes to the Clerk of the Trust Board:**

* A copy of this form should be held with the governor records in line with good practice.
* This form is for the reappointment of existing Foundation Directors who are appointed by the Exeter Diocesan Education Network (EDEN) as the Foundation Member of the Academy Trust and in accordance with the Trust’s Articles. If the nominee is for a new appointment, please use the new nomination form.
* For the nomination of Foundation Governors to Local Governing Boards of maintained schools, please use the Exeter Diocesan Board of Education Foundation Governor Nomination Form.
* If you have any questions or queries about completing this form please contact the EDEN team on 01392 294950 or email [EDEN@exeter.anglican.org](mailto:EDEN@exeter.anglican.org). When this form is complete please send it to the EDEN Team, Diocesan Education Office, The Old Deanery, The Cloisters, Exeter EX1 1HS or email to [EDEN@exeter.anglican.org](mailto:EDEN@exeter.anglican.org). If sending by Egress, please send to [governance@exeter.anglican.org](mailto:governance@exeter.anglican.org)