



TRUST DIRECTOR NOMINATION / APPLICATION FORM

To be completed by, or on behalf of, a prospective Director of one of the Catholic Education Trusts (CMATs) which shall be countersigned by the Chair of the relevant Trust. A Priest's reference will be required from the Parish Priest for applications to become a Foundation Director.

APPLICATION AND UNDERTAKING			
Full name of applicant:			
Catholic Education Trust to which nomination/application applies:			
Position applied for:	<input type="checkbox"/> Foundation Director	<input type="checkbox"/> Non-Foundation Director	
<p>If successful in this application, I undertake to preserve and develop the Catholic character of the Catholic Education Trust of which I will be a director and the Catholic schools operated by the Trust. I provide this undertaking whether this application is for appointment as a Foundation Director (expressly appointed by the Bishop of Brentwood) or appointment as a Non-Foundation Director. Both of these appointments <u>must be approved by the Brentwood Diocesan Education Service (BDES)</u> and will be subject to compliance with any Diocesan policy in place from time to time regarding directorship of any Catholic Education Trust operating in the Diocese.</p>			
Applicant Signature:		Date:	
<p>IDENTITY CHECK AND TRUST BOARD APPROVAL TO APPOINTMENT (Sections A & B must be completed by the Trust Chair and a priest's reference will be requested by the diocese for all Foundation Director appointments. Whilst an appointment will be made by the Bishop, it is expected that the application will either be submitted by the Trust [on behalf of the prospective Director] or at least will have the support of the Trust.)</p>			

One document from each section must be checked for authenticity			
SECTION A	Birth certificate	<input type="checkbox"/>	Passport <input type="checkbox"/> Photo card <input type="checkbox"/> Driving Licence
	Passport	<input type="checkbox"/>	
	Photo card Driving Licence	<input type="checkbox"/>	
SECTION B	Utility Bill	<input type="checkbox"/>	Bank Statement <input type="checkbox"/>
If the applicant has changed their name since birth			
Marriage Certificate <input type="checkbox"/>		Deed Poll Certificate <input type="checkbox"/>	
Please indicate who has carried out the identity check:		Chair <input type="checkbox"/>	CAO/CSEL/Other Trustee/Director <input type="checkbox"/>
I confirm that I have met with and positively identified the above applicant. I have checked the authenticity of the documentation and confirm the details relate to the applicant.			
Signature:		Date:	

ACKNOWLEDGEMENTS AND REFERENCES

TRUST BOARD			
I confirm that this appointment has the support of the Trust Board of Directors/Chair.			
<i>Please provide any reasons or statement in support of this application:</i>			
Signature of Chair:		Date:	

SECTION 1	COMPLETED BY THE APPLICANT
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1. Your Personal Details			
1.1 Surname		1.2 Previous surname	
1.3 First name		1.4 Name by which you are known	
1.5 Title		1.6 Marital status	
1.7 Date of birth			
1.8 Home address and postcode			
1.9 Telephone number			
1.10 Email address			

2. Your Employment			
2.1 Are you currently employed	Yes	<input type="checkbox"/>	No
			<input type="checkbox"/>

If yes, complete employment details below:

Employer name			
Employer address and postcode			
Role			
Full or part time	Full time	<input type="checkbox"/>	Part time
			<input type="checkbox"/>
Date your employment began			

3. Your Education
3.1 Primary school
3.2 Secondary school
3.3 Further and higher education
3.4 Professional, vocational or trade qualifications

SECTION 2	DIOCESAN CRITERIA COMPLETED BY THE APPLICANT
<p>The Diocese of Brentwood has certain criteria that individuals must meet in order to be eligible for appointment. The Diocese of Brentwood eligibility criteria can be found here. The questions below are being asked in order to ensure that you are eligible for appointment as a Foundation Director in the Brentwood Diocese.</p> <p>Applicants should note that they are obliged to keep the Diocese of Brentwood informed if the answer to any of the questions below changes following appointment. If the Diocese of Brentwood is not kept informed, then Directors may be removed from office.</p> <p>If applicants require assistance in order to determine whether or not they are a practising Catholic, then they should read the 'Definition of a practising Catholic' which can be accessed here.</p> <p>The information requested below will assist us in making sure an appropriate appointment is made; for example, where there are existing relationships, whilst not necessarily a barrier to appointment, we will need to be assured that any potential conflict of interest is being managed. Applicants are invited to provide a personal statement in support of their application.</p>	

Are you a committed and practicing Catholic? (Ignore if seeking appointment as a Non-Foundation Director)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have children of compulsory school age? (if yes, list ages and schools at 4.9 below)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you related to anyone who is employed to work at any Catholic school/academy in the diocese? (if yes, give name of school/college, position and relationship at 4.9 below)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you related to a member of the clergy within the diocese? (if yes, give the name if the cleric, his current position and your relationship at 4.9 below)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you related to any director or governor of any Catholic Education Trust/school in the diocese? (if yes, give name of school/college and relationship at 4.9 below)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are you, or have you ever been, a director, governor or trustee of any academy trust, school or charity? (if yes, please give details, starting with the current or most recent and including name, role and dates [from – to] at 4.9 below)			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Total years' service on current governing body/bodies or board of directors of an academy trust (if applicable)	From		To			
If applicable, total years' service as a foundation director or foundation governor	From		To			
Name of Diocese						
Personal Statement and Additional Information (if you have answered 'Yes' to any of the questions at Part 2 above):						

SECTION 3	EXPERIENCE AND SKILLS COMPLETED BY THE APPLICANT
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<p>Please provide information on your skills and experiences which you consider may be of benefit to the board of directors of a Catholic Education Trust</p>

Please provide information on your commitment to the Catholic faith (or any other faith) and contribution to parish life and Catholic community (or equivalent)

Please provide an explanation of what you believe you can contribute to the Catholic life of a Catholic Education Trust as either a foundation director or a non-foundation director

Do you have access to a car or other transport of your own?

Yes

☐

No

☐

If no, do you rely on public transport?

Yes

☐

No

☐

How far are you willing to travel to trust board/governing body meetings?

Please indicate if you are particularly interested in any of the following aspects of education:

(you can tick more than one)

Nursery

☐

Primary

☐

Secondary

☐

Sixth Form

☐

Special
Needs

☐

Where an application is being made direct to the Diocese, please list the particular Trusts that you are interested to serve and state the reason why (before appointment the relevant Trust will be consulted and their views taken into account)

Please use the space provided to set out any additional information you wish to be considered with your application or nomination (please note that you do not have to complete this box)
Please outline any skills or experience that you have that would be relevant to this role

SECTION 4	STATUTORY STATEMENTS COMPLETED BY THE APPLICANT
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Individuals who are not able to make the following declarations may not serve as a Director of a Catholic Education Trust:				
I am not disqualified from acting as a charity trustee (see table of disqualifying reasons if in doubt).	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity by an order made by the Charity Commission or the High Court	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have not been removed from the office of Director or Governor for failure to attend Board of Director/Governing Body meetings for a continuous period of 6 months or more	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have never been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have not been disqualified from serving as a company director.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have not been removed from serving as a governor of a school.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I am not included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.	True	<input type="checkbox"/>	False	<input type="checkbox"/>

I am not subject to a direction of the Secretary of State under s. 142 of the Education Act 2002 or s. 128 of the Education and Skills Act 2008.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I am not barred from any regulated activity relating to children.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have never been convicted of an offence involving violence, dishonesty or deception, or any sexual offence which is not a protected offence.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have never been convicted of causing a nuisance or disturbance on school and/or educational premises.	True	<input type="checkbox"/>	False	<input type="checkbox"/>
I have never received a sentence of imprisonment (whether suspended or not), in the UK or elsewhere, for a period of not less than three months.	True	<input type="checkbox"/>	False	<input type="checkbox"/>

If you have answered 'False' to any question in Part 4, you must provide full details on a separate sheet enclosing any relevant documents.

Please note that if your nomination is taken forward you may have to provide further information in order to enable appropriate Disclosure and Barring Service checks to be carried out. Failure to provide the relevant additional information and to co-operate with appropriate safeguarding checks will result in your nomination being rejected.

As part of Disclosure and Barring Service checks you will be required to answer the following questions:

- Do you have any convictions or cautions (excluding youth cautions reprimands or warnings) that are not as defined by the Ministry of Justice ([DBS filtering guide - GOV.UK](#))
- Have you even been accused of inappropriate conduct within an employed or voluntary capacity?
- Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently the subject of a police investigation?

If the answer to any of the above questions is yes, please provide full details here. If you do not provide any information here, by signing the declaration below you are declaring that the answer to these questions is no.

In the case of Foundation Director appointments, appropriate identity and right to work checks and overseas checks (if appropriate), will also need to be carried out.

Please only nominate yourself for appointment if you are legally entitled to volunteer. If you are unsure as to whether your immigration status permits you to volunteer please contact UK Visas and Immigration.

SECTION 5**FURTHER DECLARATIONS
COMPLETED BY THE APPLICANT**

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 – Non Foundation Directors need not be committed and practising Catholics but are expected to uphold the values of the Catholic Church and be an ambassador of a Catholic Education Trust.)*

(A copy of the Diocesan briefing note on being a practising Catholic can be found on the Diocesan website.)

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 director of a Catholic Education Trust in 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 director 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 Catholic Education Trust to which I am appointed;
- To ensure that the Trust operates within its Articles of Association and that the schools are conducted 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 conduct the Catholic Education Trust 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, 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 Trust and the individual schools for which it is responsible, 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 regularly attend relevant Catholic training including foundation and non-foundation director induction training, as soon as possible; and
- If appointed as a foundation director, in all actions, serving 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 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/Director Code of Conduct and shall tender my resignation as a director 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 director 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 and non-foundation directors 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 by email to: governanceappointments@brcdt.org