



DIOCESAN EDUCATION SERVICE

ACADEMY FOUNDATION REPRESENTATIVE APPLICATION FORM

SECTION 1:

BASIC INFORMATION

Name of Applicant:

Name of school you are making this application for:

Name of the MAC that this school is a member of:

SECTION 2:

DIOCESAN GUIDANCE AND CHECKLISTS FOR ACADEMY FOUNDATION REPRESENTATIVES

The Academy Committee will consist of Representatives who have a good mix of knowledge, experience and skills. All Representatives must abide by the Seven Principles of Public Life enunciated by the Nola Committee, which are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Selection and appointment

- All potential Academy Foundation Representatives will self-select against this guidance and submit a request to be appointed to the position of Academy Foundation Representative by the Director of Education of the Diocesan Education Service, on behalf of the Archbishop and Trustees (see Appendix 2bi).
- The Director of Education will moderate the process of appointment.
- Seven Academy Foundation Representatives will be appointed to the membership of the local Academy Committee of each academy in a new MAC.
- If there are less than seven applications per academy the DES will approach potential Academy Foundation Representatives and ask them to consider offering their service to the Archbishop, Trustees and Diocese.
- If there are more than seven applications per academy the Director of Education will select the necessary number based on the applications.
- On appointment, the Academy Foundation Representatives will complete:
 - a) Deed of Adherence between the Company the Founder Member and the Academy Representative;
 - b) the 'Undertaking to the Diocesan Bishop' appended to the Scheme of Delegation.

SECTION 3:

SELF-REVIEW CHECKLIST FOR POTENTIAL ACADEMY FOUNDATION REPRESENTATIVES

Essential criteria	Fully meet	Partially meet	Do not meet
I am a practising Catholic in full communion with the See of Rome.			
I understand the duty to ensure the Catholic Character of the academies is preserved and developed and that they are conducted in accordance with the Articles of Association.			
I will comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the academies to fulfil his/her responsibilities.			
I am willing to be called by the Archbishop to serve as a Foundation Representative for the good of the mission of the Catholic Church and the provision of Catholic education in the Archdiocese of Birmingham.			
I will protect the assets of the Trustees at all times.			
I have the support of my parish priest or the priest in the parish where I worship regularly.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)

Desirable Criteria	Fully Meet	Partially Meet	Do Not Meet
I am part of the local Church of the specific academy.			
I have experience in management in a professional or voluntary setting;			
I have experience of working as a member of a team to achieve shared goals in either a professional or voluntary setting;			
I have experience of creative problem-solving in a collaborative context in either a professional or voluntary setting;			
I have experience of working in a setting that is underpinned by a cycle of formal structured planning, monitoring, evaluation, review and reporting.			
I have experience of being a fully participating member of a governing body of a school.			
I have experience of working with a school that successfully improved, initially having been in an Ofsted or LA category of concern.			

Please provide further information on how you comply with each of the above criteria which you either fully or partially meet:

(Please continue on a separate sheet if necessary and attach to this application form)

SECTION 4:					
REQUEST TO BE APPOINTED AS AN ACADEMY FOUNDATION REPRESENTATIVE					
PERSONAL INFORMATION					
Title		Surname		First Names	
Home Address					
				Postcode	
Home Tel No.		Mobile Tel No.		Email	
Date of Birth	/	/	Occupation		
Are you an elected member of the local authority?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a paid employee of the local authority? If 'YES', please detail:					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a paid employee at the school? If 'YES', please detail:					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you the parent of a pupil at the school to which you are applying? If 'YES', please advise in which year group(s) your child(ren) are currently:					Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> • I wish to apply to be appointed as an Academy Foundation Representative at Academy and am willing and able to fulfil the duties of that office. • I understand that if this is my first appointment as an Academy Foundation Representative that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill. • I understand that if I am appointed as a Foundation Representative that I need to read and understand the documents listed below as soon as possible after appointment: <ul style="list-style-type: none"> • The Articles; • The Master Funding Agreement; • The Supplemental Agreements applicable to each of the Academies; • The leases entered into by the Company as tenant with the Trustees as landlord, (the Buildings Leases); • The leases entered into by the Company as tenant with [<i>insert details of the relevant Local Authority</i>] as landlord, (the Playing Fields Leases); [and] • The Schemes of Delegation for each of the Academies together with the Policies annexed to them and/or which are current at the date of commencement of my appointment ("the Schemes"); and • The Guidance and Person Specification for Academy Foundation Representatives. 					
Signature of Applicant			Date		

SECTION 5:**ENHANCED DBS (formerly CRB) DISCLOSURE**

DO NOT SUBMIT IN YOUR APPLICATION FORM UNTIL THIS SECTION HAS BEEN FULLY COMPLETED
FORMS SENT IN WITHOUT THIS SECTION COMPLETED WILL BE RETURNED TO THE APPLICANT

This section needs to be completed by the Head Teacher/Principal, School Business Manager (or equivalent) or Clerk to the Academy Committee of the School to which you are applying **BEFORE** submitting your application. If you do not currently hold an enhanced DBS certificate, please speak to one of the above individuals at the school to make arrangements to apply for one prior to completing your application.

DATE OF DISCLOSURE:		DISCLOSURE CERTIFICATE N°:	
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I confirm that I have seen the above DBS certificate, held in the name of the applicant, and that I am satisfied that a valid DBS certificate is in place for them and that their application can be considered for appointment.

SIGNATURE:		DATE:	
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POSITION IN SCHOOL:	Head Teacher* School Business Manager (or equivalent)* Clerk to the Academy Committee*	*Please delete as applicable
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SECTION 6:**PRIEST'S REFERENCE:**

(A Parish Priest/Priest in Charge applying to be a Foundation Representative does not need to complete this section)

Please provide below the **details of your parish priest or the priest where you attend Mass regularly** who can testify that you are able to fulfil the requirements for diocesan compliance and ask him to sign this section

Title		Surname		First Name	
Name of Parish					
Town/City					
Applicant's roles & functions within your parish, if any:					

CERTIFICATION BY PRIEST

I certify that the applicant regularly attends Mass on Sundays and Holydays of Obligation and, to the best of my knowledge, fulfils the requirements of a practising Catholic as detailed in the Scheme of Delegation

Signature		Date	
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This completed form should be sent to:
**Director of Education, Diocesan Education Service, Don Bosco House, Coventry Road,
 Coleshill, Birmingham, B46 3EA**

**Under NO circumstances should completed application forms be returned
 to any school or individual within the Multi Academy company**