

## **FORM B** – REFERENCE / INTERVIEW FORM FOR FOUNDATION MEMBERS OR FOUNDATION TRUSTEES

### **For the Referee:** Please use Section 1 of this form

You have been asked to provide a reference because as their church leader you have knowledge and understanding of the nominee's faith and their suitability for the role to which the application relates.

### **For the Interviewer:** Please use Section 2 of this form

The purpose of an interview with the nominee is to establish knowledge and understanding of the nominee's faith and their suitability for the role to which this application relates.

In both cases, the requirements of the role include to:

- fully support, cherish, preserve and develop the distinctive Anglican and Christian ethos of the school, ensuring that the school has a distinctive Anglican and Christian vision which leads to effective practice and outcomes
- preserve and strengthen the links between church, school and Diocese
- take an active role in the school's self-evaluations of progress against the 'Statutory Inspection of Anglican and Methodist Schools' (SIAMS) schedule
- ensure that collective worship and religious education at the school follow appropriate guidelines
- ensure that collective worship at the school is in accordance with the tenets and practices of the Church of England
- encourage, support and challenge the school towards aspirations that are transformational
- ensure that collective worship and religious education at the school are appropriately monitored
- ensure that the distinctive Anglican and Christian ethos of the school is encouraged and supported throughout its local community and is reflected in its policies and protocols, its curriculum and activities
- ensure that their own attitudes and behaviour in relation to the school reflect its distinctive Anglican and Christian ethos
- make sure that the School Improvement Plan includes strategy for the development of areas reflected in the school's SIAMS self-evaluation document
- inform the SDBE when the school leader's post becomes vacant and, in partnership with the Chair of Governors, invite a representative of the Diocesan Director of Education to advise and attend throughout the appointment procedure
- to support and challenge the leadership within the school in their links with the wider parish(es) and community and to promote support for school activities and initiatives relating to its Christian distinctiveness and effectiveness

It is a further requirement of the Salisbury Diocesan Board of Education that Foundation Governors must fall within one of the following groups:

- 'Actual communicant' and church electoral roll member within the Church of England
- Regular worshipper at Church of England services
- Regular worshipper within one of the Member Churches of 'Churches Together in Britain and Northern Ireland' (CTBI)
- By exception, an individual may be appointed as Foundation governor being a Christian who is not a regular worshipper at one the churches listed above but is committed to the tenets of the Apostles' Creed

### Section 1 – Reference

For further information before writing your reference please read the relevant SDBE Appointment Policy. Only electronic references using the official template will be accepted by the SDBE.

Please complete the following form; the table will expand to accommodate your text.

Please delete the option(s), which do/does not apply when options are given

Please be aware that the reference is not confidential

*The term 'nominee' is used in this section to refer to the person who is putting their name forward to become a Foundation Governor and who is the subject of this reference.*

Your name			
Your role			
Name of the governor nominee			
Role of Foundation Member		Role of Foundation Trustee	
Please explain how you know the nominee			
How long have you known the nominee?			
Please indicate which group the nominee falls within:	'Actual communicant' and church electoral roll member within the Church of England	Regular worshipper at Church of England services	
	Regular worshipper within one of the Member Churches of 'Churches Together in Britain and Northern Ireland' (CTBI)		
Are you convinced of the nominee's faith?	Yes	No	
Please outline how you feel their faith commitment will help the nominee			
Are you convinced that the nominee will fulfil 'The Role Of Foundation Governance' as detailed above and in the appointment policy?	Yes	No	
Please outline why you think the nominee is well placed to fulfil the role of foundation governor outlined above and in the appointment policy			
Do you know of any reason why the nominee should not work with children/young people?	Yes	No	
If 'yes', please can you provide further details			
Any further comments			
Signed	<b>(Signatures will be accepted electronically by typing your name and putting your email address in brackets after this.)</b>		
Date			

Section 2 - Interview

For further information before writing your reference please read the relevant SDBE Appointment Policy.

Only electronic references using the official template will be accepted by the SDBE.

Please complete the following form; the table will expand to accommodate your text.

Please delete the option(s), which do/does not apply when options are given

Please be aware that the reference is not confidential

*The term 'nominee' is used in this section to refer to the person who is putting their name forward to become a Foundation Governor and who is the subject of this interview.*

Your name	
Your role	
Name of the governor nominee	
Role of Foundation Member	Role of Foundation Trustee

<p>1. <i>“You have indicated that although not a regular worshipper at one of the churches listed, you are a Christian who is committed to the tenets of the Apostle’s Creed. Is the Apostle’s Creed a reliable statement of your faith?”</i></p> <p style="text-align: center;"><b><u>The Apostles' Creed</u></b></p> <p style="text-align: center;"><b>I believe in God, the Father almighty, creator of heaven and earth.</b></p> <p style="text-align: center;"><b>I believe in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.</b></p> <p style="text-align: center;"><b>I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.</b></p>	
<p>2. <i>“Please explain why it has not been possible for you to obtain a reference”</i></p>	
<p>3. <i>“Please outline how you feel your faith commitment will help you fulfil the role”</i></p>	

4. <i>“Please outline why you think you are well placed to fulfil the role of foundation governor outlined above and in the appointment policy”</i>		
5. <i>“Please outline any reason why should not work with children or young people?”</i>		
Are you, the interviewer, convinced of the nominee’s faith?	Yes	No
Are you, the interviewer, convinced that the nominee will fulfil ‘The Role Of Foundation Governance’ as detailed above and in the appointment policy?	Yes	No
If you have indicated ‘No’ to either question above, then please explain why		
Signed	<b>(Signatures will be accepted electronically by typing your name and putting your email address in brackets after this.)</b>	
Date		

**Please return this form electronically to the SDBE Corporate Member**