

**York Diocesan Board of Education/Diocese of York Educational Trust**  
**Outline process for Foundation Director appointments Multi-Academy Trusts**

**January 2018**

*(Please see separate document for appointment of Foundation Local Governors)*

**The requirements**

1. The Multi-Academy Trust's Articles of Association will detail the composition of:
  - a. its Members
  - b. its Directors (also trustees), including Foundation Directors.
2. In general, Foundation Directors will be appointed by the York Diocesan Board of Education (DBE)/Diocese of York Educational Trust (DYET). In such a case, this process will be followed.

**Our process**

1. We have a copy of the Articles of Association for each of the Multi-Academy Trusts including CE schools within the Diocese and keep a list of all Foundation Directors in a database, including their terms of office and term of office expiry dates. This allows us to track when vacancies arise. Foundation Directors are usually appointed for four year terms.
2. Where we are aware of an upcoming vacancy (whether due to our monitoring or as a result of being notified of a resignation), the DBE/DYET (as appropriate) will either:
  - (a) Make an appointment, and notify the Trust's Chair of the Board of Directors of that appointment; or
  - (b) Write to the Chair of Board of Directors of the Trust, seeking that Board's recommendation of an individual to fulfil the vacant role.
3. Where we have sought a recommendation from the Board of Directors of the Trust, we would ask that the Board:
  - Makes the recommendation in light of the guidance we provide on the role;
  - Consults as appropriate with local Church bodies (e.g. Deanery Synod and/or PCCs) in finding appropriate recommendations; and
  - Makes the recommendation using our standard Recommendation Form.
4. The Recommendation Form and guidance can be found here – <https://dioceseofyork.org.uk/schools-and-youth/schools-education-homepage/governors/multiacademy-trusts-foundation-directors-trustees/>. The recommendation may be that the individual whose term is expiring continues for another term, if they are happy to do so.
5. Trust Board recommendations will be provided (as appropriate) to
  - (a) the Diocesan Director of Education, for approval on behalf of the DBE; or
  - (b) the Chair of the Board of Directors of DYET, for approval on behalf of that body.
6. *For DBE appointments:* Referrals may be made to the DBE's Property, Planning and Resources Committee, which is responsible for overseeing Foundation appointments on behalf of the DBE, where the Diocesan Director of Education deems this appropriate. The Property, Planning and Resources Committee will also receive a regular report containing details of the Foundation appointments that have been made to assist it with its oversight role.
7. *For DYET appointments:* Referrals may be made to the DYET Board of Directors, where the Chair of DYET deems this appropriate. The DYET Board will receive a regular report containing details of the DYET Foundation appointments.
8. Where an appointment has been approved on behalf of the DBE/DYET, we will:
  - a. Write to the individual concerned, confirming the appointment (which will be expressed to be conditional on them undergoing background and eligibility checks in accordance with the Trust's guidelines and criteria) and including information on the role; and
  - b. Inform the Chair of the Trust of the appointment.
9. Where an appointment is not approved, we will notify the Chair of the Trust and discuss how feedback may best be given to the individual and relevant stakeholders.