



**York Diocesan Board of Education (YDBE) supplementary Guidance:
Ex officio Foundation local Governor appointment process – academies**

June 2024, Document A1

This process guidance supplements the [Introductory foundation local governor appointment process guidance](#) for academies. If you have any questions about the process, please contact Anita Smukulis (anita.smukulis@yorkdiocese.org or 01904 699511).

Vacancy identified and process triggered

- Where the Education team is aware of a vacancy for an ex officio foundation local governor which has not been filled by a temporary ex officio foundation local governor, we will write to the principal officiating minister (minister) concerned to determine whether they wish to take on the role with details of the process for their appointment or (if preferable) for appointing a temporary ex officio foundation local governor.¹ All appointments must be made in line with the school’s agreed local governing body composition and the YDBE’s appointment process.
- If a minister who has not already taken on the role wishes to become an ex officio foundation local governor, they should contact us to make this wish known.

Exploring potential appointments

- In considering whether to take on the role, we would ask the minister to:
 - Review the YDBE’s [Introductory Guidance for Foundation Governors](#).
 - Discuss with the Archdeacon and their local Church school(s) whether they should take on the role: this may vary from context to context, and it is important that all stakeholders understand the reasons for this.
 - If they are minded to take up the role, discuss the role with the headteacher, the Chair of the local governing body and a foundation local governor. The discussion should cover the general role of being a local governor, the specific role of being a foundation local governor and the level of support that the minister would be in a position to bring in the role.
- If the minister does not wish to take on the role, they should seek to identify an individual to fulfil a temporary ex officio role and follow the applicable [guidance for temporary ex officio appointments](#) in academies.

Completion and return of form to Diocese

- In the event the minister wishes to take on the role, they should complete the relevant sections of the relevant application form and co-ordinate its completion by the school before returning it to Anita Smukulis (anita.smukulis@yorkdiocese.org). (The school should liaise with the Trust as part of this process.) Please ensure you are using the correct form, which can be found [here](#).
- All forms need to be completed electronically and must be fully completed by all relevant parties prior to submission to the YDBE.

Diocesan approval – appointment/consent confirmed

- Once an application form is received, the Education team will ensure that: (a) the form is fully completed; (b) all requirements in the agreed local governing body composition are met; and (c) the YDBE’s guidance has been adhered to.
- Application forms will be considered by/on behalf of the YDBE. In the ordinary course, consent will be given by the Diocesan Director of Education on behalf of the YDBE and communicated to the Academy Trust (copied to the school) and the minister.
- Consent will be in relation to a four-year appointment and will be expressed as being subject to the individual satisfying all necessary safeguarding and other checks/confirmations as required under the school’s/Trust’s policies.

Process requirements completed

- The school/Trust must obtain and retain an ethos undertaking in the agreed form and conduct all required background and eligibility checks/reference checks/confirmations in accordance with current Department for Education/Trust/school requirements prior to the appointment being confirmed: the YDBE does not carry out any suitability checks on applicants.
- Following completion of the ethos undertaking and all relevant checks and formalities, the Trust must write to the minister confirming the appointment and sharing the YDBE’s welcome letter. If an appointment is not confirmed, the Trust must notify the YDBE.

¹ Where there is no principal officiating minister serving in the parish, the process for appointing a temporary ex officio foundation local governor will be followed.