



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

**Vacancy identified and process triggered**

- Where the Education team is aware of a forthcoming foundation local governor vacancy, or a foundation local governor coming to the end of their term of office, we will write to the relevant parties with details of the relevant process for filling the vacancy/making a reappointment. All appointments must be made in line with the agreed local governing body composition and the YDBE’s appointment process.
- For these types of appointment/re-appointment, we ask the principal officiating minister (minister) or of none, a Parochial Church Council (PCC) representative to co-ordinate the application process.

**Identifying potential foundation governors**

- The minister/PCC representative is asked to identify a suitable individual to take on the temporary ex officio foundation local governor role, in conjunction with the school and the relevant Archdeacon.
- In doing so, the minister/PCC representative should be aware of, and share as appropriate, relevant YDBE guidance.

**Exploring potential appointments**

- Prior to an application form being submitted, a discussion should take place between the individual, the headteacher, the Chair of the local governing body and a foundation local governor (generally the minister if they serve on the local governing body). The discussion should cover the general role of being a local governor and the specific role of being a foundation local governor and explore the individual’s: (a) commitment to upholding the school’s Christian ethos and helping to secure, preserve and develop its Christian character (b) ability to make an effective contribution to the governance and success of the school; and (c) commitment to undertaking all training necessary to fulfil the role including the Diocese’s training on Church school governance.

**Completion and return of form to Diocese**

- Once in a position to proceed with the application, the minister/PCC representative should co-ordinate the completion of the relevant application form. Please ensure you are using the correct form, which can be found [here](#).
- The application form will need to be completed by/on behalf of the applicant, the minister/PCC representative, the school, the Trust and the Archdeacon before it is submitted to the YDBE. All forms need to be completed electronically and must be fully completed by all relevant parties prior to submission. Only one form should be submitted per vacancy.
- The minister/PCC representative should return the completed form to Anita Smukulis using the details above.

**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/PCC representative). If consent is not given, the YDBE will notify the school and discuss how feedback may best be given to the relevant parties.
- Consent will be in relation to a four-year appointment, with the proviso that their term of office will come to an end in the event that a new minister is appointed, or an existing minister decides they wish to take up the role.
- Consent 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 all relevant checks and formalities, the Trust must write to the individual confirming the appointment and sharing YDBE’s welcome letter. If an appointment is not confirmed, the Trust must notify the YDBE.

***Please ensure you are familiar with the guidance below. Please share it with others as appropriate.***

[Introductory Guidance for Foundation Governors](#)

[Foundation Governor Appointments Guidance](#)

[Introductory foundation local governor appointment process guidance](#) for academies

***Please ensure you are using the correct application form for the vacancy type***

[Temporary ex officio appointment – academy](#)