



York Diocesan Board of Education (YDBE) supplementary guidance Trust appointed foundation local governor appointment/re-appointment process – academies

This process guidance applies to all appointments of foundation local governors linked to the Church of England, other than ex officio/temporary ex officio appointments. It supplements the [Introductory foundation local governor appointment process guidance](#) for academies. If you have any questions, please contact Anita Smukulis (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 school to co-ordinate the application process.

Identifying potential foundation local governors

- The school is asked to work with their partners (including the vicar/similar and those named in the agreed local governing body composition e.g. the Parochial Church Council (PCC)) to identify suitable individuals to take on a foundation role.
- In doing so, the school should be aware of, and share as appropriate, the relevant YDBE guidance (see overleaf).

Exploring potential appointments

- Prior to an application form being submitted, a discussion should take place between a potential applicant, the headteacher, the Chair of the local governing body and a foundation local governor (generally the vicar/similar 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 school should co-ordinate completion of the relevant application form.
- Please ensure you are using the correct form (see overleaf). The application form will need to be completed by/on behalf of the applicant, the school, the Academy Trust and the PCC or other consultee/nominating/recommending individual/body 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 school should return the completed form to Anita Smukulis (anita.smukulis@yorkdiocese.org).

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 others as deemed appropriate). 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 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 individual confirming the appointment and sharing the 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.

[Trust Board appointments requiring consultation with the PCC](#)

[Trust Board appointments requiring consultation with an individual/body other than the PCC](#)

[Trust Board appointments requiring a nomination/recommendation from a third party](#)