



York Diocesan Board of Education (YDBE) supplementary guidance: YDBE appointed Foundation Governor appointment/re-appointment process - maintained schools

This process guidance applies to all foundation governor appointments in maintained schools where they YDBE is the appointing body. It supplements the maintained school [Introductory foundation governor appointment process guidance](#). 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 forthcoming foundation governor vacancy, or a foundation 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 school's Instrument of Government 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 governors

- The school is asked to work with their partners (including the vicar/similar and those named in the school's Instrument of Government e.g. the Parochial Church Council (PCC)) to identify suitable individuals to take on a foundation governor 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 Governors and a foundation governor (generally the vicar or similar if they serve on the Governing Body). The discussion should cover the general role of being a governor and the specific role of being a foundation 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 the 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 the applicant, the school and the PCC or other consultee 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 Instrument of Government 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, the appointment will be approved by the Diocesan Director of Education on behalf of the YDBE and the appointment will be confirmed to the individual, the school and others as deemed appropriate. If an appointment is not approved, the YDBE will notify the school and discuss how feedback may best be given to the relevant parties.
- Appointments will be for four-year terms and will be expressed as being subject to the individual satisfying all necessary safeguarding and other checks/confirmations as required under the school's policies.

Process requirements completed

- The school must conduct all required background and eligibility checks/reference checks/confirmations in accordance with current Department for Education/Local Authority/school requirements: the YDBE does not carry out any suitability checks on applicants.
- Following completion of all relevant checks and formalities, the school must write to the individual to confirm the unconditional appointment. In the event an appointment is not confirmed, the school 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 governor appointment process guidance](#) for maintained schools.

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

[YDBE appointments requiring consultation with the PCC](#)

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