



York Diocesan Board of Education (YDBE) supplementary guidance: Ex officio Foundation Governor appointment process – maintained schools

This process guidance 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 vacancy for an ex officio foundation governor which has not been filled by a temporary ex officio foundation 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) with details for the process for appointing a temporary ex officio foundation governor.¹ All appointments must be made in line with the school's Instrument of Government and the YDBE's appointment process.
- If a minister who has not already taken on the role wishes to become an ex officio foundation 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 Governors and a foundation governor. The discussion should cover the general role of being a governor, the specific role of being a foundation 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 maintained schools.

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). 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 Instrument of Government are met; and (c) the YDBE's guidance has been adhered to. Assuming all is in order, the YDBE will confirm the appointment in writing to the minister and the school. Appointments will be expressed as being subject to the individual satisfying all necessary safeguarding and other checks/confirmations as required under the school's policies.
- As an ex officio appointment, there is no specific term allocated to the appointment.

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.

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