



Introductory guidance - Academies Foundation Local Governor appointment process

The YDBE's vision for its schools is one of flourishing Church school communities, committed to providing education of the highest quality that is deeply Christian and seeks to serve the common good for their own locality. The role of foundation local governor in an academy is a key role in supporting the flourishing of a Church of England school. As well as having the same role as any local governor, foundation local governors have a special role in, and responsibility for, ensuring that the Christian Character of the academies they are responsible for is secured, preserved and developed. Further guidance on the role of a foundation local governor can be found [here](#).

All foundation local governor appointments in academies must be made in accordance with the school's agreed local governing body composition document¹ and the relevant YDBE process.

Because the local governing body is a committee of the Trust Board, the Trust Board is the appointing body for all foundation appointments in academies. However, the YDBE must consent to all appointments in writing before they are made. The YDBE will only give its consent once the relevant YDBE process has been followed.

Different types of appointment require different processes. A summary of the different types of appointment and links to the relevant process are found below. Further guidance in relation to appointments, including who can be a foundation local governor and how they might be sourced, can be found [here](#).

Ex officio foundation local governors

On almost every local governing body in a maintained school there will be an "ex officio" foundation local governor position. This will often be taken up by "the principal officiating minister" of the parish linked to the school (usually the vicar).

These appointments are expressed in the local governing body composition as ex officio roles, reflecting an expectation that, in the ordinary course, an appointment will be made in the event the minister wishes to take up the position. However, there are certain formalities that need to take place before an appointment is confirmed by the Trust Board.

The process for appointment of ex officio foundation local governors can be found [here](#).

For a number of reasons, not all those who are eligible to do so take up the ex officio foundation local governor role, and sometimes the principal officiating minister position is vacant (i.e. during an interregnum in the parish). In such cases, a "temporary ex officio foundation local governor" will be appointed to serve as a substitute for the principal officiating minister in fulfilling this role (see below).

¹ The composition outlined in this document can only be changed with the agreement of the YDBE and the Trust Board.

Temporary ex officio foundation local governors

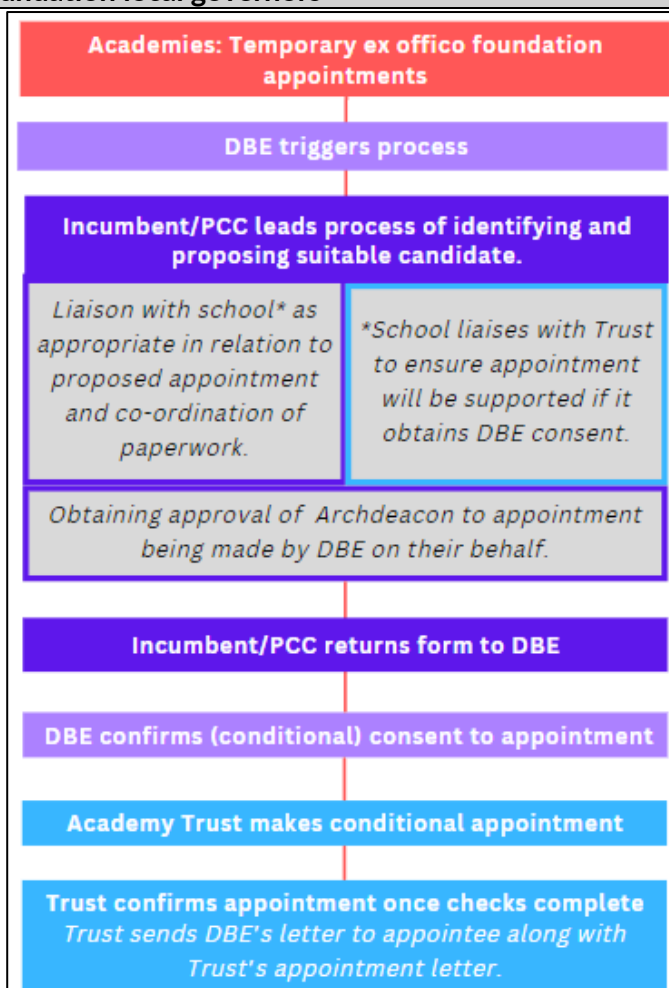
If no ex officio foundation local governor is appointed, a substitute governor, called a “temporary ex officio foundation local governor” may be appointed in conjunction with the Archdeacon. In the absence of an ex officio foundation local governor, the temporary ex officio foundation local governor has a particular role in supporting and sustaining an ongoing link between the school and Church.

Temporary ex-officio governors will require re-appointment every 4 years. We will contact you immediately prior to this period to ensure the requirements are undertaken.

Whilst the Trust makes these appointments (using the YDBE appointment processes), in practice individuals to serve as foundation local governors are identified by the vicar/similar or Parochial Church Council (PCC), sometimes with the support of the school, drawing on their local knowledge. The Archdeacon must also support an appointment.

The process for their appointment can be found [here](#).

We ask the principal officiating minister or a representative of the Parochial Church Council (PCC) to co-ordinate these appointments.



Other Trust appointed foundation local governors linked to the Church of England²

Academies: Foundation appointments

DBE triggers process

School and Church to work together to identify suitable candidates.

School to co-ordinate with Trust and PCC/any other individuals/bodies named on agreed Local Governing Body composition.

School returns form to DBE

If approved, DBE gives (conditional) consent to the appointment

Academy Trust makes conditional appointment

Trust confirms appointment once checks complete

Trust sends DBE's letter to appointee along with Trust's appointment letter.

Most other foundation local governor appointments require consultation with the local Parochial Church Council (PCC) or other (generally Church linked) individuals/bodies. In a few instances, named individuals/bodies are required to nominate or recommend an individual.

Whatever the formal appointment mechanism, individuals to serve as foundation local governors are almost invariably identified by the PCC/other church body and school, working in partnership and drawing on their local knowledge.

The process for appointment of this type of foundation local governors can be found [here](#).

We ask schools to co-ordinate the application process.

If you have any questions, please contact the Assistant Director of Education (School Organisation and Governance) at george.edmond@yorkdiocese.org.

² There are a very small number of foundation local governors in academies that are appointed by a third party without a specific link to the Church of England. The YDBE processes do not apply to these appointments.