York Diocesan Board of Education (YDBE) supplementary guidance: Temporary ex officio Foundation Governor appointment/re-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 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 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 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 Governors and a foundation governor (generally the minister 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 minister/PCC representative should co-ordinate the completion of the relevant application form. 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.
- An application form can be requested from Anita Smukulis (contact details at the top of this form). The application form will need to be completed by/on behalf of the applicant, the minister/PCC representative, the school and the Archdeacon before it is submitted to the YDBE. The form includes confirmation that the Archdeacon wishes the YDBE to confirm the appointment on their behalf.
- The minister/PCC representative should return the completed form 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 Instrument of Government are met; and (c) the YDBE's guidance has been adhered to.
- Assuming all is in order, the YDBE will write to the individual to confirm the appointment on behalf of the Archdeacon (copied to the school and the minister/PCC representative).
- Individuals will be appointed for a period of four years, 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.
- 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.

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: neither the YDBE nor the Archdeacon carries 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 contact Anita if you require an application form (contact information at the top of this form)