

Procedure for the Appointment of Foundation Governors



Procedure for Appointing Foundation Governors to the Local Governing Body (LGB) of Academies within a Multi-Academy Trust <i>*in all cases, check Articles of Association and Church Supplemental Agreement</i>		Procedure for Appointing Foundation Governors to a Single Academy Trust <i>*in all cases, check Articles of Association and Church Supplemental Agreement</i>	Procedure for Appointing Foundation Governors to Full Governing Bodies (FGB) of maintained VA/VC Church Schools
STEP 1:	Approximately 12 weeks before the closing date for nominations to be considered, the DBE office will contact the Incumbent, Clerk and Chair of Governors to remind them to check when terms of office for Foundation Governors is nearing its end.	Approximately 12 weeks before the closing date for nominations to be considered, the DBE office will contact the Incumbent, Clerk and Chair of Governors to remind them to check when terms of office for Foundation Governors is nearing its end.	Approximately 12 weeks before the closing date for nominations to be considered, the DBE office will contact the Incumbent, Clerk and Chair of Governors to remind them of a vacancy or when a term of office is nearing its end.
STEP 2:	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated, after a discussion with the Chair of the LGB.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.
STEP 3:	Nominee to complete the relevant form. The form should be shared with the Parochial Church Council (PCC) who should complete Part 15. It is best practice for nominees to meet with the Head Teacher and Chair of the LGB of the relevant school before completing the form. The Chair of Governors should sign the form to confirm this meeting has taken place.	Nominee to complete the relevant form. The form should be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 15. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form. The Chair of Governors should sign the form to confirm this meeting has taken place.	Nominee to complete the relevant form. The form should be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 15. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form. The Chair of Governors should sign the form to confirm this meeting has taken place.
STEP 4:	Nominee to seek and submit the incumbent's reference along with their nomination form. The incumbent's reference should be given by the incumbent directly linked with the church school.	Nominee to seek and submit the incumbent's reference along with their nomination form. The incumbent's reference should be given by the incumbent directly linked with the church school.	Nominee to seek and submit the incumbent's reference along with their nomination form. The incumbent's reference should be given by the incumbent directly linked with the church school.
STEP 5:	The completed form(s) should be returned	The completed form(s) should be returned	The completed form(s) should be returned to the

	electronically to the Diocesan Board of Education by the relevant closing date. Dates are published on the website. The Board of Education and/or the Diocese of Leicester Educational Trust (DLET) will scrutinise all nominations and approve or decline appointments. The DBE's decision is final.	electronically to the Diocesan Board of Education. The Board of Education and/or the Diocese of Leicester Educational Trust (DLET) will scrutinise all nominations and approve or decline appointments. The DBE's decision is final.	Diocesan Board of Education. The Board of Education will scrutinise all nominations and approve or decline appointments. The DBE's decision is final.
STEP 6:	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the (Local) Governing Body. The clerk should inform the Directors of the MAT.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body. The relevant Local Authority will also be informed.
STEP 7:	If appointed, the newly appointed governor must contact the academy to arrange for a DBS check.	If appointed, the newly appointed governor must contact the academy to arrange for a DBS check.	If appointed, the newly appointed governor must contact the school to arrange for a DBS check.

TERM OF OFFICE:

The term of office for a Foundation Governor is 4 years from the date of appointment. Serving governors approaching the end of their term of office will need to process their application in the same way as at first appointment. The Diocesan Board of Education requires both New and On-going nominees to provide an incumbent's reference.

When completing the form all nominees must sign the declaration:

"I confirm that I am committed to supporting the principles underlying the Trust Deed of the school in accordance with the doctrines and practices of the Church of England and I acknowledge the responsibility to uphold the faith and beliefs of the Church of England within the school".