

## Procedure for the Appointment of Foundation Governors



| Academies in Multi-Academy Trusts                                                                                                                                                                                                                                                                      |                                                                                                                                                                                   | Single Academy Trusts                                                                                                                                                                                                                                                                                                                                    | Maintained Schools (VA/VC)                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procedure for Appointing Foundation/Trust Governors to the Local Governing Body (LGB) of Academies within a Multi-Academy Trust <i>*in all cases, check the MAT's own Governance Handbook.</i></b><br><br><b><i>LGB Members are appointed by the trust board with the agreement of the DBE.</i></b> |                                                                                                                                                                                   | <b>Procedure for Appointing Foundation Governors to a Single Academy Trust <i>*in all cases, check Articles of Association and Church Supplemental Agreement</i></b>                                                                                                                                                                                     | <b>Procedure for Appointing Foundation Governors to Full Governing Bodies (FGB) of maintained VA/VC Church Schools</b>                                                                                                                                                                                                                                                            |
| STEP 1:                                                                                                                                                                                                                                                                                                | The MAT Central Team and DBE office will remind the school routinely to check when the term of office for any Foundation/Trust Governors is nearing its end.                      | The DBE office will remind the school routinely to check when the term of office for any Foundation Governors is nearing its end.                                                                                                                                                                                                                        | The DBE office will remind the school routinely to check when the term of office for any Foundation Governors is nearing its end.                                                                                                                                                                                                                                                 |
| STEP 2:                                                                                                                                                                                                                                                                                                | Follow arrangements for appointment as required by the MAT (including application form, references, including incumbent references).                                              | 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:                                                                                                                                                                                                                                                                                                | MAT to inform the local Parochial Church Council (PCC).                                                                                                                           | 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 expected that nominees will meet with the Head Teacher and Chair of Governors 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:                                                                                                                                                                                                                                                                                                | MAT Central Team will supply nominee's contact information to the DBE along with a signed declaration (see below). Nominee to meet with the Diocesan Director of Education (DDE). | The nominee will 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.                                                                                                                                                          | The nominee will 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 DBE will scrutinise the nomination and confirm its agreement to the appointment to the MAT Central team. | The completed form(s) should be returned electronically to the Diocesan Board of Education. Nominee to meet with the Diocesan Director 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. | The completed form(s) should be returned to the Diocesan Board of Education. Nominee to meet with the Diocesan Director of Education. The Board of Education will scrutinise all nominations and approve or decline appointments. The DBE's decision is final. |
| STEP 6: | DBE send welcome letter to newly appointed Foundation/Trust Governor.                                        | 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 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".*