

## School Governance

### The Nomination, Appointment and Re-appointment of Foundation Governors

A governor is someone who has the skills and experience to contribute to the effective governance and success of the school but in addition a foundation governor in particular, and most importantly, is appointed for the purpose of securing that the school's religious character is preserved and developed. Although the latter is the key focus for making nominations, it is important that the PCC also seeks to understand and take into account the skills and experience an individual has. In order to facilitate this, the Foundation Governor Application Form has been redesigned and now includes a skills audit.

The PCC will also find it useful to have communication with the Headteacher and Chair of the Governors to establish if there are any particular skills gaps on the governing body that they may be able to help fill.

The School's *Instrument of Governance* details 'how many' Foundation Governors a governing body should have. This important document is to be found in school and a copy should be in the keeping of the Clerk to the Governors.

Foundation Governors are appointed for a four year term of office unless the Instrument of Governance indicates otherwise.

The Incumbent or Local Minister is the Ex-Officio Foundation Governor, and counts as one of the Foundation Governors. In cases where there is no Ex-Officio Foundation Governor, and the possibility of there not being one for some time, or where the Incumbent or Local Minister has more than one church school within his/her jurisdiction, it is the remit of the appropriate Archdeacon to appoint a replacement, who is known as a *Substitute Governor*. This power is not exercised during a normal vacancy. If you would like to explore this possibility because of exceptional circumstances please contact the Diocesan Strategic Lead for Governance ([Irolfe@glosdioc.org.uk](mailto:Irolfe@glosdioc.org.uk)). The Archdeacon also has the right to the request that the Governing Body remove the Ex-Officio Foundation Governor from office.

The Parochial Church Council (PCC) **nominates** Foundation Governors. They are **appointed** and **re-appointed** by the Diocesan Board of Education.

**Voluntary Aided Schools only** - Foundation Governors are in the majority by two.

Please see overleaf for the nomination and appointment procedure.

## The procedure for the Nomination, Appointment and Re-appointment of Foundation Governors

1. The PCC Secretary (or the Clerk to the Governors) notifies the Diocesan Strategic Lead for Governance when there is a Foundation Governor vacancy at the school and requests a Foundation Governor Application Form (downloadable from <http://www.gloucester.anglican.org/schools/leadership/governance/>)
2. At certain times the Diocesan Strategic Lead for Governance may send out reminder letters to the PCC Secretary advising of Foundation Governors who are due to come to the end of their term of office, enclosing application forms and requesting that they liaise with the Clerk to the Governors to put the PCC nomination process into operation. This letter is always copied to the Clerk.
3. Each nominee, whether they seek re-appointment or are new, **must** complete a Foundation Governor Application Form. If this is a nomination for re-appointment please ensure the section requesting details of training undertaken in the last four years is completed. The form must also be completed on behalf of **the PCC** by way of endorsement. If this is a new nomination please indicate the name of the retiring Foundation Governor wherever possible. Please ensure a member of the PCC **and** the Incumbent have signed the application form.
4. The completed application form is returned to the Diocesan Strategic Lead for Governance at the Diocese of Gloucester.
5. The Foundation Governor Appointments Panel, acting on behalf of the Diocesan Board of Education, considers the application form and decides the appointment.
6. The Diocese will dispatch a letter of appointment/re-appointment to the Foundation Governor. At the same time a copy of the confirmation letter is also sent to the PCC Secretary and the Clerk to the Governors.

**Please be aware that a Foundation Governor is not officially appointed until a letter of appointment has been sent from the Diocese.**

7. Records held at the Diocese and Gloucestershire Local Authority (and, where appropriate, South Gloucestershire Local Authority) are updated.