

School Governance

Foundation Governor Appointment and Re-appointment Process (VC/VA)

In Gloucester Diocese it is the responsibility of the Parochial Church Council (PCC) to nominate suitable individuals to the Diocesan Board of Education (DBE) for consideration for appointment. Foundation governors have a specific responsibility in law to secure that the school's Christian character is preserved and developed, but in addition, along with fellow governors, they need the skills to contribute to the effective governance and success of the school.

Many schools undertake a skills audit of governors to identify any potential gaps that may be needed. This can be harnessed and used to develop and open a dialogue between the school and the PCC about the nomination of future foundation governors. Two "conversations" or dialogues have been built into the nomination process.

1. Dialogue between the school and the PCC when a foundation governor vacancy arises to:

- Discuss the skills /expertise needed by the school
- Understand the type of person sought
- Discuss, if appropriate/relevant, whether the current role holder is willing/able to carry on and whether they have the skills etc. needed

2. Second dialogue between the school, PCC and the individual suggested for nomination to explore:

- The individuals' skills/expertise
- Expectations/responsibilities of the role (what they are getting themselves into)

If all three parties are happy a Foundation Governor Application Form is completed and submitted for consideration to appoint under this appointment/re-appointment protocol.

The *Instrument of Government* (IOG) details 'how many' Foundation Governors a governing body has. 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 4-year term of office, unless the IOG indicates otherwise, apart from the Ex-officio Foundation Governor who holds the role for as long as they are the local incumbent.

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 (lrolfe@glosdioc.org.uk).

The Archdeacon also has the right to 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.

The appointment process:

1. The PCC Secretary (or the Clerk to the Governors) notifies the Diocesan Strategic Lead for Governance when there is a Foundation Governor vacancy

N.B 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. This letter is always copied to the Clerk.

2. The PCC nomination process including the “two conversations” takes place and the agreement to nominate is discussed and minuted at a PCC meeting.
3. The nominee, whether they seek re-appointment or are new, **must** complete a Foundation Governor Application Form.

N.B. If this is a nomination for re-appointment please ensure the section requesting details of training undertaken 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 Foundation Governor being replaced 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.
5. The decision on whether or not to appoint, or re-appoint, a foundation governor is made by the Diocesan Board of Education (DBE) Governor Appointments Panel.
6. The Diocese will issue an appointment/re-appointment letter to the foundation governor. A copy of the appointment letter will be sent to the Clerk to the Governors and the Secretary to the PCC.

Please be aware that a Foundation Governor is not officially appointed until a letter of appointment has been received from the Diocese, until then a potential foundation governor may attend governing body meetings, with the permission of the governors, as an observer.

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

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