



How to ...

Recruit a Foundation Governor

Foundation Governors (in some schools they are known as local board members) have a particular responsibility within Church Schools to preserve and develop the Christian character and ethos of the school. In most cases the PCC is responsible for finding and nominating Foundation Governors for its parish school(s).

Foundation Governors are normally practising Christians, but as a school governor, a Foundation Governor is more than a Church representative. They are a full governor with an equal share of the responsibility for things such as: supporting the school; developing the school improvement plan; making budgetary decisions; holding the headteacher to account; and monitoring the implementation of school policies. It is necessary for all governors to have skills which can support these responsibilities and therefore important that the PCC takes this into account when considering whether a candidate is suitable for the Foundation Governor role.

Some ideas for finding a suitable candidate

Before you take any steps to recruit a Foundation Governor, talk to the school at which the vacancy has arisen in order to find out which skills they are particularly seeking in this new governor.

Once you have discovered what you should be looking for, you could try some or all of the following:

- Talk to people within your Church. Often there are people within your congregation that have the skills, and they are waiting to be asked! Try asking them personally.
- Advertise within your Church, through a poster or flyer, or on your website
- Make a verbal appeal at services/events

Sometimes you may not be able to find a suitable person within your own congregation. If this is the case, you will need to look further afield. Initially you might want to get in contact with another nearby Church of England parish. If it is one that does not have its own Church School and the associated responsibility for finding foundation governors, you may find people who are pleased to be asked to help, as part of the wider Church Family.

However, a Foundation Governor does not have to be a member of the Church of England. Many Christian denominations do not have their own Church schools and may welcome being approached. These are some other avenues you could explore:

- Talk to other local Christians that you know
- Contact other Christian leaders to see if they would be willing to recommend someone/ display a poster or flyer/ make a verbal appeal to their congregation
- Contact your local 'Churches Together' group to see how they may be able to help with your search

If you have an advertisement prepared for your Foundation Governor vacancy, this can also be posted on the Diocese of Bristol website in our 'Education Vacancies' section. If you would like to do this please contact clare.stansfield@bristoldiocese.org.

What happens next?

Once you have found a suitable candidate you should ask them to complete a Foundation Governor Application Form which can be found at <http://www.bristol.anglican.org/school-resources/headteachers-governors/> then click on 'Foundation Governors/Local Board Members' then 'Foundation Governor Application Form' (or 'Local Board Member Application Form' for DBAT schools).

They will also need to be formally nominated by the PCC. At a PCC meeting a discussion of any candidate should take place and then a formal nomination should be agreed. This discussion and agreement should be recorded in the minutes of the meeting.

Finally, the completed application form and PCC minute should be forwarded to the diocese. We will then take up references and check that we have all the paperwork we need before submitting the nomination for approval to the Diocesan Board of Education (DBE), which meets several times per year. Once an application has been ratified by the DBE, we will confirm the appointment to the candidate, the PCC or incumbent, the Local Authority, the Clerk to the Governors and the school's headteacher.

Further Information

If you require any further help or information please contact Clare Stansfield, Schools Officer (Governor Development and Admissions), clare.stansfield@bristoldiocese.org.

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