

Appointment Process for New Foundation Governors - Maintained VA and VC Schools (September 2021)

This process document should be read in conjunction with the Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided (VA) and Voluntary Controlled (VC) Schools and the New Foundation Governor Appointment Form. Both available on this following link:

If you have any questions about this process please contact Sian Lines or Toni Enefer at education@hereford.anglican.org

Please see the separate document for the re-appointment process.

Foundation Governor vacancy has arisen/is anticipated		
Step 1	Inform HDBE of current or impending vacancy, with copy of resignation letter/email and confirmation appointment process is underway	Clerk to action
	Identify the nominating body for the vacancy (PCC or DBE). Note all appointments are made by the DBE.	Clerk to action
	Detail a list of skills required as identified in the most recent governance skills audit	Chair of Board Governing Board/ Headteacher
	The incumbent and the nominating body (PCC or DBE) are made aware of the vacancy to include the name of outgoing Foundation Governor, the expected vacancy date, the skills required, the names of other current Foundation Governors, a copy of the 'Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided (VA) and Voluntary Controlled (VC) Schools' and the contact details with whom they should liaise (this should be the Clerk).	Chair of Board Clerk



Recruitment process begins		
Step 2	The Chair of Board discusses potential candidates with the Incumbent and if required the PCC or the DBE	Chair of Board
	The post is advertised/looked for e.g. local churches (as detailed in policy), local businesses, the Diocese, links with other church schools and consider Inspiring Governance website.	Clerk Chair of Board Headteacher Ex officio F Gov/ Incumbent
	If the vacancy is a PCC nomination, the Chair of the PCC must ensure the Incumbent is informed, the vacancy is publicised in the local community and request all nominees complete the New Foundation Governor Application Form	Chair of PCC
	The governing body may nominate details of prospective candidates to the PCC by using a completed copy the New Foundation Governor application form (see Step 3).	Chair of Board Ex officio F Gov
	It is expected that arrangements are made for potential candidates to meet with the Headteacher, Chair of Governors or Ex officio Foundation Governor as appropriate, to discuss the role of Foundation Governor and the skills they have to offer. A visit and tour of the school is also recommended if there are no restrictions in place at the time.	Chair of Board Headteacher Ex officio F Gov/ Incumbent Clerk
	Agreement of suitability of the potential candidate prior to application form being completed.	Chair of Board Headteacher Ex officio F Gov/ Incumbent



Preferred Candidate Application Process		
Step 3	The New Foundation Governor Appointment Form to include the HDBE Code of Practice for Members of a Church of England Governing Body and the Declaration of Eligibility to Serve as a School Governor are to be	Clerk to action

	provided to the candidate for completion (if not already used in the nomination stage). These can be found by clicking this link	
	The form should be completed electronically wherever possible, with scanned signatures inserted (typed signatures are not acceptable). Alternatively, they can be printed off, completed by hand, scanned and emailed to the clerk. The candidate is to complete the application form in full and must, through their application form, state how they will preserve and promote the Christian ethos of the school, in addition to their skills as a governor. The candidate signs this form on the understanding they have read and understood the role of Foundation Governor, the Code of Practice for Members of a Church of England Governing Body and the statements pertaining to their Declaration of Eligibility. This form must be returned to the Clerk on completion.	Candidate
	Once received the Clerk must ensure sufficient and relevant information has been given by the candidate and obtain the required authorising signatures from the Headteacher, Chair of Governors and Incumbent. These can be scanned signatures added electronically. Authorisation should take into account the criteria for Foundation Governors as listed in the HDBE Foundation Governor Policy.	Clerk to action
	For PCC nominated Foundation Governor posts, a copy of the PCC minutes confirming the candidate's PCC nomination must be submitted with the form and/or an authorising signature of the Chair of the PCC should be obtained.	Clerk
	Should an exception be identified where the person does not fulfil the stated requirements, but is a person who is committed to uphold the Christian Ethos of the school, Confirmation should be obtained that they will attend a meeting with a Diocesan Education Officer which should take place prior to DBE approval.	Clerk Chair of Board Candidate



	Foundation Governor Approval by the DBE	
Step 4	The completed application form with authorising signatures should be sent to the Education Team at education@hereford.anglican.org for review. Please note only electronic forms will be accepted and a postal option is no longer available.	Clerk
	The application will be checked by the Education Team and presented termly for consideration by the DBE who will decide whether to approve, reject or request further information.	Education Team DBE
	The DBE meet once a term (dates are published here on our Governor Appointments page). All forms must be received at least 10 working days prior to the DBE meeting date to allow for processing and be included in the submission list.	Clerk Candidate
	Upon approval an appointment welcome letter will be issued to the Foundation Governor confirming their appointment, with a copy to the Chair of Board, Headteacher and Clerk. This appointment will depend upon the completion of a satisfactory enhanced DBS check and declarations and adherence to the applicable Code of Conduct	Education Team
	Copy of confirmation retained for governance records	Clerk
	Completion of HDBE Church School Governor online training is a requirement within two terms of appointment and available dates will be confirmed with the Foundation Governor (also available on our Training Page)	Candidate Clerk