

Foundation Governor Application Process Summary Guide for Clerks January 2025

We have recently made some changes to the application for new/first time Foundation Governors.

For you as Governance Professionals and Clerks, the changes are minor and are highlighted in the matrix below.

The process for starting a new or renewal application online will remain the same. You will access your Clerk's portal page via <https://clerkbathwells.dioce.se>. If you have not previously used the portal and need login credentials set up, or if you need them re-set, please contact Josie Halla and she will assist you.

Josie Halla
Education Administrator – School Organisation and Governance
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Maintained VC/VA Schools

New Foundation Governor	<ul style="list-style-type: none"> • Foundation Governor vacancy identified on the LGB • Clerk contacts the PCC and requests that the PCC identify a candidate <ul style="list-style-type: none"> ○ Josie can provide PCC contact details if needed ○ If a candidate has already been identified, they can be put forward to the PCC for consideration • The PCC has 28 days to recommend a candidate <ul style="list-style-type: none"> ○ If a candidate is identified, PCC returns contact information to Clerk ○ If no candidate is identified, it reverts back to the LGB to nominate • Once candidate is identified and any due diligence preparatory work completed, Clerk initiates a new application via their Diosys school portal • Nominee receives an email with link to the application form. Nominee completes and submits the application • Governance Administrator reviews and finalises application, and issues appointment letter • Notes: <ul style="list-style-type: none"> ○ No reference is required for new/first time Foundation Governors ○ Categories are no longer applicable
Renewing Foundation Governor	<ul style="list-style-type: none"> • A Foundation Governor's term is coming to an end, and they want to renew for a further term.

	<ul style="list-style-type: none"> ○ Clerk confirms with Chair that renewal is approved ○ Clerk obtains a renewal reference from the Chair ○ If renewing Foundation Governor is the Chair, a reference should be obtained from the Co/Vice Chair (if there is one), the Parish Partner, or the Head ● Once the reference has been obtained, the Clerk initiates a renewal application via their Diosys school portal ● Renewing Foundation Governor receives an email with link to the application form. They complete and submit the application ● Once approved for a new term by the DBE review panel, Governance Administrator will finalise and issue the re-appointment letter ● Notes: <ul style="list-style-type: none"> ○ When Clerk initiates the renewal, they should be sure to click the RENEWAL link at the very top of the pop-up form. ○ Foundation Governors should serve for no longer than 3 consecutive terms (or twelve years) at the same school unless there are exceptional circumstances ○ It is imperative that the renewing Foundation Governor be as detailed as possible with their response to the question on the application. The review panel is focusing on renewals and want to know what the individual has been involved with – in detail – over their preceding term.
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Academy Schools

New Foundation Governor	<ul style="list-style-type: none"> ● Clerk informs DBE and Trust Board/Governance professional of vacancy for Foundation Governor ● LGB/Trust Board identify an individual with the required skills ● Once candidate is identified and any due diligence preparatory work completed, Clerk initiates a new application via their Diosys school portal ● Nominee receives an email with link to the application form. Nominee completes and submits the application ● Governance Administrator reviews and finalises application, and issues appointment letter ● Notes: <ul style="list-style-type: none"> ○ No reference is required for new/first time Foundation Governor ○ Categories are no longer applicable
Renewing Foundation Governor	<ul style="list-style-type: none"> ● A Foundation Governor’s term is coming to an end, and they want to renew for a further term. ● Clerk confirms with LGB Chair/Trust Board that renewal is approved ● Clerk obtains a renewal reference from the Chair

	<ul style="list-style-type: none">• If renewing governor is the Chair, a reference should be obtained from the Trust Board Chair• Once the reference has been obtained, the Clerk initiates a renewal application via their Diosys school portal• Renewing Foundation Governor receives an email with link to the application form. They complete and submit the application• Once approved for a new term by the DBE review panel, Governance Administrator will finalise and issue the re-appointment letter• Notes:<ul style="list-style-type: none">○ When Clerk initiates the renewal, they should be sure to click the RENEWAL link at the very top of the pop-up form.○ Foundation Governors should serve for no longer than 3 consecutive terms (or twelve years) at the same school unless there are exceptional circumstances○ It is imperative that the renewing Foundation Governor be as detailed as possible with their response to the question on the application. The review panel is focusing on renewals and want to know what the individual has been involved with – in detail – over their preceding term.
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