



THE SALISBURY DIOCESAN
BOARD OF EDUCATION

LIVING OUT GOD'S TRANSFORMING PRESENCE

TROUBLESHOOTING: FOUNDATION GOVERNOR APPLICATION PROCESS

We have prepared this help sheet with the intention of supporting you to take actions for yourself to help you overcome issues that might occur in the first instance. This Help Sheet can also be found on the Governance Section of the Website [here](#) .

We also have the **Crib sheet** on the main Governance Webpage [Microsite Crib Sheet](#).

- **An appointment has been going on for a long time, how can I move this forward?**

Check on your school's microsite page to see where the application is. If you cannot see a status, then please make contact immediately so that we can solve the issue with your microsite page.

marion.bagshaw@salisbury.anglican.org

- **The Application Status does not seem to be progressing.**

If the application is "stuck" at the **any stage** of the application process, some common things that may have gone wrong would include:

- The intended recipient may not have received the email.
- The intended recipient has not been able to complete the form.
- The intended recipient has not accessed the form.

SOLUTION

- Check recipient's email address is correct
- Has the email been redirected to another email folder e.g. junk /spam – look for the subject line: **SDBE: You have been nominated for a school governor position.**
- If they have received the email with the embedded link but are having difficulty completing it, and your conversation with the applicant does not resolve the issue - we are happy to offer clarification or advice as needed. Please contact marion.bagshaw@salisbury.anglican.org
- If they have received the embedded link but cannot see a form. (This is within the email as a special link, which will appear in bold type purple font.) Please ensure the whole form is completed and the person completing the forms presses the "submit" button.