

Foundation Governor Appointment and Reappointment Process

The processes outlined below are applicable to foundation governors in Diocese of Gloucester schools, however the appointment of substitute ex-officio foundation governors follows a separate process and requirements. Further details are available on the [diocesan schools' governance webpage](#).

In a maintained school, the **instrument of government (IOG)** details the number of foundation governors a governing body is required to have appointed. This document is to be found in school and a copy should be kept by the clerk to the governors.

In an academy trust, the number of foundation governors required at trust board or at local governance level is detailed within the trust's **articles of association**. This document is held by the trust and should be available on the trust's website.

Within the Diocese of Gloucester, foundation governors are appointed for a four-year term of office, unless the IOG or articles of association indicate otherwise. The exception to this is the clergy ex-officio foundation governor, who holds the role for as long as they are the local incumbent.

Foundation governors, other than ex-officio foundation governors, may ordinarily serve for a maximum of three consecutive terms of office. They are required to be re-nominated and complete a reappointment application form for each term of office.

Responsibilities

In the Diocese of Gloucester it is the responsibility of the **Parochial Church Council (PCC)** to **nominate** suitable individuals for consideration for appointment as foundation governors.

These nominations are made to the **Gloucester Diocesan Board of Education (GDBE)** who formally **appoint** foundation governors. The GDBE delegates this responsibility to an **appointment panel**.

This document guides consideration of individuals' suitability for nomination and appointment to the foundation governor role. The roles and responsibilities of foundation governors, including ex-officio and substitute ex-officio foundation governors, and criteria for their appointment, are outlined in the document *Diocese of Gloucester Foundation Governors in Church of England Schools*, which can be found on the [diocesan schools' governance webpage](#).

The Process of Nominating a Foundation Governor

I. Identifying a Forthcoming or Current Vacancy

- a. The PCC secretary (or clerk to the governors) is responsible for notifying the diocesan Principal Advisor for Governance when a foundation governor

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vacancy arises. To support this, the diocesan governance administrator will send a reminder email to the PCC secretary, copied to the clerk to governors, as the end of a foundation governor's term of office approaches. However, this will not capture all vacancies, for example where individuals have resigned before the end of their term of office.

2. Identification of a Suitable Nominee for the Role of Foundation Governor

- a. Prior to seeking to nominate an individual for appointment or reappointment as a foundation governor, schools should undertake a skills audit of the governing body. This skills audit enables a dialogue between the PCC about the skill sets, knowledge and expertise that the school needs to strengthen, to inform nominations.
- b. A conversation occurs between the school and PCC to:
 - i. Discuss the skills, knowledge and expertise needed by the governing body
 - ii. Ascertain whether the current role holder is willing and eligible to continue and whether they have the skills needed. This should include a review of engagement with the role, including meeting attendance and participation, and training undertaken.
- c. The school and PCC identify potential individual(s) for nomination.
- d. A conversation takes place between the school, PCC and potential nominee to explore:
 - i. The individual's skills, experience and expertise and suitability for the role
 - ii. Expectations and responsibilities of the role and the individual's willingness to commit to them
 - iii. Time commitment
 - iv. Training and support, including from the diocesan Education TeamThis conversation should be framed in relation to the document *Diocese of Gloucester Foundation Governors in Church of England Schools*.
- e. If all three parties are content, then all sections of the relevant foundation governor application form are completed. Forms are available on the [diocesan schools' governance webpage](#); please note that there are separate versions for first appointments and reappointments.
- f. On receipt of the form, the agreement to nominate is either:
 - i. Discussed and minuted at a PCC meeting, or
 - ii. Agreed by PCC members via email (ensuring that the decision is minuted at the next meeting for the records)

3. The Appointment Process

- a. The completed application form is returned to the Principal Advisor for Governance, either by email to schoolsgovernance@glosdioc.org.uk, or by post to 4 College Green, Gloucester GL1 2LR.
- b. Administrative checks are undertaken to ensure that the form has been correctly completed and any resulting queries resolved before the form is passed to the GDBE Foundation Governor Appointment Panel. Panel members receive applications by email on a monthly basis.
- c. The panel considers the application and makes a decision, which is final, as to whether the nominee can be appointed as a foundation governor.

- d. The Principal Advisor for Governance, on behalf of the GDBE, notifies the nominee of the panel's decision. Where appropriate, this will take the form of an appointment/reappointment letter. A copy of the letter will be sent to the clerk to governors and the PCC secretary.

4. Updates to Diocesan Records

- a. Records held by the diocesan Education Team will be updated, and the relevant local authority informed of the appointment.

Please note that a foundation governor is not officially appointed until a letter of appointment has been received from the Principal Advisor for Governance. Until then a potential foundation governor may attend local governing body meetings, with the permission of the governors, as an observer.