

## **Policy for Appointment of Foundation Governors in Church of England Schools (updated May 2021)**

### **Introduction:**

The Diocese of Chichester recognises the significant role and huge contribution foundation governors make to our Church schools. Foundation governors are appointed to undertake the same roles and responsibilities as all governors on the Board. The Diocese provides advice and training to Church school governors, to support them in their particular role to uphold, develop and promote the Christian ethos of the school.

### **The Diocese of Chichester's expectations of Foundation Governors:**

The Diocese expects that foundation governors will have their own Christian faith and a genuine belief in the value and importance of Church of England schools.

Foundation governors will normally be expected to be regular attendees, at least monthly, at their local church. Communicant Anglicans are preferred. Strong consideration will be given to those who can demonstrate their commitment to their local Church in other ways.

Practicing members from other Christian congregations, in most cases those churches affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance, are also eligible to be appointed as foundation governors. The Diocese welcomes the opportunity to work with other Christian Churches in this way.

In recognition of the requirement and importance of effective governance in all Church schools and of the need for governing boards to have a range of skills, experience, abilities and people with time to give to the role, the Diocese is willing to consider nominations from those who do not meet the above criteria. The reasons for such a nomination in terms of the needs of the school and the skills of the person being nominated will need to be made clear in the application.

Each nomination to be a foundation governor will be considered on its own merit and with the composition of the governing board and the current foundation governors in mind. However, the Diocese would expect that anyone offering to support Church schools in this way would show a clear commitment to the Christian ethos and the Church of England's vision for education underpinning Church schools.

The Diocese does not appoint members of school staff as foundation governors.

### **The Appointment Process for Foundation Governors (*for further details of the process please see the Relevant Documents' section at the end of this Policy*):**

All foundation governor appointments (and re-appointments) will be made by the Diocesan Board of Education (DBE) with delegated authority to the Diocesan Director of Education (DDE) to approve applications.

All applications must be submitted to the Diocese using the nomination form. The current version can be downloaded from the Diocesan website along with the Code of Practice for Foundation Governors (please see Relevant Documents' section at the end of this Policy).

Before nominating or completing the nomination form, the role and the commitment of being a foundation governor should be discussed with someone who understands the role and the school's needs. This could be the incumbent, the headteacher or the school's chair of governors. The skills the candidate can bring to the school should be identified and included on the nomination form. It is important to consider the range and balance of skills needed on the governing body to support effective Church school governance.

Prospective governors should complete the nomination form in full, including the evidence of their connection to the local parish/Church, their skills and understanding of the role of foundation governor. Supporting statements are required from the chair of governors, the headteacher and the incumbent.

Nominations for the role may be from the Parochial Church Council (PCC), the relevant Deanery Synod, or the school's foundation in line with the governing board's current Instrument of Government (IOG). Where this is the case the nominating body should be indicated on the form and the date at which this was agreed.

Prospective governors should also read, sign and retain for their own records The Code of Practice for Foundation Governors (see Relevant Documents' section at the end of this Policy).

All nomination forms will be scrutinised and considered for appointment as a foundation governor. When approved by the DBE, a letter of appointment will be sent electronically where possible and the Diocese will also notify the relevant local authority, clerk to governors, chair of governors, headteacher and incumbent of the appointment of the governor (and where appropriate, the relevant nominating body).

Please note a foundation governor is not officially appointed until a letter of appointment with the terms of office, has been sent as confirmation from the Diocese.

There is a clear expectation that governors will take the role of foundation governor seriously and attend relevant training and appropriate updating to support them to be effective in the role. All newly appointed foundation governors should attend relevant training provided by the Diocese and the local authority (LA) within the first year of their appointment where possible – For the Diocese this includes the New to Church School Governance and Safeguarding for Church school governors (please note other appropriate Safeguarding Training provided by the LA or school is acceptable providing it covers the governor role in safeguarding). The Diocese will provide information on upcoming courses and development provided by the Diocese. Each of the 3 local authorities provide a comprehensive training programme to support governors in their roles and responsibilities.

All reappointments will also be made by the DBE following the above process. However, when a governor has been in post previously, the reasons they wish to continue and the training they have undertaken during their period of office will be noted in the relevant sections on the form.

In line with current Safeguarding requirements all governor appointments are subject to a satisfactory DBS (Disclosure and Barring Service) check within 21 days of the appointment. The

governing board of the school where the governor is appointed is responsible for ensuring the check is carried out.

**Removal of Foundation Governors:**

'Foundation governors are appointed to secure compliance with the school's trust deeds and to preserve and develop the religious character of the school' (DfE Governance Handbook 2020:48)

It is very occasionally necessary to require a person to step down from their role as a foundation governor and in line with DfE regulations, the foundation governor may be removed by the appointing body (the DBE delegated to the DDE).

Please see the Removal of Foundation Governor Policy (updated February 2021 for further information (please see Relevant Documents' section at the end of this Policy).

**Appointment of Foundation Governors' Policy agreed by the Chichester Diocesan Board of Education (May 2021)**



Signed..... Date...18<sup>th</sup> May 2021.....

Archdeacon of Chichester: Chair of Diocesan Board of Education

Policy to be reviewed February 2024 or, as and when required.

Relevant Documents:

- The School Governance (Constitution) (England) Regulations 2012 No. 1034  
<https://www.legislation.gov.uk/ukxi/2012/1034/contents/made>
- Diocese of Chichester Education Team website: Governance Nomination form for foundation governors  
[https://cofechichestereducation.contentfiles.net/media/documents/document/2021/01/Foundation\\_Governor\\_Nomination\\_Form\\_Jan\\_2021.pdf](https://cofechichestereducation.contentfiles.net/media/documents/document/2021/01/Foundation_Governor_Nomination_Form_Jan_2021.pdf)
- Code of Practice for Foundation governors 2019:  
[https://cofechichestereducation.contentfiles.net/media/documents/document/2019/10/Code\\_of\\_Practice\\_for\\_Foundation\\_Governors\\_Feb\\_2018\\_Updated\\_May\\_2019.pdf](https://cofechichestereducation.contentfiles.net/media/documents/document/2019/10/Code_of_Practice_for_Foundation_Governors_Feb_2018_Updated_May_2019.pdf)
- Removal of Foundation Governors policy updated 2021  
[https://cofechichestereducation.contentfiles.net/media/documents/document/2021/03/Removal\\_of\\_Foundation\\_Governors\\_Policy\\_February\\_2021.pdf](https://cofechichestereducation.contentfiles.net/media/documents/document/2021/03/Removal_of_Foundation_Governors_Policy_February_2021.pdf)
- Appointment process for Foundation governors in the Diocese of Chichester...*link to be provided once Policy approved by the DBE and placed on website.*