

**Ex- Officio / Archdeacon Nominee Foundation Governor**  
**Guidance for Church of England Schools in Canterbury Diocese**

## **Context**

All church schools (that are not academies) have an ex officio seat on their governing body, which is reserved for the incumbent of the parish. This is confirmed by the 'instrument of government' of the school. This document will specify the parish concerned. In a few cases, where the school catchment covers several parishes, there may be two ex officio governors specified in the instrument. Where the parish is incorporated into a larger team ministry the 'instrument of government' may show that the ex officio seat can be taken by any member of the wider ministry team and need not be the incumbent with particular oversight of the parish in which the school is located.

The ex officio governor is a foundation member of the governing body. The ex officio remains a governor of the school for as long as he/she is in post. There is no legal restriction on the number of ex officio posts an incumbent can hold.

## **Appointing an Ex- Officio foundation governor**

It is the role of the archdeacon to appoint ex officio foundation governors on their arrival to a parish.

The Canterbury Diocesan Board of Education therefore requires 'incumbents' who, for any reason, do not feel able to take up the ex officio post on a school's governing body, to inform the archdeacon so that the archdeacon can seek to appoint a person in place of the incumbent. In this case the archdeacon's nominee does not have a set term of office and will be expected to stand down when the incumbent determines to return to his/her governing body role or when a new incumbent is appointed.

In a parish vacancy, it is important for the school to maintain the balance of foundation governors on its governing body. The PCC will need to inform the archdeacon of the temporary ex officio foundation governor vacancy so that the archdeacon can seek to make appropriate short-term arrangements.

- Ex-Officio foundation governors have to complete the foundation governor application form and sign the declaration form as per all other foundation governors. (Please note declaration form will also be signed by the Headteacher, Chair of Governors and Archdeacon)
- DBS checks are applicable to ex-officio incumbent foundation governors in the same way as to all other governors.