

**The Diocese of Canterbury Foundation Governor's Appointment and Re-Appointment Process.**

Appointments for Foundation posts at schools and academies supported or sponsored by the Diocese of Canterbury will follow a three step process

**Step one:**

## Nomination

Candidates for foundation position within the Diocese of Canterbury that are not Ex-officio must be nominated by a supporting body. The following are considered nominating bodies (others may be highlighted within a Schools Instrument of Government or Academies Articles of Association);

- Archbishop
- Bishop
- Archdeacon
- Incumbent
- Diocesan Board of Education
- Parochial Church Council
- The Chapter and Dean of Canterbury Cathedral
- School including Academy Trust Members and Directors

No individual can be appointed or re-appointed into a position without being nominated in the first instance. The nominating body will be different depending on the type of post. The nominating body will need to complete the appropriate section of the Nomination/Re-appointment form before it is sent back to Diocesan House.

**Step two:**

## Approval

Governors are now appointed on the basis of skill set. As a result any prospective governor will need to meet with representatives of the Governing Body at the school, to allow each party the opportunity of assessing whether the relationship can be of mutual benefit. Consideration will be given to what skills a candidate might offer the governing body, and nominees can ensure that they are joining a body that they feel confident can support them in their development as a new member.

Providing both parties are happy with the appointment in principle, contact should be made with Diocesan House and an application form will be sent.

**Step three:**

## Appointment

All appointments to foundation position **must** be administered via Diocesan House. Schools can work with prospective candidates by inviting them to meetings and other engagements, but no member of the body is formally appointed until the appropriate letter has been sent to the candidate, and the Clerk at the school.

### Example 1

#### Nomination

- A parishioner recently retired and noticed an article in the parish newsletter about volunteering within the community. They approach their Local Incumbent to offer their services for some voluntary work in the local area. As a retired financial adviser, the incumbent and feels that being a governor maybe a worthy way to contribute to development of the community.
- The incumbent has more than one school within their jurisdiction so suggested that the parishioner complete an application form which includes the skills that they can offer to prospective schools. The school that could make most appropriate use of his financial experience could then meet with the parishioner to discuss things further.

#### Approval

- Of the schools within the Incumbents jurisdiction, the chair of one school has quickly made contact and suggested that the parishioner could provide a skill set which their governing body is currently lacking. A meeting is arranged with the parishioner, incumbent, the chair and the head to discuss the school.
- The meeting takes place with the chair asking questions around the parishioner's background and why they wish to be a governor and the parishioner asking questions about the schools vision and what it is trying to achieve as a church school. The meeting is very positive and both parties feel they can work together for the benefit of the children within the school.
- The application form is completed by all parties (signed by the parishioner, the incumbent and the chair) and then sent to Diocesan House.

#### Appointment

- The application from is received and checked for all appropriate information. The letter is sent to the new governor and the clerk for their records.
- While waiting for the formal confirmation of appointment the governors invite the parishioner to attend the next available Governing Body meeting to introduce themselves and observe the body at work.

### Example 2

#### Nomination

- The local school has approached the Parochial Church Council (PCC), following the resignation of one of the PCC appointed foundation governors.
- The PCC has two members that are interested but have no idea what is involved and whether they have anything to offer to the school.

#### Approval

- The Governors invite the members of the PCC to the school where they meet the clerk and the chairs of the committees. They discuss the needs of the Governing Body following a recent skills audit as well as the link between the PCC and the school. Although the PCC representatives do not possess the specific skill required by the body one does have a keen interest in pupil's safety and how the school develops its distinctive ethos.
- The clerk explains that training is available for all governors and that this would ensure that the PCC member could gain a good understanding of the role of the governor and within their field of particular interest.
- The PCC member feels this would offer a good way to ensure a close link between the council and the school and welcomes the idea of developing their own skill set.
- The application form is completed by all parties (signed by the parishioner, the chair of the PCC and the chair of governors) and then sent to Diocesan House.

#### Appointment

- The application form is received and checked for all appropriate information. The letter is sent to the new governor and the clerk for their records.
- While waiting for the formal confirmation of appointment the Governors invite the PCC member to attend the next available Governing Body meeting to introduce themselves and observe the body at work. They also book on to the next available Governor Induction and a session relating to the governors role in safeguarding.