

## **PROTOCOL FOR THE APPOINTMENT OF NEW GOVERNORS**

1. When a foundation vacancy arises or it looks like a vacancy may soon arise, a discussion will take place between the ex-officio governor, the Head Teacher and the Chair of governors to identify whether it is a PCC appointed vacancy (where the instrument of government provides for PCC appointment) or a DBE appointed vacancy and also to generally discuss any possible candidates who may have the suitable skills and qualities to fulfil the role of foundation governor to fill any skills gaps on the governing body.
2. If the vacancy is a **PCC vacancy** the ex-officio should discuss with the PCC and seek to identify candidates with the relevant skills. As part of this process the ex-officio will keep the Chair of Governors informed of progress and if the Chair of Governors suggests a suitable candidate who is unknown to the PCC the PCC will be given an opportunity to meet that candidate in order to satisfy themselves as to whether they are prepared to appoint them.
3. If the vacancy is a **DBE vacancy** the ex-officio will still wish to discuss with the PCC and seek to identify candidates with the relevant skills. Again the Chair of Governors should be kept informed of progress. If the Chair of Governors suggests a candidate he/she should discuss this with the ex-officio in order that the ex-officio can satisfy him/herself that the candidate is a suitable foundation governor before completion of the relevant forms.
4. When having the above discussions the attached document 'Role of Foundation Governors' should be carefully considered to ensure any potential candidate meets the requirements of the role. This document should also be shared with the potential governor so they understand the role they will be committing to.
5. Once an agreement has been reached on who should be put forward for the vacancy, a foundation governor nomination form should be completed together with a skills audit form. The new governor should complete part A, the Chair should complete part B and the ex-officio should complete part C. In addition, if the new governor is a PCC category appointment a copy of the PCC minute confirming this should be sent with the form and the relevant bit of part C of the form (referring to PCC approval) completed.
6. The form should then be submitted either to either Liane Atkin or Suzanne Keenan at the Diocese by email or by post
7. The appointment then needs to be confirmed (in the case of a PCC appointment) or made (in the case of a DBE appointment) by the Diocesan Education Board (either at the Board Meeting or by Chairs Action) and it is only when this has been confirmed to you that the appointment is official.
8. For reappointments of existing governors new forms will not need to be completed (unless the governor is changing category (for example from PCC to DBE) but it is important to note that re-appointment is not an automatic right and:-
  - a. if the appointment is a PCC appointment the Diocese will need a copy of the minutes from the PCC meeting and an email/note from the ex-officio agreeing to the appointment.
  - b. If the re-appointment is a DBE appointment the Diocese will need confirmation from the ex-officio confirming they and the governor are happy to be re-appointed with details of how the re-appointed governor fits into the governing body.

## **Role of Foundation Governors**

1. The inclusion of Foundation Governors on the governing bodies of both Aided and Controlled schools is one of the distinguishing characteristics of a Church school. The Foundation Governors represent the historic link with the original establishment of the school and its distinctive religious ethos.
2. In most ways Foundation Governors are the same as other governors and the Diocesan Board of Education wants to ensure its Foundation Governors bring valuable skills to the running of the school which is why completion of a skills audit is required. All governors are entrusted with the responsibility for formulating policies which produce a well-managed school. Their duties cover monitoring the curriculum, finance, personnel and premises to ensure that the school functions efficiently.
3. Most Foundation Governors are appointed by either the Diocesan Education Board or the Parochial Church Council (PCC). This is in recognition of the fact that the PCC is the voice of the Church in the locality and the Diocesan Education Board has responsibility for formulating policies which affect all Church schools in the diocese. The exact composition of a school's governing body is determined by its Instrument of Government. Foundation Governors serve a four year term of office which may be renewable.
4. In Voluntary Aided schools Foundation Governors form the majority of governors. This reflects the financial contribution made by the Church to the maintenance and improvement of the buildings, and the requirement that Voluntary Aided schools should provide Christian religious education and worship in accordance with the school's Trust Deed.
5. Foundation governors are responsible for ensuring the continuation of the character and ethos of the school. The Church's interest in education stems from a philosophy that education is not just about acquiring knowledge which will enable children to earn a living in a competitive world. It begins from a position that this is God's world and everything in it has value. Religious education is important, but it is not the only subject which reflects spiritual values. The whole curriculum is given value by being considered in this way. To quote Archbishop William Temple – Education is about fullness of life.
6. Foundation Governors should ensure that all people in a school are valued. Church schools do not have a monopoly on caring, but in the Church school community no one, regardless of role, should be undervalued. Particular attention needs to be given to the admission criteria with regard to special needs policies to ensure that the school is reflecting God's love for the whole world. Management policies need to be looked at in this light. Relationships between governors and staff are very important in this context.
7. For Christians, worshipping together is very important. Because of the nature of their Trust Deeds, Church schools should provide worship which is in accordance with the custom and practice of the Church of England. You cannot make anyone worship, but it seems reasonable to expose children to a variety of forms of worship in a Church school. The aim should be not to produce confirmation candidates or servers for the local church, but to enrich the life of the school and church community.
8. In Aided schools, a diocesan RE syllabus is used. Whether the RE teaching is cross-curricular or separate, Foundation Governors can give a lead in ensuring that RE has equal resources of time and money (5% timetable for Aided Schools).

Don Allday  
Chair of Governors