



Foundation Governor Appointments for  
maintained schools  
in the Diocese of Chester

## Introduction

Governors are the largest voluntary body in the country. They provide a valuable service to the community and help to influence the work of schools and the future of young people.

Foundation governors are important members of governing board teams in maintained church schools with additional responsibility for monitoring and developing the Christian distinctiveness of the school.

In the Diocese of Chester there are four types of foundation governors apart from the ex officio post: those appointed by the Diocesan Board of Education (DBE) generally based on the nomination of the local clergy/PCC; those appointed by the DBE in consultation with the Parochial Church Council (PCC); those appointed by the PCC and; those appointed by a charitable trust. The DBE has an involvement in the appointment of DBE and PCC appointed governors but not those appointed by other charitable bodies.

The procedures set out in this document are a requirement for the appointment of DBE governors and is offered as guidance for PCCs, however, we strongly recommend that PCCs follow the procedures in order to best serve their local church school and reassure themselves that they are fulfilling the current regulations around the appointment of foundation governors.

**For appointments to academies please see the DBE document entitled 'Appointments to Academy Trusts in the Diocese of Chester' as the process is different to that of maintained schools.**

The importance of effective Christian governors in our church schools cannot be underestimated and we would therefore urge all churches to look at governance as a form of Christian service, ensuring God's love is shared with the young people of the local community through the school's distinctive Christian vision.

This pack includes all the relevant paperwork required during the appointments process. This includes:

- Application form
- Governor Declaration form
- Church Involvement confirmation and nomination form

If you have any questions about the role of the governor, skills audits, the process or any other queries then please contact either Sue Noakes ([sue.noakes@chester.anglican.org](mailto:sue.noakes@chester.anglican.org)) or Sandra Reynolds ([sandra.reynolds@chester.anglican.org](mailto:sandra.reynolds@chester.anglican.org)).

## The Role

Governing boards have overall responsibility for schools and the DfE states that their core functions are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The foundation governor has the additional responsibility in law of ensuring the Christian foundation of the school is preserved and developed, in the light of which, those nominating foundation governors are asked to consider whether the person nominated:

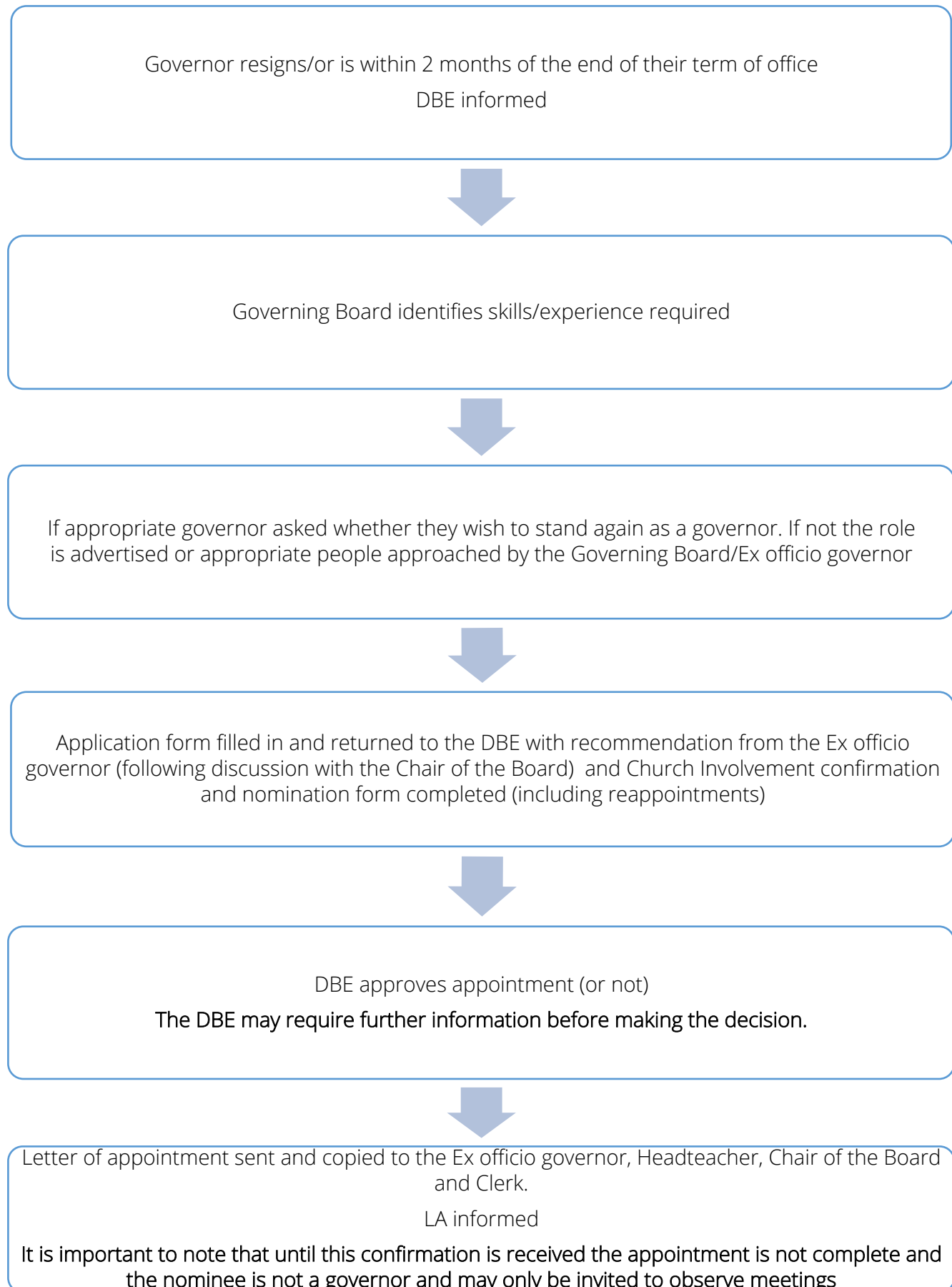
- Has the relevant skills and experience which will give breadth and strength to the governing board for the benefit of the school.
- Has the energy for the job and an interest in the task.
- Will be committed to ensuring the school's Christian distinctiveness is developed and consistently addressed during governing board discussions.
- Will complement the background, experience and skills of the other governors and the type of people needed to obtain a balanced governing board (a skills audit should be undertaken to identify gaps in the expertise and skills of the governing board).
- Will be both challenging and supportive of the school and the professionals within it.

The following information sets out the appointments process.

In all cases these appointments will be subject to a DBS check which must be undertaken by the governing board within 21 days of appointment (this includes ex officio governors).

# Chester Diocesan Board of Education (DBE) appointed Foundation Governors

## Procedure for appointment



## DBE appointed Foundation Governors in consultation with the PCC

Governor resigns/or is within 2 months of the end of their term of office DBE informed



Governing Board identifies skills/experience required



If appropriate governor asked whether they wish to stand again as a governor. If not the role is advertised or appropriate people approached by the Governing Board/Ex officio governor



Application form and Church Involvement confirmation and nomination form received by the PCC. The PCC agrees (or not) to nominate to the DBE (following discussion with the Chair of the Board)



Application form with recommendation from the Ex officio governor (representing the PCC) and Church Involvement confirmation and nomination form sent to DBE (including reappointments)



DBE approves appointment (or not)  
The DBE may require further information before making the decision.



Letter of appointment sent and copied to the Ex officio governor, Headteacher, Chair of the Board and Clerk.

LA informed

It is important to note that until this confirmation is received the appointment is not complete and the nominee is not a governor and may only be invited to observe meetings

## PCC appointed Foundation Governors

Governor resigns/or is within two months of the end of their term of office PCC and DBE informed



Governing Board identifies skills/experience required



If appropriate governor asked whether they wish to stand again as a governor. If not the role is advertised or appropriate people approached by the Governing Board/Ex officio governor



Application form and Church Involvement confirmation and nomination form filled in and received by the PCC. The PCC agrees (or not) the appointment. Decision minuted.



Application form with Church involvement confirmation and nomination form including a note of date of PCC meeting and faith reference sent to DBE



Letter confirming appointment sent and copied to the Ex officio governor, Headteacher Chair of the Board and Clerk.  
LA informed

## Further considerations for schools, Clergy and PCCs

### Resignations

If a foundation governor tenders their resignation it is important that this information is sent to the office so that our records are kept up to date and the Local Authority or clerk informed.

### Terms of office

Current general advice is that governors should serve no more than two four-year terms of office in any one school. This does depend on the context of the school and the individual governor but should be considered when looking at re-appointments.

### Children at other schools

If a potential governor lives within your school's designated area but has chosen to send his/her child to another school, please consider carefully whether it is appropriate for that person to be nominated as a foundation governor of your school and the message this may give to parents. If a governor removes their child from the school then we would expect the governor to stand down.

### Members of the same family

It is not advisable for two members of the same family (or two people living together) to serve on the same governing board.

### Staff

Although there is no legislation preventing members of staff being appointed as foundation governors, there is a limit to the number of governors who are also members of staff (no more than a third). It is advisable to have a range of skills and experience and so consequently we do not recommend the appointment of staff to foundation governor vacancies.

### Parents

Parental voice is important but the number of parents on the governing board must be balanced. If, with the elected parent governors, current foundation and co-opted governors, there would be a majority of current parents on the governing board the appointment should be carefully considered. The DBE will query this during the appointment process.

### Difficulty in filling vacancies

Foundation governors are essential to a church school, it is therefore imperative that there are no vacancies. Ideally foundation governors would be appointed from the congregation linked to the school but this is not always possible. If there are no suitable candidates within the local congregation then schools are advised to contact neighbouring churches or ask within the wider Deanery. Ecumenical links may be helpful to source foundation governors as foundation

governors do not need to be members of a C of E congregation (it would be expected that they would be Trinitarian). **Please contact the office if you are struggling to appoint.**



## Foundation governor expectations

### Personal

As a foundation governor you will be expected to:

- be an active member of a Christian worshipping community;
- be committed to the work of effective education within a Christian context;
- be willing to uphold the Church of England foundation and ensure its development is a priority;
- be enthusiastic and active in promoting school and church links;
- have the capacity to be an active and committed member of the governing board.

### General

As a governor you will be expected to:

- take a full active role in the work of the governing board;
- attend all full governing board meetings and committee meetings as necessary;
- act as part of a corporate body;
- be prepared to challenge professionals as appropriate to ensure the best outcomes for the children in the school;
- know the school in terms of its strengths and weakness and be able to articulate this;
- attend Diocesan and Local Authority training in order to develop governor skills and knowledge;
- ensure confidentiality and act at all times with integrity;
- able and willing to uphold the 7 principles of public life:
  - selflessness
  - integrity
  - objectivity
  - accountability
  - openness
  - honesty
  - leadership
- comply with safeguarding checks

## Specific responsibilities

As a foundation governor you will be expected to:

- ensure the Christian ethos of the school is preserved and developed;
- support the governing board and senior leaders in developing a distinctive Christian vision that is Biblically rooted;
- support and challenge senior leaders on the implementation and impact of this vision;
- ensure updates are regularly provided for the PCC on the work of the school, with particular regard to the development of its Christian foundation and to encourage church/school links;
- report back to the Diocesan Board of Education any issues that may arise in the school;
- ensure that the school provides an act of collective worship for all children every day and that it is in accordance with the tenets and practices of the Church of England;
- in aided schools encourage the development of the RE syllabus based on Diocesan guidelines;
- inform the full governing board of any Diocesan advice and guidance;
- ensure that the School Development Plan includes strategy for the development of areas reflected in the SIAMS inspection schedule;
- inform the Diocese when senior posts become vacant and invite the Diocesan Director of Education to attend the appointments procedure;
- be prepared to offer challenge and support to the school and parish as they strengthen their links;

# Foundation Governor Application Form

In order to achieve the best outcomes possible for the children who attend our school it is essential that the governors appointed to the governing board have the commitment and skills to lead the school forward.

To ensure the best mix of skills and experience we ask that you complete this application form detailing the reasons for your application and any skills, experience or training that you feel is relevant to the needs of the governing board of our school.

In order to help with this, a list of skills and experience is found overleaf. No governor will have all of those listed but it is hoped that as many as possible will be found within the whole governing board. Training will also be provided to help develop skills and knowledge.

Foundation governors are specifically appointed in church schools for the purpose of ensuring that the 'religious character, is preserved and developed' and so we ask that you consider the 'Foundation governor expectations' prior to completing the form. You will also need the nomination/election form signed by your minister or other church officer to confirm your church commitment.

We thank you for your interest and look forward to receiving your form.

Name of School

--

Name:

--

Address:

--

Email:

--

Tel:

--

Why do you wish to be a member of the Board?

Have you experience of being a school governor? ☐

If 'yes', please give details and any particular experience (such as chairing subcommittees)

For those standing to be re-appointed – please indicate what you feel your impact has been during your term of office and the evidence for this:

**[A] Skills required by all**

- A commitment to the education and personal development of children
- A commitment to support the Church foundation of the school
- A commitment to give time to the school in terms of attendance at meetings, preparation for meetings, and attendance at training
- Good interpersonal skills
- The ability to work as part of a team
- The ability to plan carefully and manage time
- The confidence to ask challenging questions and hold professionals to account
- The ability to think and act strategically
- The ability and commitment to uphold the 7 principles of public life:
  - selflessness
  - integrity
  - objectivity
  - accountability
  - openness

- honesty
- leadership

Please comment in the box below on any skills listed above in that you feel you have:

[B] Knowledge or experience in any of these areas:

<ul style="list-style-type: none"> <li>• Current education legislation</li> <li>• Financial procedures</li> <li>• Determining best value</li> <li>• Data analysis and statistics</li> <li>• Human resources/personnel</li> <li>• Church school ethos</li> <li>• Religious Education</li> <li>• Christian worship</li> <li>• The Denominational inspection process (SIAMS)</li> <li>• The Ofsted inspection process</li> <li>• Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Special Educational Needs</li> <li>• Safeguarding</li> <li>• Early Years' Education</li> <li>• Self-evaluation and the ability to assess impact</li> <li>• Project management</li> <li>• Performance management and appraisal</li> <li>• ICT</li> <li>• Communication</li> <li>• School buildings and maintenance</li> </ul>
---	---

Please comment in the box below on any knowledge, experience or training in the areas listed above (there is no expectation that each governor would have detailed knowledge of every area, this is to ensure that there is a wide range of skills within the whole governing board):

*Please continue on a separate sheet if required*

Are you employed by the school?

Do you have any other personal or business links with any governor or employee of the school?

If YES please could you give brief details (this is to prevent any conflicts of interest)

Do you have any children currently attending the school?

Signed:

Date:

Name:

## Governor's declaration form

Name:	
Address:	
Postcode:	
Name of School:	

I declare that I am not disqualified from serving as a school governor and that:

**I am** aged 18 or over at the date of this election or appointment;

**I am** not the subject of a bankruptcy restriction order or an interim order, debt relief restriction order, an interim debt relief restrictions order, a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);

**I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;

**I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;

**I am not** barred from any regulated activity relating to children

**I am not** subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008

**I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;

**I am not** disqualified from working with children or from registering for childminding or providing day care;

I **have not**, in the five years prior to becoming a governor, received a prison sentence, suspended or otherwise, for a period of not less than three months without the option of a fine;

I **have not**, in the twenty years prior to becoming a governor, received a prison sentence of two years or more;

I **have not**, at any time received a prison sentence for a period of five years or more;

I **have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;

I **agree** to undertake any required safeguarding checks

I **confirm** that:

(a) I am committed to:

- making an effective contribution to the governance and success of the school; and
- ensuring that the Christian character of the school is secured, preserved and developed.

(b) In the event that my application is accepted, I am aware that my appointment will be subject to me passing the relevant vetting checks;

(c) I will ensure that DBE policy and procedure is followed and challenge any decisions that may be at odds with it;

(d) I consent to the information provided on this form being retained and processed by the DBE and others involved in the appointment process, for the purposes of determining my suitability for the role, for subsequent quality assurance and monitoring purposes and for all other purposes reasonably associated with such use.

Signed:

Date:

Name:

Please take time to make sure that the information given on this form is true and complete. In the event that you are appointed, any inaccurate or misleading information may lead to your removal.



## Church involvement confirmation and nomination form

Name of school:	
Name of governor whose term of office is expiring if any	
Type of governor (DBE or PCC)	
Date of end of term of office if any	
Proposed Governor	
Name <i>(including Title)</i> :	
Address <i>(including postcode)</i> :	
<b>Church Involvement</b>  Which Church does the nominee attend?  Is the nominee "regular and supportive"?  Worship leader's confirmation	Signed:   Role:
Have the Chair of governors and headteacher been consulted	
(PCC elected governors only)  Date of PCC meeting at which the governor was appointed	
Date agreed:	Ex officio signed:

## Privacy notice – governors

- The Data Controller is Chester Diocesan Board of Education, 5500 Daresbury Park, Daresbury WA4 4GE, 01928 718834
- Information collected is names, addresses, e-mails and information regarding skills and experience and faith affiliation for foundation appointments.
- It is collected by DBE officers
- It is collected through electronic or hard copy application forms
- It is collected for the following purposes:
  - In order to inform the application procedure for appointment of foundation Governors to Church of England schools
- It will be used in the following ways:
  - Retained in hard copy and electronic copy
  - Details added to a database
  - Name and address shared with schools and LAs to inform them of appointment to post.
- Recipients of this information will be:
  - Clergy, Clerks, Chairs, headteachers of schools to which the person is appointed will be notified of names and addresses.
- The period for which the information will be stored is until the end of the decision making process and for those appointed until the end of the term of office or at their resignation.
- Each person has the right to access their data, rectify, erase, restrict or object to processing, and data portability;
- Each person also has the right to complain to the Information Commissioner's Office (the "ICO") about the management of their data.