JOINT DIOCESAN BOARD OF EDUCATION

GUIDANCE NOTES SUPPORTING AN APPLICATION TO BE A FOUNDATION GOVERNOR

Information on the application process

Thank you for your interest in serving as a foundation governor. The following notes accompany the application form, which you are asked to complete.

In January 2017, The Competency Framework for Governance set out that

> *'Governors must have the knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts.'*

The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.



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This framework emphasises to all governing bodies the importance of appointing persons with the necessary skills to improve the overall effectiveness of the governing body.

In church schools the parish or deanery find suitably skilled people for the role of foundation governor and ***nominate*** that person to the Diocese for ***appointment***.

Parishes ***nominate*** and the Diocese ***appoints***.

Foundation governors have a particular purpose to safeguard the character of the school and ensure it is conducted in accordance with any founding documents, but otherwise every governors' role is to govern the school in the best interest of pupils, not to represent the interests of the constituency from which they were elected or appointed.

In order to ensure only the most suitable people are appointed and to prevent unsuitable people from gaining access to children it is regarded as important by the government that appropriate checks are made on anybody who will be working in a school or further education institution, this includes school governors. The Diocese of Portsmouth requires the following checks to be made before a person is appointed as a foundation governor:

1. **Declaration of Eligibility to Serve as a School Governor**
   The application form lists the disqualification criteria and you are asked to confirm that none of the criteria apply to you.

2. **Proof of Identity**
   You are asked to present proof of identity to the headteacher or administrative officer of the school as part of this application process. This proof of identity will be a birth certificate, driving licence, or passport. The headteacher or administrative officer of the school where you have been nominated to serve as a foundation governor will check your proof of identity and complete Section C of the form.

3. **Suitably skilled**
   You are asked to confirm that the school and the parish have worked together to identify the skills needed by the governing body for this position and that you have these skills or are capable and willing to acquire the skills through appropriate training.

4.) **Disclosure and Baring Service (DBS)**
   All governors are required to undergo an enhanced DBS check. You will be asked to provide appropriate documentation to the headteacher or administrative officer of the school as part of this application process This must be applied for within 21 days of appointment. Failure to do this will mean that you will not be able to undertake the role of a governor at the school.

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In order for your nomination to be taken further please complete the appropriate application / nomination form.

- **Foundation Governor Application Form** – For new Foundation Governors
- **Foundation Governor Reappointment Form** – For foundation governors wishing to stay and do another term as a governor.

All appointments are for 4 years unless stated otherwise.

Signatures

From April 2020, it is now possible to use electronic signatures. It makes the exchange of paperwork much more efficient if this can be done rather than printing forms off and re-scanning them. If people involved are not able to add an electronic signature then please scan and email for follow up signatures. Once all the signatures required are on the paperwork, please then scan and email governance forms as stated below. Please note that schools will all have the facilities to scan and email paperwork if required.

Please scan and email governance forms to:

schoolgovernance@portsmouth.anglican.org **or**
schoolgovernance@winchesterdiocese.org

If you are not able to use electronic signatures or to scan then forms can be posted to the address below but please note that this can cause hold-ups:

Education Team
Diocesan Office
Peninsular House
Wharf Road
Portsmouth
PO2 8HB