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DIOCESE OF ST ASAPH

FOUNDATION GOVERNOR APPOINTMENTS IN THE DIOCESE OF ST ASAPH



A GUIDE FOR CLERGY, MISSION AREA CONFERENCE AND SCHOOLS

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Introduction

Foundation Governors are appointed by the Diocesan Board of Statutory Education and this guidance details the necessary steps Governing Bodies and Mission Area Conferences should take when filling foundation governor vacancies.

Governors provide a valuable service to the community and help influence the work of schools and the future of young people. Foundation governors are important members of governing bodies in church schools with a specific responsibility to ensure the Christian character of the school is preserved and developed and is conducted in accordance with their trust deed.

In the Diocese of St Asaph, there are two types of foundation governors:

1. the ex officio - *which* means a foundation governor who is the holder of an office by virtue of which they are entitled to be a foundation governor, for example the priest with responsibility for the church which the school is attached to (as detailed in the Governing Body Instrument of Government).
2. and those recommended by the Mission Area Conference (MAC) of the attached church and **appointed** by the Diocesan Board of Statutory Education (DBSE).

NOTE:

1. The intended term of office for Foundation Governors is 4 years.
2. The DBSE have statutory responsibility for the appointment and removal (where behaviour is deemed to be inappropriate, or circumstances dictate) of foundation governors.
3. Where the ex-officio foundation governor is unable to act as a foundation governor, or where there is a clergy vacancy, the Archdeacon of the Archdeaconry in which the school is situated **must** appoint a (sub) ex-officio foundation governor to act in their place. The sub is nominated by the Mission Area Leader and normally would be another priest in the same Mission Area but could be a lay preacher or similar. This appointment **must be confirmed by the Archdeacon in writing** to the DBSE via the Education Team at the Diocesan Office. The term of office of a sub ex-officio is **one** year (or until the vacancy is filled whichever is sooner). Letters of appointment are required annually from the Archdeacon where necessary.

The Mission Area may encompass several Church Schools and where possible, foundation governors will be rooted in or have a close affinity with the worshipping community linked to their school. The MAC should liaise with the Headteacher to identify candidates with the required skills, enthusiasm, and experience.

The Government looks to governors to provide challenge and support; it is important that the skills of any proposed governors complement those of existing governors. A skills audit highlights skills that may be lacking on the governing body and, as such, would be a priority for consideration when appointing governors. For those that choose to serve our schools as governors, there are the benefits of developing governor skills and knowledge as well as the satisfaction of knowing that they are making a difference to the lives of young people as part of their Christian service.

The Role of Foundation Governors

Governing bodies have overall responsibility for schools and their core functions are:

- (a) ensuring that the vision, ethos and strategic direction of the school are clearly defined;
- (b) ensuring that the Headteacher performs their responsibilities for the educational performance of the school; and
- (c) ensuring the sound, proper and effective use of the school's financial resources.

A foundation governor has the additional responsibility of ensuring that the Christian foundation of the school is preserved and developed. They should:

- have the energy for the job and an interest in the task.
- be committed to ensuring the school's Christian distinctiveness is constantly developed and reflected in the vision, policies and practice of the school.
- complement the background, experience and skills of the other governors.
- be both challenging and supportive of the school and the professionals within it.

Further information on foundation governor expectations can be found on page 8.

Appointment of Foundation Governors

Timing

- It is important that Foundation Governors are elected / re-elected in a timely manner. In the case of a re-election, the foundation governor in question should be approached **three months** before their end of term in office.
- If they wish to continue as a foundation governor, the requisite paperwork should be completed and signed off by the MAC within the three-month period.
- If they do not wish to continue, then the procedure for a new appointment should begin without delay.
- If a foundation governor tenders their resignation, then the procedure for a new appointment should begin without delay.

Identifying New Foundation Governors

Foundation Governors may be identified in discussion with the local church, the wider Mission Area or via an advert in StAR. Schools can also advertise vacancies on their website.

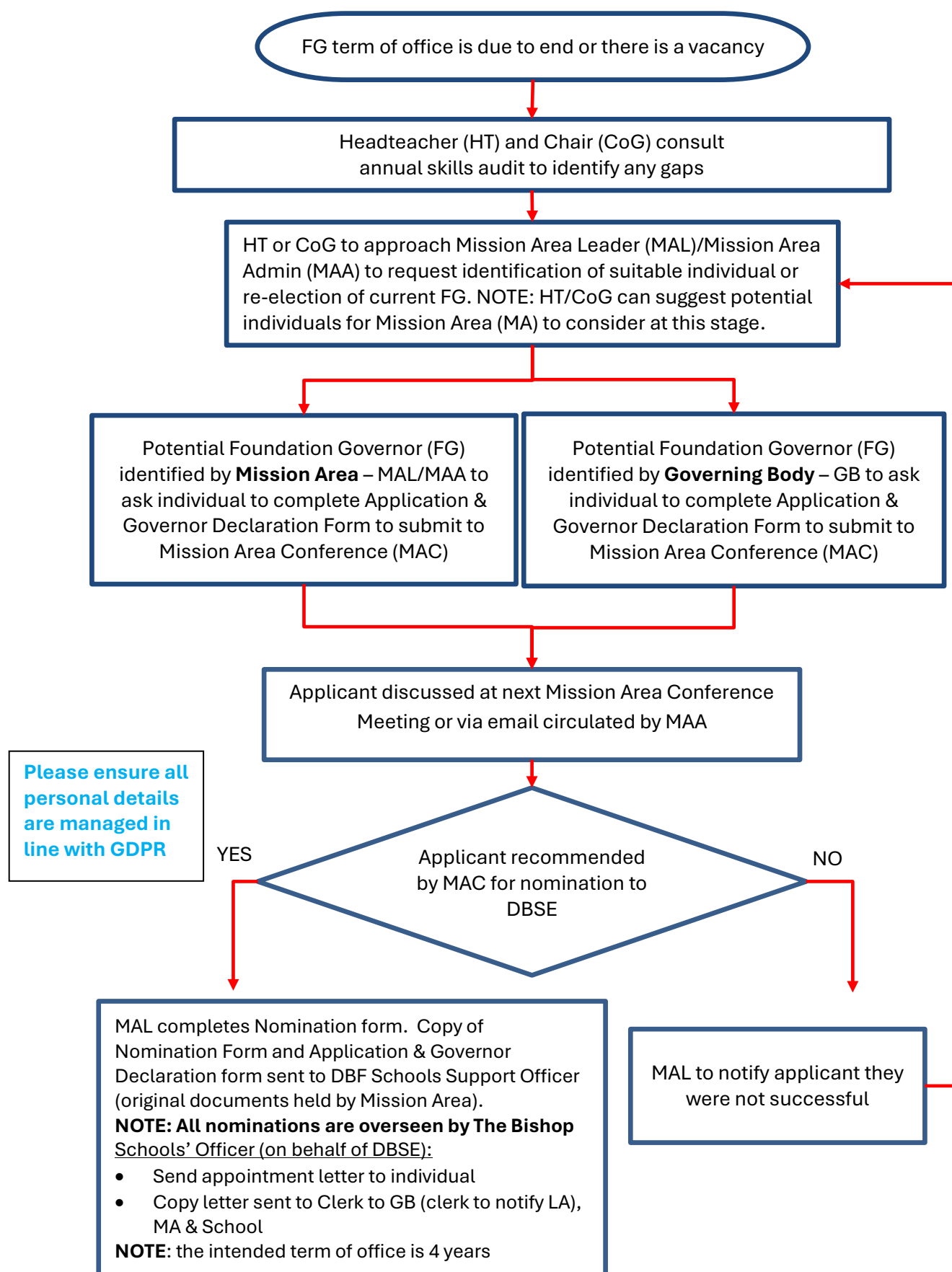
Resignations

Where a foundation governor tenders their resignation, it is important that this information is shared with the Education Team at the Diocesan Office and with the Clerk of the Governing Body. The Clerk is responsible for notifying the Local Authority.

Removal of Foundation Governors

In the rare circumstances where it may be necessary to review whether a foundation governor should be allowed to continue in their role, there is a procedure that must be followed. Please contact the Diocesan Education Team for advice in these circumstances.

Flow Chart of the Foundation Governor Appointment Procedure



Glossary

DBSE	Diocesan Board of Statutory Education
FG	Foundation Governor
GB	Governing Body
GDPR	General Data Protection Regulations
MA	Mission Area
MAA	Mission Area Administrator
MAC	Mission Area Conference
MAL	Mission Area Leader

Foundation Governor Appointments in St Asaph Diocese

Foundation Governors have the remit of representing the interests of the Church in Wales in all aspects of the Governing Body's work. When considering who to nominate for the post of Foundation Governor, the MAC should consider whether the candidate will uphold the ethos and Christian character of the school.

There are no hard and fast rules or selection criteria; for example, the candidate need not necessarily be a member of the Church in Wales or have experience of working in an educational setting. The MAC should look for candidates with integrity and honesty, who will support and uphold the work of the school as a Church school, providing an excellent experience of education within the context of Christian values.

Each Mission Area may encompass several Church Schools, and it is preferable where possible for Foundation Governors to be rooted in or have a close affinity with the worshipping community linked to the school. If this is not possible, then the MAC should look to the wider Mission Area to find the candidates with the required skills, enthusiasm and experience.

- To achieve the best outcomes possible for children who attend our schools, it is essential that governors appointed to the governing body have the commitment and skills to lead the school forward.
- To ensure the best mix of skills and experience, please complete the application form detailing reasons for your application and any skills, experience, or training you feel may be relevant to the needs of the governing body.
- A list of skills and experiences is detailed below. Whilst no governor will have all the skills listed it is hoped that a range will be found across the whole governing body. Training will 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'; we ask that you consider the foundation governor expectations detailed below prior to completing an online application form (available from governorsupport@cinw.org).

Foundation Governor Expectations

Personal

As a foundation governor you will be expected to be:

- committed to the work of education within a Christian context
- enthusiastic and active in promoting school and church links
- willing to uphold the Church in Wales foundation
- willing to undertake any required safeguarding checks

Specific responsibilities

As a foundation governor you will be expected to:

- ensure the Christian ethos of the school is preserved and developed
- provide regular updates to the governing body regarding church and school links
- 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 in Wales
- in Voluntary Aided schools, encourage curricular design that is based upon the Church in Wales RVE supporting guidance
- in Voluntary Controlled schools, ensure curricular design is based upon the Local Authority's agreed syllabus
- ensure the School Development Plan (SDP) addresses issues arising from the Section 50 inspection
- ensure that the curriculum vision in the SDP reflects the Christian ethos of the school.
- regularly promote the school through the mission area events/magazines/newsletters and promote the mission area through school newsletters/events etc
- attend appropriate training in order to develop foundation governor skills and knowledge

General Governor Expectations

As a governor you will be expected to:

- take a full active role in the work of the governing body
- attend all full governing body 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 Local Authority training to develop general governor skills and knowledge
- always ensure confidentiality and act with integrity

Skills required by all governors of Church Schools

- 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, visiting the school 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

PLEASE NOTE: The intended term of office for a foundation governor is 4 years. All applications are discussed for nomination by the Mission Area Conference. Nominations are approved for appointment by the Diocesan Board of Statutory Education (DBSE). Applicants must not sit on the Governing Body until they receive their formal letter of appointment.

Foundation Governor Application Form

Name of school	
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Name (Mr/Mrs/Miss/Ms/Rev'd/Dr)	
Address	
Post code	
Telephone number	
Email address	

Application for:	Parent foundation governor/General foundation governor
Do you have experience of being a School Governor?	YES / NO

With reference to the foundation governor expectations, please identify any experience/expertise you can bring to the governing body, (e.g. as a former governor, teacher, administrator, in business, finance, human resources etc)

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Other relevant information

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Agreement

- I confirm that I am willing to serve as a foundation governor for the intended term of office (usually four years).
- I agree to support and maintain the ethos of the school, by ensuring that the school is distinctively Christian, and that Christian values, principles and beliefs are central to its curriculum, relationships and work.
- I confirm that under the statutory guidance, I am eligible for appointment as a foundation governor and have signed the **Declaration of Eligibility**.
- If appointed to the governing body, I will notify the Diocesan Office (Education) and the clerk to the governors immediately should I resign my position or become disqualified during my term of office.

Signed

Date

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Personal Information	
The information that you provide on this form will be held on a computerised database maintained by St Asaph Diocese Education Team. Your data will be used in accordance with current data protection legislation. The information is needed to process your appointment as a foundation governor and to enable us to communicate with you on matters relevant to the role.	
I agree to the data provided being held and processed as outlined above.	
Signed	
Date	

Declaration of eligibility to serve as a foundation governor
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 restrictions order or an interim order, debt relief restrictions 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 Welsh Government/Secretary of State/Home Secretary as unsuitable to work with children or young people; • 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 child-minding 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; in the five years prior to becoming a governor received a police caution; • I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises.

Print Name	
Signed	
Date	

Completed forms should be forwarded to the Mission Area Leader/Mission Area Administrator and a copy emailed to Rhiannon Smith using the following email address:
rhiannonsmith@cinw.org.uk

MAC Foundation Governor Nomination Form

To be completed by the Mission Area Conference

Name of school	
Mission Area	
Name of Foundation Governor whose term of office is expiring or who has resigned	
Date of end of term of office	

Please complete the details below for new and re-appointments

The person below is nominated by the MAC for the position of	Parent foundation governor / General foundation governor	
Name		
Address		
Post code		
Telephone number		
Email address		
This is a	☐ New Appointment	☐ Re-appointment

Mission Area Involvement How is the individual known to you and how are they involved in the Mission Area?	
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Has the individual completed the Foundation Governor Application Form	YES / NO
Date of MAC meeting at which it is agreed to make a recommendation to the Diocesan Board of Statutory Education to appoint the nominee:	
Mission Area Leader signature:	

When completed, the MAC Nomination Form should be forwarded to the Diocesan Office for the attention of Rhiannon Smith or via email using the following address rhiannonsmith@cinw.org.uk

A copy of this form should be kept by the Mission Area Administrator with the original application form for their records.