

Appointment Process for Foundation Governors

- A Recommendation form is requested from the Education Commission by, Parish priest, clerk to governors, Headteacher etc
- A Recommendation form is sent to the person who has requested it.
- Upon return of Recommendation form, the Education Commission sends out an information sheet and Declaration form to nominee to be completed and returned.
- The nominee is sent Declaration form to complete and return to Education Commission.
- The Education Commission notifies the school with the details of the nominee. The clerk to the governing body and Headteacher will be notified about the nominee and the school will be requested to obtain 2 references and a DBS check to be undertaken.
- The school then requests and obtains 2 references for the nominee and undertakes DBS checks.
- The school must send copies of 2 references and DBS clearance information, namely date of issue and certificate number to the Education Commission. (NB Without references and DBS checks the Education Commission cannot proceed to appoint a foundation governor).
- The Education Commission sends completed Recommendation form to Area Bishop for final approval.
- Upon receipt of the Area Bishop's signature on the Recommendation form, the Education Commission formally appoints the nominee.
- The Education Commission informs the foundation governor of their appointment.
- The Education Commission informs clerk, head teacher, and local authority of appointment.

Re-appointment Process for Foundation Governors

- A Re-appointment form is sent to the Dean or Parish priest depending upon whether the school is a primary or secondary school.
- Upon return of completed the Re-appointment form the Education Commission sends Declaration form to foundation governor to be completed and returned.
- The foundation governor is sent Declaration form to complete and return to Education Commission.
- The Education Commission notifies the school with the details of the foundation governor. The clerk to the governing body and Headteacher will be notified about the reappointment and the school will be requested to obtain 2 references and undertake a DBS check.
- The school then requests and obtains 2 references for the foundation governor and undertakes DBS checks.
- The school sends copies of 2 references and DBS clearance information, namely date of issue and certificate no to the Education Commission. (NB Without references and DBS checks the Education Commission cannot proceed to appoint a foundation governor). The DBS certificate shared should be no more than 6 months old and on the DBS Update Service.
- The Education Commission sends completed Recommendation form to Area Bishop for final approval.
- Upon receipt of the Area Bishop's signature on the Recommendation form, the Education Commission formally appoints the foundation governor.
- The Education Commission informs the foundation governor of their appointment.
- The Education Commission informs clerk, head teacher, and local authority of appointment.

18 December 2019