

Process for appointing Foundation Governors (revised 2019)

| | Who? | What? | By when? |
|----|---|---|---|
| 1 | Anyone | Identification of potential governor and securing of consent to nominate | Ongoing |
| 2 | Nominator | Recommendation to parish priest of the school's home parish | Within five working days of the candidate's consent. |
| 3 | Parish priest | Notification to the Headteacher | Within five working days of the recommendation. |
| 4 | Parish priest | Notification to the Chair of Governors | Within five working days of the notification to the Headteacher. |
| 5 | Chair of Governors or their delegate (clerk/vice-chair) | Notification to the Governance administrator at the Education Commission | Within five working days of notification to the Chair of Governors. |
| 6 | Governance administrator | Dispatch of application forms and guidance to candidate | Within five working days of receipt of nomination. |
| 7 | Governance administrator | Open 'file' and tracker for the application process | Simultaneous with dispatch of the application form. |
| 8 | Candidate | Present completed forms to parish priest for signing | Within ten working days of receipt of application form. |
| 9 | Candidate | Present identification documents to appropriately qualified and trained identity checker in school e.g. School Business Manager | Simultaneous with submission of application form to parish priest. |
| 10 | Responsible person | Apply to disclosure and barring service or checks the update system for clearance to appoint. | Within 24 hours of receiving proof of identity, right to remain and/or legal status of candidate. |
| 11 | Candidate | Send completed forms to Governance administrator | Within five working days of parish priest sign off. |
| 12 | Governance administrator | Request references | Within five working days of receipt of completed forms. |
| 13 | Candidate | Send DBS disclosure number and date of expiry to Governance administrator | Within five working days of receipt. |
| 14 | Governance administrator | Send completed forms, with references, and DBS confirmation, to area Bishop for sign off | Within three working days of receipt of complete set of forms. |
| 15 | Area Bishop or Episcopal Vicar | Sign off and return completed forms to Governance administrator | Within five working days of receipt |
| 16 | Governance administrator | Prepare appointment letter and for Director of Education | Within three working days of receipt of signed off paperwork |
| 17 | Director of Education | Sign off appointment letter | Within three working days of receipt. |
| 18 | Governance administrator | Notify candidate, Headteacher and Chair of Governors | Within three working days of completed paperwork. |
| 19 | Governance administrator | Update database | Ongoing |

NB. Steps 1-4 are unlikely to be necessary where the candidate is to be reappointed at the end of a successful term of office, or was in a different governance role e.g. parent governor.