

<b>Procedure for Appointing Foundation Governors to the Local Governing Body (LGB) of Academies within a Multi-Academy Trust <i>*in all cases, check Articles of Association and Church Supplemental Agreement</i></b>		<b>Procedure for Appointing Foundation Governors to a Single Academy Trust <i>*in all cases, check Articles of Association and Church Supplemental Agreement</i></b>		<b>Procedure for Appointing Foundation Governors to Full Governing Bodies (FGB) of maintained VA/VC Church Schools</b>	
STEP 1:	Incumbent to receive form from the Diocesan Board of Education. Forms will automatically be sent out to the incumbent when a vacancy occurs or when a term of office is nearing its end.	Incumbent to receive form from the Diocesan Board of Education. Forms will automatically be sent out to the incumbent when a vacancy occurs or when a term of office is nearing its end.	Incumbent to receive form from the Diocesan Board of Education. Forms will automatically be sent out to the incumbent when a vacancy occurs or when a term of office is nearing its end.	Incumbent to receive form from the Diocesan Board of Education. Forms will automatically be sent out to the incumbent when a vacancy occurs or when a term of office is nearing its end.	Incumbent to receive form from the Diocesan Board of Education. Forms will automatically be sent out to the incumbent when a vacancy occurs or when a term of office is nearing its end.
STEP 2:	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated, after a discussion with the Chair of the LGB.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.	Incumbent (in the absence of an Incumbent, the Archdeacon or their representative), should identify a person to be nominated.
STEP 3:	Incumbent invites nominee(s) to complete Sections 1-11. The form should be shared with the Parochial Church Council (PCC) who should complete Part 12. It is best practice for nominees to meet with the Head Teacher and Chair of LGB of the relevant school before completing the form.	Incumbent invites nominee(s) to complete Sections 1-11. The form should then be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 12. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form.	Incumbent invites nominee(s) to complete Sections 1-11. The form should then be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 12. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form.	Incumbent invites nominee(s) to complete Sections 1-11. The form should then be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 12. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form.	Incumbent invites nominee(s) to complete Sections 1-11. The form should then be shared with the Parochial Church Council (PCC) for endorsement and completion of Part 12. It is best practice for nominees to meet with the Head Teacher and Chair of Governors of the relevant school before completing the form.
STEP 4:	The completed form(s) should be returned to the Diocesan Board of Education. The Board of Education and/or the Diocese of Leicester Educational Trust (DLET) delegate the task of dealing with nominations to the Supporting Church Schools Committee.	The completed form(s) should be returned to the Diocesan Board of Education. The Board of Education and/or the Diocese of Leicester Educational Trust (DLET) delegate the task of dealing with nominations to the Supporting Church Schools Committee.	The completed form(s) should be returned to the Diocesan Board of Education. The Board of Education and/or the Diocese of Leicester Educational Trust (DLET) delegate the task of dealing with nominations to the Supporting Church Schools Committee.	The completed form(s) should be returned to the Diocesan Board of Education. The Board of Education delegates the task of dealing with nominations to the Supporting Church Schools Committee.	The completed form(s) should be returned to the Diocesan Board of Education. The Board of Education delegates the task of dealing with nominations to the Supporting Church Schools Committee.
STEP 5:	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the (Local) Governing Body. The clerk should inform the Directors of the MAT.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body.	A letter confirming the appointment will be sent to the new Governor, the Head Teacher, the Chair and Clerk of the Governing Body.
STEP 6:	Upon appointment the newly appointed governor must contact the academy to arrange for a DBS check.	Upon appointment the newly appointed governor must contact the school to arrange for a DBS check.	Upon appointment the newly appointed governor must contact the school to arrange for a DBS check.	Upon appointment the newly appointed governor must contact the school to arrange for a DBS check.	Upon appointment the newly appointed governor must contact the school to arrange for a DBS check.

**TERM OF OFFICE:** The term of office for a Foundation Governor is 4 years from the date of appointment.

**When completing the form all nominees must sign the declaration:**

*“I confirm that I am committed to supporting the principles underlying the Trust Deed of the school in accordance with the doctrines and practices of the Church of England and I acknowledge the responsibility to uphold the faith and beliefs of the Church of England within the school”.*

**SECTION 9 OF THE FORM – REFERENCES** – The Diocesan Board of Education requires both New and On-going nominees to provide the names of two referees, one of whom should usually be the local Incumbent.