**Parish of Amersham with Coleshill** 

**This document sets out the protocol for the appointment of Foundation Governors**

**Background**

**Responsibility for Appointing**

St Mary’s Church of England school is a Voluntary Aided school in the Oxford Diocese. The Instrument of Government (IoG) states that in addition to the Incumbent who is the Ex Officio Governor, 2 foundation governors are appointed by the Diocese and 4 by the PCC.

When there are PCC appointments to be made, the PCC has agreed the following protocol for appointing them. The acceptance of the protocol should be recorded in PCC minutes. In line with good practice the PCC will review and re-affirm or amend its protocol on a regular basis (every three years as a minimum).

The PCC has a responsibility to ensure that their appointments are then made according to the protocol. The PCC will ratify any appointments at a full PCC meeting.

In seeking to recommend governors, the PCC, or other system of delegation (this may include direct delegation to the incumbent), will take into account the following guidelines put in place by the Diocesan Board of Education for diocesan appointments.

*In DBE, we would seek where possible to make an appointment from someone who can demonstrate the following criteria:*

* *A regular attendee at their place of worship. Communicant Anglicans are preferred, but strong consideration will be given to those who are not confirmed but can demonstrate their commitment to their local church in other ways.*
* *The PCC may wish to set guidelines to allow a percentage of the foundation governors in a VA school to come from a Christian tradition other than the Anglican Communion. A common protocol is to allow up to one third of VA appointments to be made of a regular worshipper in other mainstream Churches. You may wish to specify by name particular local churches or organisations, or define it as Churches Together in Britain and Ireland (CTIBI). Care should be taken to consider if this appropriate when appointing to a VC school, especially if there are only two foundation governor appointments.*
* *A willingness to accept that the Church of England has a distinctive contribution to make in the sphere of education, to learn and understand the distinctive nature of Church of England schools and to uphold and develop the interests of children and the Christian foundation.*
* *Sympathy with the interests, needs and aspirations of children and sensitive to the trust which parents place in the integrity of staff and governors*
* *Ability to attend governors meetings, including sub-committees, and make regular informal visits to the school*
* *A willingness to undertake appropriate governor training and contribute positively to all aspects of school governance*

*In seeking nominations it is good practice for PCCs to:*

* *ensure that the school and especially the chair of governors have been consulted about the appointment so that their priorities and needs for particular areas of expertise can be taken into account*
* *have regard for the experience of the ‘ex-officio’ governor (usually the parish priest) and their knowledge of the needs of the governing body*
* *bring the vacancy to the attention of the congregation*
* *consider setting up a PCC Foundation Governor Nomination Sub-Committee to consider nominations*
* *ensure that the Anglican nature of the school’s Foundation is represented on its governing body and that the channel between PCC and school is kept open. Membership of the Anglican Church is, therefore, highly desirable but not always essential*
* *consult with other local churches, to help in the search of the best candidates. At least two thirds of the foundation governors should be practising Anglicans but committed Christians from other mainstream churches would also be suitable to fulfil the role of the remaining foundation appointments. A PCC may appoint someone from another parish if desirable.*
* *remember that the workload of governors is great and often demanding. Please remember that service as a governor is a significant form of lay ministry and other members of a congregation can support governors by ensuring that governor work is valued and prayed for regularly by the Church****.***

**Making an Appointment – The Process**

The PCC (or its nominated person or committee) will discuss the nomination at the earliest opportunity, preferably six months before a vacancy arises or a re-appointment is to be made. An announcement will made in Church and a notice asking for candidates clearly displayed in school and Church, on the web-site and/or in parish notices.

Those who express an interest in offering themselves for consideration as a potential candidate should be asked to contact the Parish Administrator who will provide the candidate with an application form (Appendix 1) When a candidate has agreed to be nominated and been selected by the appropriate process, their name will be presented at the next convenient PCC meeting for confirmation/ratification. The appointment should be minuted and the PCC will inform the candidate, the school and the DBE.

**Appendix 1**

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**Recommendation Form for the Appointment of a Diocesan Foundation Governor in a**

**VA School**

|  |  |  |
| --- | --- | --- |
| **School** |  | **VA** |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Title** |  |
| **Forename/s** |  |
| **Address** |  |
|  |  |
| **Postcode** |  | **Telephone** |  |
| **Date of Birth** |  | **Email** |  |
| **Occupation** |  |
| **Religion/Denomination** |  |
| **Place of worship** |  |
| **Frequency of attendance** e.g. weekly, monthly, occasionally |  | **Are you confirmed?** | Yes/No |
| **Contribution to Church life** e.g. PCC member, help run Sunday School |  |
| **If you do not fulfil all of the above criteria please support your nomination by telling us what other qualities you would bring to the governing body.** |  |

**Skills Sets** *(please tick which skills you feel you bring to the post)*

**Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
| National Education Policy |  | Understanding Church of England Context |  |
| Primary School Experience |  | Understanding of Church Schools  |  |
| Secondary School Experience |  | Local context |  |

**Governance Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Previous governance |  | Good Governance Practice |  |
| Number of years served  |  | Engagement with School and wider community |  |
| Chairing |  | Partnership Working |  |
| Raising aspiration through vision |  |  |  |

**Governor Roles Currently or Previously Held**

|  |  |  |  |
| --- | --- | --- | --- |
| Curriculum |  | Finance |  |
| Health & Safety |  | Pay & Personnel |  |
| Child Protection |  | SEN |  |
| Premises |  | Other |  |

**Other Relevant Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| General Management |  | Financial Planning medium to long-term |  |
| Project Planning & Management |  | Legal |  |
| Arbitration/Negotiation |  | Health & Safety |  |
| Risk Management |  | Performance Management |  |
| Capability/Disciplinary processes |  | IT |  |
| Compliance with Policies, Regulations and Inspections |  | Marketing/PR/Media |  |
| Identification of funding opportunities & bidding experience |  | Monitoring & Evaluation – Policies, Finances, Plans, Outcomes |  |
| Education |  | HR |  |

**Other (Please specify)……………………………………………………………………………………………………**

|  |  |
| --- | --- |
| **Have you served on this Governing Body before?** |  |
| **If yes, for how long?** |  | **Representing?** |  |
| **In the case of a re-appointment please give details of all governor training undertaken in the last 4 years:** |
| **Type of training** | **Provider** | **Date** |
|  |  |  |
| **Please name other schools/academies where you are a governor** |  |
| **Do you have a child in the age range of this school?** |  |
| **If yes, does he/she attend this school?** |  |
| **Does a relative or someone you live with serve on this governing body?** |  |
| **What contribution would you make as a foundation governor to this governing body?** |  |

**Parish Priest Recommendation**

***To be completed by your Parish Priest or local minister/church leader and where this is not the local incumbent for the school they should also countersign***

|  |  |
| --- | --- |
| **Name of Parish Priest and Local Incumbent where applicable** |  |
| **PCC Secretary/Church Warden** *Only needed in an interregnum or to endorse the incumbents nomination.* |  |
| **Can you confirm how often the nominee attends worship** | Weekly | Fortnightly | Monthly | Occasionally | Special Services |
| **Please identify the strengths of your nominee to fulfil the role of foundation governor** |  |
| **Signature of parish priest(s)** |  |
| **Name and Signature of Chair of Governors** |  |
| **Date** |  |

**DECLARATION**

**I would like to be a Foundation Governor of this School and if appointed –**

* I will commit myself to work for the purposes for which the school was established, to provide an education of the highest quality within the context of Christian belief and practice
* I will support, sustain and develop the Christian character of the school
* I have read the code of conduct for foundation governors and will abide by it.
* I am prepared to keep myself up to date with current legislation and good practice and will attend relevant training events
* I understand that this appointment is made by the Oxford Diocesan Board of Education for a fixed period and as the appointing body the Board also has the right of removal

**Signature of nominee** …………………………………………………. **Date**……………………..............................................

|  |  |
| --- | --- |
| I give my consent for my information to be used by the Oxford Diocesan Board of Education (ODBE) team for legitimate purposes connected to my role as a School Governor including you contacting me from time to time with information about training events, publications and news item. | Please tick the boxif in agreement |
|  |
|  |  |

***Data Protection – Our commitment to care for your personal information***

 *Under the General Data Protection Regulations 2018, the ODBE processes data for legitimate purposes as this relates to Governors or former Governors. This will include ODBE contacting you from time to time with information about training events, publications and news items that will be useful to you in your role as a School Governor. We will not disclose or share your personal information with third parties or use such information for other activities such as fundraising purposes without obtaining your consent.*

*Further information about your rights regarding your personal data can be found at the Information Commissioners website* [*www.ico.org.uk*](http://www.ico.org.uk)

**For further information please contact:** Tracy Richardson 🕿 01865 208242

Email: tracy.richardson@oxford.anglican.org

**Please return completed forms to:** Church House Oxford, Langford Locks, Kidlington, OX5 1GF