**Process to follow as a result of Coronavirus lockdown**

**(see page 3 & 4)**

**DGAT Foundation Governor Appointment Process**

In Gloucester Diocese it is the responsibility of the Parochial Church Council (PCC) to nominate suitable individuals to the Diocesan Board of Education (DBE) and DGAT for consideration for appointment. Foundation governors have a specific responsibility in law to secure that the academy’s Christian character is preserved and developed, but in addition, along with fellow governors, they need the skills to contribute to the effective governance and success of the academy.

Many academies undertake a skills audit of governors to identify any potential gaps that may be needed. This can be harnessed and used to develop and open a dialogue between the academy and the PCC about the nomination of future foundation governors. Two “conversations" or dialogues have been built into the nomination process

1. Dialogue between the academy and the PCC when a foundation governor vacancy arises to:

* Discuss the skills /expertise needed by the academy
* Understand the type of person sought
* Discuss, if appropriate/relevant, whether the current role holder is willing/able to carry on and whether they have the skills etc. needed

2. Second dialogue between academy, PCC and the individual suggested for nomination to explore:

* The individuals' skills/expertise
* Expectations/responsibilities of the role (what they are getting themselves into)

 If all three parties are happy a DGAT Foundation Governor Application Form is completed and submitted for consideration to appoint under this appointment/re-appointment protocol.

The Scheme of Delegation details how many foundation governors the LGB has. Foundation Governors serve a 4- year term of office, apart from the Ex-officio Foundation Governor who holds the role for as long as they are the local incumbent.

The Incumbent or Local Minister is the Ex-Officio Foundation Governor and counts as one of the Foundation Governors. In cases where there is no Ex-Officio Foundation Governor, and the possibility of there not being one for some time, or where the Incumbent or Local Minister has more than one church school or academy within his/her jurisdiction, it is the remit of the appropriate Archdeacon to appoint a replacement, who is known as a *Substitute* *Governor*. This power is not exercised during a normal vacancy. If you would like to explore this possibility because of exceptional circumstances, please contact the Diocesan Strategic Lead for Governance for academies.

( Nicki Wadley nwadley@glosdioc.org.uk )

The Parochial Church Council (PCC) **nominates** Foundation Governors. They are **appointed** and **re-appointed** by the Diocesan Board of Education on behalf of DGAT

**The appointment process:**

1. The PCC Secretary (or the Clerk to the Governors) notifies the Diocesan Strategic Lead for Governance when there is a Foundation Governor vacancy

N.B At certain times the Diocesan Strategic Leads for Governance may send out reminder letters/e-mails to the PCC Secretary advising of Foundation Governors who are due to come to the end of their term of office. This is always copied to the Clerk.

1. The PCC nomination process including the “two conversations” takes place and the agreement to nominate is discussed and minuted at a PCC meeting.

As face to face meetings are currently not taking place please submit an additional e-mail to lrolfe@glosdioc.org.uk to confirm

* the dates when the two conversations took place,
* the date when the PCC agreed the nomination
* whether this was done by phone/e-mail/video call or conferencing, or similar method.

The DBE Appointments Panel will not consider nominations if this information is missing

1. The nominee, whether they seek re-appointment or are new, **must** complete a DGAT Foundation Governor Application Form.

N.B. If this is a nomination for re-appointment please ensure the section requesting details of training undertaken is completed.

The form must also be completed on behalf of **the PCC** by way of endorsement. If this is a new nomination, please indicate the name of the Foundation Governor who is being replaced wherever possible. Please ensure a member of the PCC **and** the Incumbent have signed the application form.

In the current circumstances in may not be possible to have these two signatures, in which case the e-mail referred to above will suffice.

1. The completed form is returned to the Diocesan Strategic Lead for Governance.

For the moment please submit completed application forms by e-mail to nwadley@glosdioc.org.uk .

DO NOT post as the Diocesan Office is currently un-manned.

1. The decision on whether or not to appoint, or re-appoint, a foundation governor is made by the Diocesan Board of Education (DBE) Governor Appointments Panel, acting on behalf of DGAT.

The DBE Appointments Panel will make decisions via e-mail.

This means that completed applications will be e-mailed to panel members. Please be re-assured that in line with GDPR requirements panel members will delete the forms immediately a decision has been made.

1. DGAT will issue an appointment/re-appointment letter to the foundation governor. A copy of the appointment letter will be sent to the Clerk to the LGB and the Secretary to the PCC.

Appointment letters will be issued by e-mail to the appointed foundation governor, copied to the Clerk to the Governors and the Secretary to the PCC.

**Please be aware that a Foundation Governor is not officially appointed until a letter of appointment has been received from DGAT, until then a potential foundation governor may attend LGB meetings with the permission of the LGB as an observer.**

1. Records held DGAT by are updated.

LR/January 2021