

SHEFFIELD DIOCESAN BOARD OF EDUCATION FOUNDATION GOVERNOR NOMINATION FORM

The information on this form will be shared with the Diocesan Board of Education, for the purposes of appointing a governor.

Following the appointment the form will be retained for no longer than six months and then destroyed.

Information on this form, in questions 1 to 6, will be shared with the local authority for the school.

[illegible]

10. REFERENCES:

Please submit the name and address of two referees.

a) Incumbent/church leader:

b) Character referee – this may be an employer or personal friend or colleague:

11. PCC NOMINATION

The above person was nominated byPCC at their meeting held on

Signed: PCC Secretary

Signed: PCC Chairman

For all foundation governor appointments made by the Diocesan Board of Education, where bodies other than the PCC wish to put a name forward to fill a vacancy, they must, in order to comply with the instrument of government, put the name to the PCC for them to make the formal nomination.

12. RENOMINATIONS

How many years has the nominee served on the governing body?.....

13. DBE NOMINATION

The named person is recommended for appointment by the DBE.

Signed: Incumbent or DBE Chairman

PLEASE ENSURE THAT EACH SECTION OF THE FORM IS COMPLETED IN FULL AND RETURNED TO:

Sheffield Diocesan Board of Education
Diocesan Church House
95/99 Effingham Street
ROTHERHAM S65 1BL

FOR OFFICE USE ONLY

Date Approved:

Nominee advised:

PCC/Incumbent/School/Clerk to Governing Body/LA Advised:

Diocesan Board of Education

Foundation Governor Appointments

Governor appointments are made or ratified at the Diocesan Board of Education, which meets four times a year. Governor nominations and reappointments need to reach the Board one month before its meeting.

Consideration and nomination of candidates should be informed by the skills audit of the school governing body and a matching exercise should take place to consider whether skills gaps on the body should be filled by an appointment.

It is the expectation of the DBE that section 9 will be completed in consultation with the Headteacher of the school.

A nomination should then be proposed, agreed and minuted by the PCC and the completed, countersigned forms then forwarded to the Diocese Education Department.

The DBE has the right to appoint candidates and in some situations may choose to nominate a candidate.

Candidates may also be contacted by a member of the DBE to discuss their nomination. Paperwork is completed, countersigned by Head Teacher and clergy, and returned to the Schools Team.

A reappointment is continuous with a previous term of service. A new appointment is not complete until letters of approval have been sent out, and are conditional on a successful DBS check. These are required for all governors and are carried out by the school.

Governors appointed by various Trusts. The process for PCC appointments also applies to Trust appointments and Clerks to Governors should liaise with the appropriate Trust Board/Secretary. We ask that Clerks keep the Schools Team informed of these appointments. As with DBE/PCC appointments, Trust appointments are also conditional on DBS checks.

Reappointments: in all the above situations, the process for reappointing a Foundation Governor whose term of office has expired is exactly the same as for appointing new candidates.

All maintained schools and academies have a statutory responsibility to ensure that ALL governors (whether they visit the school regularly or not, and whatever the appointment process) have a DBS check.

You are asked to take note of the advice of the National Governors Association: "In line with good practice in the charity sector the NGA thinks that governors should limit their length of service in any one school – we recommend that governors should serve no more than two terms of office (eight years) at the same school."

This is offered as a point to consider, not as a rule.

An exception to this may occur where a governor progresses to become a Chair or Vice-Chair.

The majority of Foundation Governors are from local Anglican parish communities; however, being an Anglican (or a churchgoer) is not an absolute requirement and there may be situations where it would be appropriate to appoint a candidate from outside the church community, for instance to fill a particular gap in skills. Governors could be sought from amongst the parents of a school. local business or community partnerships or ecumenical partners. Skills gaps may still arise. In such situations, please contact the Diocesan Director of Education to discuss the appointment.

