



Carlisle Diocesan Board of Education *Guidance for the Parish Church Council (PCC)*

Appointment of Foundation Governors in Voluntary Aided, Voluntary Controlled and Foundation Church of England (CE) Schools

When a Foundation Governor vacancy arises, or it looks like a vacancy may soon arise the diocesan education office will contact the PCC with the details. Foundation Governors are appointed by the Diocesan Board of Education (DBE) after consultation with the PCC in which the school is situated. However, where the PCC is part of a mission community it is expected that they will consult with other churches before responding to this consultation. A discussion should take place between the PCC and the headteacher and Chair of Governors to identify possible candidates who may have the suitable skills and qualities to fill the role and fill any skills gaps on the governing body.

If the PCC suggests a suitable candidate who is unknown to the school, the candidate should endeavor to visit the school and meet with the headteacher and/or Chair of Governors before completing the nomination form.

If the headteacher or Chair of Governors suggests a suitable candidate who is unknown to the PCC the PCC will be given an opportunity to meet that candidate in order to satisfy themselves as to whether they are prepared to nominate them.

When having the above discussions, the document Appendix B 'Foundation Governor Role Description' should be carefully considered to ensure any potential candidate meets the requirements of the role. This document should also be shared with the potential foundation governor so they understand the role they will be committing to.

The PCC should give careful and prayerful thought when considering appropriate people to serve in this important role in the life of the school, the church and the wider community.

Foundation Governors are required to

- behave appropriately as representatives of the diocese and the local church.
- undertake initial training for the role and regular update training during their period of office.

When nominating Foundation Governors, the PCC is asked to ensure that the nominated person completes the document Appendix A 'Foundation Governor Nomination Form' and ensure that it is returned to the Diocesan Director of Education. **The governor is not appointed and may not serve on the governing body until s/he has received formal notification from the Diocesan Director.**