

Procedure for the Appointment of Foundation/Trust Governors

Academies in Multi-Academy Trusts		Maintained Schools (VA/VC)
<p>Procedure for appointing foundation/trust governors to the Local Governing Body (LGB) of academies within a Multi-Academy Trust</p> <p>*in all cases, check the MAT's own Governance Handbook.</p> <p>LGB Members are appointed by trust board with the agreement of the DBE.</p>		<p>Procedure for appointing foundation governors to Full Governing Bodies (FGB) of maintained VA/VC Church Schools</p>
STEP 1	DBE office and the MAT will remind the school routinely to check when the term of office for any foundation/trust governor is nearing its end.	DBE office will remind the school routinely to check when the term of office for any foundation governors is nearing its end.
STEP 2	Follow arrangements for appointment as required by the MAT. The DBE Trust Deed declaration is included within the MAT forms.	Incumbent (or their representative), should identify a person to be nominated.
STEP 3	The MAT central team to inform the appropriate local Parochial Church Council (PCC) by sharing the school and nominated person's name. PCC to respond to the MAT central team within 1 month of receipt. Any objections after the one month will be rejected.	Nominee to complete the application form. The form should be shared with the PCC for endorsement. It is best practice for nominees to meet with the headteacher and chair of governors of the relevant school before completing the form.
STEP 4	All completed forms are sent to the MAT trust board for appointment.	Nominee to seek and submit the incumbent's reference along with their nomination form.

STEP 5	MAT central team will supply appointed governors contact information to the DBE.	The completed forms should be returned electronically to the DBE. The DBE will scrutinise all nominations and approve or decline appointments. The DBE's decision is final.
STEP 6	MAT and DBE send welcome letters to newly appointed and re-appointed LGB foundation/trust governor.	A letter confirming the appointment will be sent to the new foundation governor, the headteacher, the chair and clerk of the governing body.
STEP 7		Newly appointed governors must contact the school to arrange for a DBS check.

Term of Office

The term of office for a foundation/trust governor is 4 years from the date of appointment. Serving governors approaching the end of their term of office will need to process their application in the same way as at the first appointment. For maintained schools, the DBE requires both new and continuing nominees to provide a reference from the incumbent (or if the parish is in vacancy, church warden, area dean or minister). For MATs, nominees should follow arrangements for appointment as required by the MAT.

Declaration

All nominees must sign a declaration confirming that they are 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 acknowledge the responsibility to uphold the faith and beliefs of the Church of England within the school.