



Nomination and Appointment of Foundation Governors in the Diocese of Nottingham

Guidance for Potential Foundation Governors

Purpose of this Guidance

This guidance has been produced by the Catholic Education Service (CES) and the Nottingham Roman Catholic Diocesan Education Service (NRCDES) to assist those interested in becoming a foundation governor of a Catholic school in the Diocese of Nottingham¹.

The purpose of this guidance is to provide an overview of the process of becoming a foundation governor, from nomination to appointment, and the eligibility requirements for foundation governorship. This guidance also provides further information and explanation of the questions/statements in the 'Foundation Governor Self Nomination Form'² to assist potential foundation governors to complete the form.

Requirement for skills based governing bodies

Governing bodies are required to ensure that they are no bigger than they need to be to have all the skills necessary to carry out their functions. Those that appoint governors must be satisfied that the particular nominee has the skills required to contribute to the effective governance and success of the school.

In relation to foundation governors it is the responsibility of the Ordinary³ to determine whether a potential foundation governor (or indeed an existing foundation governor) has the necessary skills and commitment to Catholic education, and this judgment will be assisted by the references that you provide during the nomination process.

References and Diocesan Eligibility Criteria

In order to be considered for appointment as a foundation governor in a Catholic school, you must be a practising Catholic. Therefore, one of your referees must be a priest who can verify your Catholic practice.

Should you require guidance on the specific requirements for foundation governors in the Diocese of Nottingham, you should contact the NRCDES on 01332 293833.

¹ In this guidance, the term 'Catholic schools' includes Catholic academies and Catholic sixth-form colleges.

² Available from the NRCDES website: www.nottingham-des.org.uk or by calling 01332 293833,

³ The term 'Ordinary' means the Diocesan Bishop and those acting on his behalf. In Religious Order schools this responsibility belongs to the relevant Religious Superior. For ease of reference, in this guidance they are collectively referred to as 'the Ordinary' and, where appropriate, this term also includes their respective representative officers.

Procedure: From Nomination to Appointment

If you think that you might make a good foundation governor, you should nominate yourself for consideration for appointment. You may already have been encouraged to nominate yourself by your parish priest, a headteacher, a chair of governors or someone else in the Catholic community.

You can obtain a Self-Nomination Form from the NRCDES: these are available on the Diocesan Education Service website.

Consideration for foundation governorship is a two stage process:

1. First, the Ordinary (the Bishop) determines whether you satisfy the criteria on appointments and whether there is a vacancy at a school with a match to your particular skills, knowledge and experience.
2. Second, your references will be taken into account, you will be asked to complete a Declaration of Eligibility statement and barred list and DBS checks will be undertaken.

The ‘Procedural Flowchart: From Nomination to Appointment as Foundation Governor’, which is a useful aid to understanding the process at a glance, can be found at **Appendix A**.

It is important for you to understand that the appointment of foundation governors is at the absolute discretion of the Ordinary. Because of the nature of the decision-making process, the Ordinary is unable to engage in any discussion or correspondence with you, or any other person(s) including parish priests and schools, where your nomination has not resulted in your appointment.

Self- Nomination Form – Supplementary Notes to Nominees

	Guidance Notes to Nominee
Date of birth	The Ordinary does not normally appoint foundation governors who would reach the age of 75 within the four years of their term of office.
Restrictions on appointments	The Ordinary will not normally appoint you to be a foundation governor at a school if: <ul style="list-style-type: none">• you are employed either on a permanent or temporary basis at the school,• you are related to a person employed in a senior position at the school,• you are related to an existing governor of the school• you are related to a member of the clergy connected to the school In addition the Ordinary will not normally appoint serving headteachers as governors at another school in the diocese.
Referees	You are encouraged to seek permission to name, in the ‘Self-Nomination Form’, those persons you are relying on to provide references.



