

Appointment Process for New Foundation Governors - Maintained VA and VC Schools

(September 2025)

This process document should be read in conjunction with the [Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided \(VA\) and Voluntary Controlled \(VC\) Schools](#) and [Foundation Governor Roles and Responsibilities](#) Guidance. Both are available on the Foundation Governor Appointments web page.

If you have any questions about this process please contact the Diocesan Education Team on 01432 373341 or email at education@hereford.anglican.org

Please see the separate document for the re-appointment process.

Step 1	Foundation Governor vacancy has arisen/is anticipated	
	Inform HDBE of current or impending vacancy, with copy of resignation letter/email and confirmation appointment process is underway	Governance Professional (Clerk) to action
	Identify the nominating body for the vacancy (PCC or DBE). Note all appointments are made by the HDBE.	Governance Professional (Clerk) to action
	Detail a list of skills required as identified in the most recent governance skills audit	Chair of Board Governing Board/ Headteacher
	The incumbent and the nominating body (PCC or DBE) are made aware of the vacancy to include the name of outgoing Foundation Governor, the expected vacancy date, the skills required, the names of other current Foundation Governors, a copy of the ' Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided (VA) and Voluntary Controlled (VC) Schools ' and the contact details with whom they should liaise (this should be the Governance Professional-Clerk).	Chair of Board Governance Professional (Clerk)



Step 2	Recruitment process begins	
	The Chair of Board discusses potential candidates with the Incumbent and if required the PCC or the HDBE	Chair of Board
	The post is advertised/looked for e.g. local churches (as detailed in policy), local businesses, the Diocese, links with other church schools and consider Inspiring Governance website.	Governance Professional (Clerk) Chair of Board Headteacher Ex officio F Gov/ Incumbent
	If the vacancy is a PCC nomination, the Chair of the PCC must ensure the Incumbent is informed and the vacancy is publicised in the local community. The governing body may nominate details of prospective candidates to the PCC and the Education Team will ensure the PCC are included in the authorisations section of the applicants completed form.	Chair of PCC Chair of Board Ex officio F Gov
	It is expected that arrangements are made for potential candidates to meet with the Headteacher, Chair of Governors or Ex officio Foundation Governor as appropriate, to discuss the role of Foundation Governor and the skills they have to offer. A visit and tour of the school is also recommended if there are no restrictions in place at the time.	Chair of Board Headteacher Ex officio F Gov/ Incumbent Gov Prof (Clerk)
	Agreement of suitability of the potential candidate prior to application form being completed.	Chair of Board Headteacher Ex officio F Gov/ Incumbent



Preferred Candidate Application Process		
Step 3	A Foundation Governor Appointment Request form is completed and is available on the Foundation Governor web page or on request from the Education Team.	Candidate or Gov Prof (Clerk) to action
	An email to the candidate (via <i>DocuSign</i>) will be sent within 3 working days asking for the electronic online Foundation Governor Appointment Form to be completed and signed via the safe secure online system. If your appointment includes a nomination by the PCC, they will also be contacted to confirm their nomination details. Alternatively, the form can be printed, completed by hand, scanned and emailed to Education@hereford.anglican.org	Education Team Candidate
	Once the form is submitted it will workflow (via <i>DocuSign</i>) to the school's headteacher, chair of the governing board and incumbent or representative clergy for their authorisation signatures.	Chair of Board Headteacher Ex officio F Gov/ Incumbent
	If the appointment includes a nomination by the PCC, they will also be emailed (via <i>DocuSign</i>) to confirm their approval of the nomination. The approval of the nomination should be arranged (via meeting or email), with a record of nomination and proposed term of office kept. The date of approval will be confirmed as part of the PCC authorisation.	The PCC Chair or Secretary
	Should an exception be identified where the candidate is NOT able to uphold the interests of the foundation. Please contact the Diocesan Education Team as the candidate will be required to attend a meeting with a Diocesan Education Officer prior to the application being submitted to the HDBE for approval.	Gov Prof (Clerk) Chair of Board Candidate
	All applications should be completed and authorised at least 10 working days prior to next HDBE Consent Committee. A submission deadline date will be issued to all those involved in the application process.	Candidate Gov Prof (Clerk) Chair of Board Headteacher Ex officio F Gov/ Incumbent PCC



Foundation Governor Approval by the HDBE		
Step 4	The application will be checked by the Education Team and presented for consideration by the HDBE Consents Committee who meet twice a term (dates are published here on our Governor Appointments page). The HDBE Consents Committee will decide whether to approve, reject or request further information on behalf of the HDBE.	Education Team HDBE Consents Committee
	Upon approval an appointment welcome letter will be issued to the Foundation Governor confirming their appointment, with a copy to the Chair of Board, Headteacher and Governance Professional. This appointment will depend upon the completion of a satisfactory enhanced DBS check (completed by the school) and adherence to the applicable Code of Conduct.	Education Team
	Copy of confirmation retained for governance records.	Gov Prof (Clerk)
	Completion of HDBE Church School Governor online training is a requirement within two terms of appointment and available dates will be confirmed to the Foundation Governor (also available on our Training Page).	Candidate Gov Prof (Clerk)