

Subject: Foundation Governors: action planning for recruitment and succession

From: Belinda Copson, Governance Officer

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For: Headteachers, Chairs of Governors, Incumbents
& Clerks,

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FOUNDATION GOVERNORS: RECRUITMENT AND SUCCESSION

This briefing paper should be read in conjunction with the foundation governor application forms and detailed guidance on appointments processes, both available on our website at www.stalbans.anglican.org/schools/governance.

It is essential that you contact the Schools Team about **all** foundation governor vacancies, appointments, and reappointments.

Please note that there is no Board of Education 'bank' of potential candidates and recruitment is almost always local. However, the Schools Team can advise on strategies and options to help you maximise recruitment. We would expect that if you contact us for recruitment advice, you will also be working through the following action plan:

Action planning for recruitment and succession:

- 1. Strategic review:** the clerk should alert governors and appointing bodies to any forthcoming vacancies or reappointments, 3 to 6 months ahead of time. Make sure you have review systems in place to enable this, for instance as a regular agenda item.
- 2. Skills audit:** conduct a skills audit so that recruitment takes place in the light of identified skills and knowledge needs. The National Governors' Association offers a good model which is freely available online.
- 3. Allocate tasks:** check who needs to be involved and agree who will carry out practical tasks. *Recruitment is not the task of the incumbent or Chair of Governors alone but is a collective responsibility of the governing board.* Good communication is essential to the local process.

4. Gather key information:

You will need the following:

- Instrument of Government or Academy Articles; these contain details of number and categories of foundation governors and the appointing bodies
- Terms of office of your existing foundation governors
- Contact details for your appointing bodies so you can involve them
- Diocesan appointments procedures and application forms (available on www.stalbans.anglican.org/schools/governance).

5. Contact the Schools Team: discuss vacancies and appointments routes and any recruitment difficulties.

6. Think about publicity: where will you advertise vacancies within the parish community? Have you made the role, responsibilities and time commitment clear? Have you said what skills are needed? Are you using all available media, including in writing and online? Is there a clear point of contact?

7. Explore recruitment avenues and identify potential candidates: if candidates cannot be found from the parish community or other local Christian churches, you may need to look at other avenues. Contact the Governance Officer to discuss the possibilities.

8. Liaise closely with appointing bodies: governors do not appoint foundation governors directly, but they may suggest candidates to the relevant appointing body. Close liaison is essential.

9. Use the Associate Member option strategically: this is a good route to encourage someone to gain experience, with a view to taking up a full governor role later; or to retain the skills of an experienced governor.

10. Complete application forms: ensure appointments are legal and in good order. All foundation governors must complete the forms; this ensures compliance with charity law and eligibility criteria.

11. Attend to induction and training: the Schools Team provides induction/refresher training for foundation governors; details are on our website (www.stalbans.anglican.org/schools/courses/); please contact Ruth Garman to book a place (rgarman@stalbands.anglican.org / 01727 818168). Also consider what other training/induction may be needed locally.

Appointments processes:

There are formal approval processes for all foundation governor appointments; the appointing bodies must be directly involved. Reappointments for a further term of office are not automatic and need a fresh application.

In maintained schools, some foundation governors are appointed directly by the Board of Education; others are appointed locally by the Parochial Church Council (PCC), District Church Council (DCC), or in some schools by a local educational trust. Information about appointing bodies is in your Instrument of Government. For academies, consult your Memorandum and Articles of Association.

We can advise on how to ensure all your foundation governor appointments are in good order and compliant with charity trustee law.

Schools Team advice and contacts:

Our website is increasingly a key source of specialist support and information for church school governors (www.stalbans.anglican.org/schools) and we can also advise by email and phone.

Our services are complementary to those offered by local authority governance officers. For any enquiries about foundation governor recruitment and appointments, please contact Belinda Copson or Vicki Barrière.

Belinda Copson (Governance Officer)

Belinda leads on governance for the Schools Team.

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Vicki Barrière (General Schools Administrator/Director's PA)

Vicki administers the appointments/reappointments process for DBE-appointed foundation governors and maintains records of PCC and other foundation governors. She is often first point of contact for enquiries.

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