

## FOUNDATION DIRECTOR OR GOVERNOR APPOINTMENT PROCESS

Potential Foundation Director/Governor considers the requirements of the role and completes and submits an Application Form online for consideration by the Diocese

The Application form will ask you to name the priest of the parish where you usually worship so that a Religious Reference can be sought. Please ensure that you have spoken to the priest before naming him and be aware that the priest will be completing the reference with regard to the document 'Notes on Religious Practice and Marital Status' available to view [here](#), under "Are you interested in becoming a Foundation Governor?"

Diocese takes up all references, including Religious Reference.

Directions will be provided to enable the Nominee to access preliminary training to ensure that any future Foundation Director/Governor has a full awareness of the role and understands their position in supporting and implementing the policies and procedures of the Diocese, including the Diocesan Bishop's policies on education, academisation, religious education, any admissions guidance issued by the Diocese, and the expectations of the Diocesan Bishops issued collectively, specifically the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools, and to represent those policies and expectations to the governing body;

A Diocesan Safeguarding representative will make contact to carry out DBS clearance once the application form is submitted. If there are issues with any of these checks then the Nominee is informed, and appropriate action will be taken.

The Bishop will scrutinise all available information including references, DBS and training and then decide if the nominee is eligible to serve the Diocese as a Foundation Director or Governor. NB: *If the post applied for is as Foundation Director, there will be a meeting with the Director of the Education Service prior to the application proceeding to nomination.*

If successful, the Nominee will receive a letter of appointment and a certificate from the Bishop confirming their appointment and the Diocese will inform the Clerk of the new appointment.

The Appointee is directed to any further mandatory training.

The Appointee must sign up to the DBS Update service within 30 days of the DBS certificate being issued. Appointees must then complete and return the associated diocesan form.

If the Bishop decides that the Nominee does not satisfy all criteria then the nomination will not be taken any further and the Nominee will be informed.

If there is not a suitable existing vacancy or the Nominee does not have the specific experience needed to complete the range of skills required for a particular governing board, the Nominee will be spoken to about where their abilities can best be used, or they may be placed on a list for future deployment.