



Diocese of Portsmouth

Nomination and Appointment of Foundation Governors

Guidance for Potential Foundation Governors

Purpose of this Guidance

This guidance has been produced by the Department for Schools to assist those interested in becoming a Foundation Governor of a Catholic school¹.

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 CES Model Nomination Form 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 Ordinary² 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 this diocese, you should contact schools@portsmouthdiocese.org.uk or Department for Schools, Park Place, Wickham PO17 5HA.

Procedure: from Nomination to Appointment

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

² 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.

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 Head Teacher, a Chair of Governors or someone else in the Catholic community.

You can obtain a Nomination Form from <http://www.portsmouthdiocese.org.uk/schools/governance.php>

Consideration for foundation governorship is a two stage process:

1. First, the Ordinary determines whether you will make a suitable foundation governor. At this stage your references and any additional diocesan criteria will be taken into account; and
2. Second, if you are considered suitable, a decision will be made as to which governing body or bodies your particular skills, knowledge and experience is best matched.

The ‘*Procedural Flowchart: From Nomination to Appointment as Foundation Governor*’, which is a useful aid to understand 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.

CES Model Nomination Form - Supplementary Notes to Nominees

Nomination Form Question Number	Guidance Notes to Nominee
Q. 1.7	The diocese does not normally appoint foundation governors where they will be 75 or over at the time of appointment. However, the diocese may consider an appointment of a nominee aged 75 or over in exceptional circumstances.
Q. 4.1 and Part 5 (Declaration)	A definition of practicing Catholic can be found on the factsheet page 2
Q’s 4.3, 4.4 and 4.5	The diocese may operate restrictions on appointments at certain schools where you are related to, for example, a member of the school’s staff, a governor of the school or a member of the clergy connected to the school.
Part 5 (Declaration)	The Declaration includes references to some important legal requirements and documents by which you will be bound as a foundation governor. Relevant definitions are set out below:

	<ul style="list-style-type: none">(a) 'Canon law' - means the Canon Law of the Catholic Church from time to time in force. (b) 'Trust Deed' – means the Church legal foundational documents under which the school is established, including canon law, the objects within which the school is provided and other trust provisions regulating the composition of the governing body or the maintenance, regulation and conduct of the school. (c) 'the Curriculum Directory' – means the current document of the Bishops' Conference setting out the content of religious education to be provided in Catholic schools. (d) 'Instrument (and Articles) of Government' or 'Articles of Association' are documents in which important details of the school's particular constitution are set out. A copy of the Instrument (and Articles) of Government or Articles of Association (depending on the type of school) will be provided to you on appointment to a particular school. (e) 'requirement to serve the Catholic community as a whole' – to act for the good of Catholic education as a whole within the diocese, considering not only the interests of the individual school, but the interests of other schools and to respond to the needs of the Catholic community as a whole, as represented by the Bishop.
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	<p>(f) 'the Ordinary' - means the Diocesan Bishop and all those exercising Ordinary jurisdiction in his name, including, in the case of a vacant see, those persons upon whom the governance of the diocese has devolved in accordance with canon law.</p> <p>Some of these documents will be available from the Diocesan Department for Schools.</p>
Part 6 (Referees)	<p>You should seek permission to name, in the Nomination Form, those persons you are relying on to provide references.</p>

Appendix A

Model Procedural Flowchart: From Nomination to Appointment as a Foundation Governor



