

## PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMY TRUST

### GUIDANCE NOTES SUPPORTING AN APPLICATION TO BE A FOUNDATION GOVERNOR

#### Information on the application process

Thank you for your interest in serving as a PWDAT local governor. The following notes accompany the application form, which you are asked to complete.

In January 2017, The Competency Framework for Governance set out that

*'Governors must have the knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts.'*

The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.



## JOINT DIOCESAN BOARD OF EDUCATION



This framework emphasises to all governing boards the importance of appointing persons with the necessary skills to improve the overall effectiveness of the governing body.

In PWDAT schools, the school finds suitably skilled people for the role of local governor and **nominate** that person to the trust board for **appointment**. The Trust Board must agree all Local Governor appointments.

Schools **nominate** and the Trust **appoints**.

All governors have a particular purpose to safeguard the character of the school and ensure it is conducted in accordance with any founding documents. Every governors' role is to govern the school in the best interest of pupils and to maintain the Christian Character and ethos of the school.

In order to ensure only the most suitable people are appointed and to prevent unsuitable people from gaining access to children it is regarded as important by the government that appropriate checks are made on anybody who will be working in a school or further education institution, this includes school governors. The PWDAT Trust Board requires the following checks to be made before a person is appointed as a foundation governor:

### 1. Declaration of Eligibility to Serve as a School Governor

The application form lists the disqualification criteria and you are asked to confirm that none of the criteria apply to you.

### 2. Proof of Identity

You are asked to present proof of identity to the headteacher or administrative officer of the school as part of this application process. This proof of identity will be a birth certificate, driving licence, or passport. The headteacher or administrative officer of the school where you have been nominated to serve as a local governor will check your proof of identity and complete Section C of the form.

### 3.) Disclosure and Baring Service (DBS) and Section 128 Check

All governors are required to undergo an enhanced DBS check and Section 128 Check. You will be asked to provide appropriate documentation to the headteacher or administrative officer of the school as part of this application process. This must be applied for within 21 days of appointment. Failure to do this will mean that you will not be able to undertake the role of a governor at the school.

## JOINT DIOCESAN BOARD OF EDUCATION



### **PROCESS FOR APPOINTMENT**

- Complete the PWDAT Local Governing Board Nomination Form.
- Chair of the governing board will be required to sign Section 3.
- Take your form into School with your documents for your DBS check. The school business manager or administrator will need to sign Section C and initiate your DBS Check.
- Send the form to The Governance Coordinator at the address below or scan and send to [Sharon.taylor@portsmouth.anglican.org](mailto:Sharon.taylor@portsmouth.anglican.org)
- The form will be taken to the next Trust Board meeting for a decision on the appointment to be made by the Trust Board.
- Once agreed by the Trust Board and the DBS has been completed, the appointment will be made.
- A confirmation email will be sent to the new governor and the clerk to inform them of the date of the appointment.

**This email is confirmation of the appointment. Prospective governors can attend meetings before this but are not serving governors, they should not be involved in any confidential discussions and are not eligible to vote.**

All appointments are for 4 years unless stated otherwise.

#### **Forms to be sent to:**

**Governance Coordinator, Education Team, Diocesan Office, Peninsular House  
Wharf Road, Portsmouth, PO2 8HB**

#### **Or scan and email to:**

**[Sharon.taylor@portsmouth.anglican.org](mailto:Sharon.taylor@portsmouth.anglican.org)**

**If you have any queries, please call the Governance Coordinator on 023 9289 9651  
/07725 278104**