

Foundation Governor – Updated Online Application Process, 17 April 2023

Based on the feedback we received during Clerks’ Forums and through our own experiences on the system side, with regard to the online application process launched last autumn, it was clear there were a number of sticking points where the submitted applications were getting hung up, resulting in long delays.

To make the process most effective on both sides, we have streamlined it, in order to remove the places applications were getting stuck and, we expect, dramatically reduce the amount of time between submission and approval of applications.

You will have seen the new process flows in the informational YouTube video included with the email from Louise Jenkins on 4 April. If you haven’t already had a chance to read the email and watch the video, please do so here: https://youtu.be/F680aKnkU_Y.

With the original online application process, the church reference, PCC or Trust approvals and various signatures were at the end of process and became the main sticking points. This part of the process will now happen on your side before an application is even submitted online. This way, once submitted, the application is complete and will go straight to the review panel for assessment and approval. Again, details are available in the video referenced above but written guidelines on the process follow here.

Maintained VC/VA Schools

Before initiating an application online:

<p>New Foundation Governor</p>	<ul style="list-style-type: none"> • Foundation Governor vacancy identified on the LGB • Clerk contacts the PCC and requests that the PCC identifies a candidate <ul style="list-style-type: none"> ○ Josie or Louise can provide contact details if needed ○ If a candidate has already been identified, they can be put forward to the PCC for consideration and recommendation • The PCC has 28 days to recommend a candidate <ul style="list-style-type: none"> ○ If a candidate is identified, PCC returns contact information and Church Reference form to Clerk ○ If no candidate is identified, it reverts back to the LGB to nominate • Nominated category 1 or 2 candidates must provide a completed Church Reference to the Clerk <ul style="list-style-type: none"> ○ A standardised reference form has been created and will be provided
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	<ul style="list-style-type: none"> ○ If candidate is a category 3, no reference is needed ● Once the Clerk has a candidate and a completed Church Reference form (cats 1 and 2), the application can be initiated online
Renewing Foundation Governor	<ul style="list-style-type: none"> ● A Foundation Governor's term is coming to an end and they want to renew for a further term <ul style="list-style-type: none"> ○ Foundation Governors should serve for no longer than 3 consecutive terms (or twelve years) at the same school unless there are exceptional circumstances ● Clerk gets a reference/recommendation from the Chair of Governors for the renewal <ul style="list-style-type: none"> ○ The reference should speak to the contributions made by the renewing governor over the previous term and the suitability of their continuing for a further term ○ If renewing governor is the Chair, a Church Reference form is required in lieu ○ A Chair of Governors reference form will be made available ● Once the reference has been obtained, the renewal application can be submitted online

Academy Schools

Before initiating an application online:

New Foundation Governor	<ul style="list-style-type: none"> ● Clerk informs DBE and Trust Board/Governance professional of vacancy for Foundation Governor ● Clerk or Governance Professional identify an individual with the required skills ● Identified category 1 or 2 candidates must provide a completed Church Reference to the Clerk <ul style="list-style-type: none"> ○ A standardised reference form has been created and will be provided ○ If candidate is a category 3, no reference is needed ● Once the Clerk has a candidate and a completed Church Reference form (cats 1 and 2), the application can be initiated online
Renewing Foundation Governor	<ul style="list-style-type: none"> ● A Foundation Governor's term is coming to an end and they want to renew for a further term <ul style="list-style-type: none"> ○ Foundation Governors should serve for no longer than 3 consecutive terms (or twelve years) at the same school unless there are exceptional circumstances ● Clerk gets a reference/recommendation from the Chair of Governors

	<ul style="list-style-type: none"> ○ The reference should speak to the contributions made by the renewing governor over the previous term and the suitability of their continuing for a further term ○ If renewing governor is the Chair, a Church Reference form is required in lieu ○ A Chair of Governors reference form will be made available <ul style="list-style-type: none"> ● Once the reference has been obtained, the renewal application can be submitted online
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The process for starting a new or renewal application online will remain the same. You will access your Clerk’s portal page via this link: <https://clerkbathwells.dioce.se>. If you have not previously used the portal and need login credentials set up, or if you need them re-set, please contact Josie Halla and she will assist you.

Your portal page remains pretty much the same. When you log in you will still see school information and a list of all your governors where you can fill a vacancy by starting a new application or renew/replace an existing Foundation Governor.

The screenshot shows the Clerk's portal interface for the Diocese of Bath & Wells. At the top left is the logo and name 'DIOCESE OF Bath & Wells'. At the top right is a 'log out' button. Below the header, there are navigation links for 'Alter who's Chair/Vice Chair' and 'Governor History'. The main content area displays school information: 'office@', 'Chair:', 'Vice-chair: vacant', 'Number on roll: 77', 'Published admission number: 30', 'Number of classes: 4', and 'Number of full time equivalent staff: 5'. To the right, there are fields for 'Headteacher:' and 'RE Co-ordinator:'. Below this is a paragraph of instructions: 'Your board of governors is shown below, please use the links on the right hand side to re-appoint, replace, or fill these roles. Above is data about your school, to update this, click on the number you need to change, edit and save. To let us know about a change to the school email address, Headteacher or RE Coordinator information or to add a governor role that is not a Foundation Governor, please click here.' At the bottom, there is a table of governors with columns for role, status, and actions.

Academy Foundation Governor	<i>vacant</i>	Portal Approval ✎ Attach their Skills Audit
Academy Foundation Governor	<i>vacant</i>	Fill this vacancy
Academy Foundation Governor	<i>vacant</i>	Fill this vacancy
Academy Foundation Governor	Nominee:	Portal Approval ✎ Attach their Skills Audit
Academy Foundation Governor		Re-appoint or Replace Resign
Academy Foundation Governor		Re-appoint or Replace Resign

When you are ready to start a new application, just click on the appropriate right-hand column link and a new window will open with basic candidate information to be populated.

You will be required to identify the candidate’s category. Foundation representatives for Diocese of Bath and Wells fall into 3 categories:

Category 1	Category 2	Category 3
A practicing member of the Church of England (Church Reference form required)	A practicing member of a Christian church of a different denomination (Church Reference form Required)	Not a practicing member of a Christian church (no Church Reference form required – will have conversation with SE Adviser in lieu)

DIOCESE OF Bath & Wells

Please record the details of the nominee...

School

Role Academy Foundation Governor

Title

First name

Last name

Email

Address1

Address2

Address3

Address4

Address5

Postcode (or just the first part of it)

Category **a practising member of the Church of England** ▼

Attach their Reference
(this is needed before you can proceed)

Has a skills audit has been completed by the applicant?

Approved by trust?

Has the chair of the board approved this nomination?

Save

Once the reference has been uploaded, tick the remaining boxes as appropriate and save. After saving, the system will automatically send the application form to the candidate. Note that on the above screen shot, for Maintained VC/VA schools the approval question will reference the PCC, not trust.

This is where the process has been significantly modified. If the candidate is a category 1 or 2, when they finish and submit the application, it will move straight on to the review panel. If the candidate is a category 3, their completed application will move on to an SE Adviser who will arrange to have a conversation with them and, once completed, the application moves to the review panel.

We expect appointment by the review panel within 7 working days unless there is a need for more information. Should this happen, you will be contacted by Josie requesting that additional information.

As always, should you have any questions, do please contact Louise or Josie and we'll be happy to help.

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