



18th December 2019

Dear Headteacher

Reference and DBS checks for Appointment and re-appointment of foundation governors

The Education Commission has listened to the concerns that have been raised by both foundation governors and also from our Diocesan head teachers about the lengthy process for both appointment and re-appointment of foundation governors. As part of this review, we have also simplified the Declaration forms used for both the appointment and re-appointment process.

I would be grateful if you could share the contents of this letter with your Chair of Governors and the Clerk to the Governors

In order to expedite the process, the Education Commission will request that schools obtain two references before they undertake a DBS check for the foundation governor. Please note that in order to satisfy the Archbishop that the appropriate DBS check has been undertaken, the Education Commission is only able to consider DBS clearance checks that have been issued by the school or Archdiocese of Southwark, for another role within the Diocese. Please find attached a reference form for your use.

The steps for the process of appointment and reappointment of foundation governors can be found on the sheet attached.

These changes will be effective from 6th January 2020.

For the new appointments and re-appointments that have already been received by the Education Commission, they will continue to be processed under the old regime. This may therefore mean that some of the forms received after the 6th January 2020 could be completed before those that are already within the system.

Thank you for your understanding and cooperation.

Yours faithfully

A handwritten signature in blue ink that reads "Y. Epale".

Y. Epale
Education Officer