

Appointment Process for Foundation Governors in RCAoS

October 2024

The process for the appointment of Foundation Governors is a responsibility held by the Education Service. **Prospective Governors should not attend meetings until this process is complete.**

An email request, for the appointment of a Foundation Governor, may come to the Education Service from a clerk, headteacher, Parish Priest, governance professional of a Catholic Academy Trust or Chair of Governors.

Email address: governance@rcaos.org.uk

Alternatively the interested person can contact the Education Service Directly using the online enquiry form. [Could You Become a Governor or Director? \(rcaoseducation.org.uk\)](https://www.rcaoseducation.org.uk/education-service-directly)

The prospective governor is sent an application form which should be fully completed and brought to their Parish Priest to be signed, before being returned to the Education Service governance@rcaos.org.uk

The Education Service will seek two references. Once these references have been received a DBS application will be made by the Education Service on behalf of the Archbishop. This will be sent to a personal email address of the applicant from safeguarding@rcaos.org.uk The DBS process requires verification of documents in person either with the Education Service Safeguarding Representative at St Edward's House (by prior appointment via governance@rcaos.org.uk), a parish safeguarding representative or a school safeguarding administrator.

Upon receipt of a clear DBS certificate, the application will be sent to the Episcopal Vicar for Education for final approval. At this stage the governor may find it useful to sign up to the DBS Update Service.

The Education Service informs the new Foundation Governor, the Catholic Academy Trust, clerk and headteacher of the appointment.



Further Term of Office for Foundation Governors in RCAoS

October 2024

The process for a Foundation Governor to serve a further term of office is responsibility held at the Education Service. Governors may serve only 3 terms of office at one school (12 years). They may serve further terms of office in another of our Catholic Schools.

The Education Service will notify the Foundation Governor regarding the end of their term of office.

Should the Foundation Governor wish to seek to serve a further term of office, they should complete a reappointment form, which should be signed by their Parish Priest and have contact details for two referees. The form is returned to the Education Service.

Email address: governance@rcaos.org.uk

The Education Service will once again seek two references. Once these references have been received a DBS application will be made by the Education Service on behalf of the Archbishop. This will be sent to a personal email address of the applicant from safeguarding@rcaos.org.uk. The DBS process requires verification of documents in person either with the Education Safeguarding Representative at St Edward's House (by prior appointment via governance@rcaos.org.uk), a parish safeguarding representative or a school safeguarding administrator.

The Episcopal Vicar for Education approves the further term of office.

The Education Service informs the returning Foundation Governor, clerk and headteacher of the appointment.



Appointment Process for Directors of Catholic Academy/Education Trusts in RCAoS

October 2024

The process for the appointment Directors to a Catholic Academy/Education Trust is a responsibility held at the Education Service.

Prospective Directors should not attend meetings before appointment process is completed.

Prospective Directors can complete the enquiry Form [Could You Become a Governor or Director?](https://www.rcaoseducation.org.uk) ([rcaoseducation.org.uk](https://www.rcaoseducation.org.uk)) or a candidate nomination (from CEO or Board of Directors) can be sent to governance@rcaos.org.uk

Staff at the Education Service will send the prospective Director a form to complete.

A pre-interview meeting will be arranged, to gauge understanding, commitment to the role and suitability. If the candidate is deemed to be suitable the Education Service will seek two references.

Following successful collection of suitable references, the prospective Director will have a formal interview with the Chief Financial Officer and the Diocesan School Commissioner.

If the candidate is deemed successful at interview, a DBS application will be made. This will be sent to a personal email address of the applicant from safeguarding@rcaos.org.uk The DBS process requires verification of documents in person either with the Education Safeguarding Representative at St Edward's House (by prior appointment via governance@rcaos.org.uk), a parish safeguarding representative or a school safeguarding administrator. DBS used for other roles cannot be used for a Trust Director.

Upon the DBS being clear, the application will be sent to the Episcopal Vicar for Education for final approval.

The Education Service informs the new Director, the Catholic Academy Trust, and clerk of the successful appointment and term of office.

Re appointment process for Directors of Catholic Academy/Education Trusts in RCAoS

Following the end of the term of office, an interview with the Chief Operating Officer and Diocesan Schools Commissioner will take place. There is no automatic renewal process.

