***To all Headteachers and Chairs of Governors***

Dear Colleague,

**APPOINTMENT PROCESS FOR FOUNDATION GOVERNORS AND DIRECTORS**

To enable each application to be processed as swiftly as possible, we require a nominated person form the school (usually the Clerk to the Governing Body) to collect ***all*** the supporting documentation from referees in advance of submitting an application.

Once all documents have been obtained and checked by the nominated person, these should be submitted online via the following link:

[Foundation Governor Application Submission](https://forms.rcdow.org.uk/application-for-foundation-governor/)

*What does your school need to do?*

1. We ask that your school appoints a Nominated Person (either the Clerk to Governors or perhaps, someone in the School Office) who will administer this process.
2. The Nominated Person should download the suite of forms [available at [link](http://www.rcdow)] and personalise them to the school, including the email address of the nominated person.
3. The Nominated Person will send the application to and receive the application from the applicant.
4. The Nominated Person will seek the references and the DBS certification. (Note: the parish priest may wish to return the reference directly to the diocese; if they wish to do this, they have been asked to let the nominated person know).
5. When all references and Clearances are available, the Nominated Person will upload all documents to the Diocese using this secure link: <https://forms.rcdow.org.uk/application-for-foundation-governor/>
6. A receipt will be sent to the Nominated Person and the Applicant on submission.
7. The Diocese will aim to process each application within 21 days if all the correct documentation is submitted at the time of the initial application.
8. Each appointment will be confirmed by the Ordinary with the outcome communicated to the applicant either with a letter and deed of appointment, or other communication.

For help and assistance with this process, or more general governors queries, please contact Carol Campbell ([governors@rcdow.org.uk](mailto:governors@rcdow.org.uk))

Thank you in anticipation of your support.

**Peter Sweeney** | **Director**

Education Service