***To all Parish Priests***

10th December 2020

Dear Father,

**APPOINTMENT PROCESS FOR FOUNDATION GOVERNORS AND DIRECTORS**

I am writing to inform you that from the start of the new year, we are changing the system of appointing foundation governors and directors. At the moment the process is managed centrally, including seeking a parish priest’s reference for all applicants.

From the 1st January 2021, schools will manage the application process until the point when all references and DBS clearances have been obtained. They will then submit them to the diocese for the Bishop’s approval. This will mean that in future requests for references will come from and should be returned to the school rather than the diocese.

There may be an occasion when you would prefer to give the reference directly to the diocese rather than involving the school. If this is the case, please email the reference to [governors@rcdow.org.uk](mailto:governors@rcdow.org.uk) and let the school know that you have done this.

Thank you for all your work supporting our schools, and I hope that this new system will make the whole process simpler and more efficient.

Thank you in anticipation of your support with this change.

Yours faithfully,



**Peter Sweeney** | **Director**

Education Service