

**Foundation Governor Role Description**

**Role:** Foundation Governor

**At:** [Insert name and address of Catholic School/College]

**Term of office:** [Insert]

**Appointed by:** [the Diocesan Bishop/Religious Superior]

**Accountable to:** [the Diocesan Bishop/Religious Superior] through his [her] authorised officers

**Time commitment:** [[10-12] hours per month to include attending at least [one] governing body meeting per term (based on a three term academic year), serving on at least [one] committee of the governing body that meets [once] per term, attending training, participating in recruitment and visiting the school from time to time].

1. **Your Legal Responsibilities as a Foundation Governor:**
   1. To ensure the preservation and maintenance of the Catholic character of the school;
   2. To ensure that the school is being conducted in accordance with its Trust Deed, Instrument (and Articles) of Government or Articles of Association (including the school’s ethos statement) and Canon law;
   3. To ensure that the school is accountable to its Trustees and to the Diocesan Bishop;
   4. To ensure that the school’s religious education curriculum is in accordance with the Bishops Conference’s RE Curriculum Directory.
2. **Your additional key responsibilities as a Foundation Governor:**
   1. To always act in accordance with the mind of the Bishop [and Religious Superior];
   2. To know, support and implement the Bishop [and Religious Superior]’s policies on education, including religious education, and any directives issued by the Bishop, and to represent those policies to the governing body;
   3. To ensure that Gospel values and the Catholic faith permeate every aspect of life at the school;
   4. To act for the good of Catholic education as a whole within the diocese, considering not only the interests of the school you govern, but the interests of all other Catholic schools/colleges and Catholic education as a whole throughout the diocese;
   5. To attend relevant training, including foundation governor induction training, as soon as possible and, in any event, in accordance with [diocesan] policy; and
   6. To understand and promote the distinctive nature of Catholic education.
3. **The role of the Governing Body[[1]](#footnote-1) as a whole and what is expected of you in your role as a Foundation Governor on the Governing Body:** 
   1. Governing Body’s Core Functions

The governing body, as a whole, is required to operate at a strategic level, leaving the operation of the day to day management of the school to the Head Teacher or Principal and the senior leadership team. The governing body, of which you are a member, has three core functions:

* Ensuring clarity of the Catholic vision, ethos and strategic direction;
* Holding the head teacher to account for the educational performance and Catholic character of the school and its pupils; and
* To oversee the financial performance of the school and make sure that its money is well spent.

You must carry out your responsibilities in ensuring the core functions are met, in the light of your statutory and other key responsibilities.

* 1. Admissions

The governing body of a Catholic school is its own admissions authority, responsible for determining admissions arrangements to the school. The governing body **must** have regard to guidance issued by the Bishop when constructing faith-based oversubscription criteria and comply with any Diocesan requirements. Membership of the Catholic Church is determined, and practice is to be demonstrated as set out by the Diocesan Bishop. As a Foundation Governor, you must ensure that the governing body complies with these requirements.

* 1. Employment of Staff

The governing body of a Catholic school is the employer of teaching and support staff at the school. The governing body **must** comply with the Bishops’ Memorandum on Appointment of Teachers to Catholic Schools (<http://www.catholiceducation.org.uk/schools/recruitment/item/1000002-memorandum-on-appointment-of-teachers-to-catholic-schools>). As a Foundation Governor, you must ensure that the governing body complies with this requirement. You may also be required to participate in the recruitment of staff to the school, particularly in respect of senior leadership vacancies.

* 1. Land and Buildings

The governing body of a Catholic school occupies and conducts the school on behalf of the trustees (usually the trustees of the diocese or religious order) and under the supervision of the diocesan bishop as the occupier of the premises, proprietor of the undertaking, and employer of the staff. It occupies the school subject to the parameters laid down by the trustees, and ultimately any decisions relating to the land and buildings rest with the trustees, except in so far as these have been explicitly delegated to the governing body by the trustees. As a Foundation Governor, you **must** ensure that any decisions relating to the maintenance and repair of land and buildings is in accordance with, and has received the consent of, the trustees.

* 1. Curriculum

The governing body of a Catholic school is responsible for its curriculum, subject to the Church’s requirements for RE and the statutory provision for the National Curriculum. As a Foundation Governor, you **must** ensure that the curriculum of the school is rooted in an understanding of life in conformity with the teaching of the Gospel and the Catholic Church.

1. The term ‘governing body’ in this document includes the Board of Directors and/or local governing body of an academy trust. [↑](#footnote-ref-1)