

FOUNDATION GOVERNOR NOMINEE INTERVIEW RECORD

Name of Nominee: _____

Date of Interview: _____

Names of Governors present (**must** be at least two):

Indicate the skills you feel this person will be able to bring to your governing body (please tick any that apply)			
Finance/Budgets		Buildings/maintenance	Personnel, Recruitment, employment law
Parish work		Educational	Community work
Safeguarding		Parenting	Health & Safety
Analyse data		Problem solving	Take on new concepts and knowledge and develop new skills
Inter-personal		Questioning/Inquisitiveness	Knowledge & perspectives to contribute to decision making
Literacy (English)		Numeracy for basic data	Commitment and willingness to learn
Any Other(s)			
Do you think that this person is suitable to work in a school environment? If 'No' please provide reasons for your answer on the back of this form.			Yes/No
Do you feel this person has some of the skills that are currently in need by the FGB? Please give reasons for your response			Yes/No
Do you feel able to support this person's nomination to be a foundation governor in your school?			Yes / No
Please give reasons for your answer			
Signature of governor completing the form			

To ensure confidentiality, please post page 1 of the form by Royal Mail to the address at the bottom of page 3 as soon as possible after the meeting. To comply with General Data Protection Regulations, only send it by email, if using a security measure (such as Encryption) to protect it.

Interview Guidance

The purpose of the meeting should be explained to the nominee i.e. that the interview is part of the process that assists the Bishop when determining possible Foundation Governor appointments and is in accordance with DfE guidance. It should be made clear that Governors will not be making the decision to appoint or not, but will provide feedback to the Bishop after the meeting, which along with the completed nomination form and references obtained, will help the Bishop to make an informed decision.

The interview should take place at the school and last approximately 30–45 minutes. Preferably a guided tour of the school should be provided. It should be stressed that the meeting is confidential and that feedback will not be given if the appointment is declined.

At least **two governors** must be present and where the Head Teacher is also a governor, he/she may be involved. Where the Head Teacher is not a governor they may provide an overview of the school but should not be involved in asking questions etc.

Confidential information about pupils and the school should not be discussed.

Information you may want to discuss or share at the interview:

- School background and history
- The organisation of the school including the number on roll, class structure, number of teachers and other staff
- Current priorities for the school
- The current position of the school including present OFSTED grading
- Future plans and objectives
- The structure of the FGB
- The committees structure
- When meetings take place and how often are they
- What governor training is available
- The expected time commitment you are looking for
- Details of the partnership group the school is a member of
- Any other relevant information

Questions to ask the candidate

Before compiling a list of questions, governors should decide on the skills and competencies they need for the effective governance of the school. Questions should be driven by these core skills. It is not necessary for every governor to possess every skill and therefore questions should be quite general and adapted according to each individual's personal competencies and experiences.

Possible questions could include:

- What are your motivations for joining the governing body?
- What particular skills and experience would you bring to the governing body?
- Why do you think these will make you an effective school governor?
- Why would you like to become a governor at this school?
- Are you able to attend regular governing body meetings?
- What would you hope to achieve as a governor?
- Are you prepared to attend governor training to improve your skills and knowledge?
- Would you be comfortable deciphering and working with statistical data?
- Do you have experience of budgeting?
- Can you provide examples of your effective communication with stakeholders?
- Do you have experience of working in a team?
- Do they have any knowledge/experience of Personnel, Recruitment, and employment law, Safeguarding and/or Health & Safety?

Disclosure of Information

Please be aware that should the candidate make a Subject Matter Request, he/she would be entitled to see a copy of the completed form.

After the Interview

Please keep a copy of this form for your own records.

To ensure confidentiality, please **post** page 1 of the form by Royal Mail – please only use email, if using a security measure (such as Encryption) to protect it, to comply with General Data Protection Regulations, **as soon as possible** after the meeting to:

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