

Procedure for re-appointing a foundation governor in a Church of England MULTI- ACADEMY School

DBE/DCM with Academy Directors PCC consultation appointment

1. Conversation* between Foundation Governor and Chair of Governors to discuss whether they wish to be re-appointed onto the governing body.



2. Chair of Governors and Headteacher discuss whether they wish to **recommend and nominate** the foundation governor for re-appointment. Decision is then shared with Foundation Governor and Clerk.



3. Clerk alerts PCC to seek their proposal that the PCC Foundation Governor is re-appointed.

4. PCC meet to propose the re-appointment of the PCC Foundation Governor. Decision is shared with Clerk.



Minutes confirming the discussion are copied into the declaration form in step 8.

5. Clerk notifies** the Diocesan Board of Education (DBE) that the Chair of Governors and PCC would like to **recommend** the foundation governor for re-appointment.



**Clerk confirms that personal details (name and address) and email address can be shared with the DBE to enable the online forms to be sent out.

6. DBE sends the governor the re-appointment application form to complete online, which is automatically sent back to the DBE.



***The application form will be held securely at Diocesan House. It will be shared securely in a temporary form with Board of Directors. It will not be passed on to a 3rd party unless we have legitimate reason to do so.
www.canterburydiocese.org/privacy-notice.php

7. DBE sends out declaration form to be signed by Chair of Governors, Headteacher, Chair of PCC and the re-appointed Foundation Governor.



Please note:

At any point during this process, concerns should be raised to the DBE or Board of Directors about the suitability of the proposed governor. A decision could be made by any party that the application process has not been successful and approval may not be given for that person to become a foundation governor. This will be communicated to the proposed new governor, and all involved as soon as possible.

8. a) Re-appointment application and declaration form are sent to DBE. DBE/DCM considers the application*** and decide whether to give its **approval** for the **re-appointment**. Declaration form is signed.

8. b) Application and declaration form sent to Board of Directors. Directors considers the application*** and decide whether to give its **approval** for the **re- appointment**. Declaration form is signed. (Form is sent electronically to Board by DBE)



9. On receipt of signed declaration form, DBE will send an email to Chair of Governors, Clerk, and Board of Directors confirming the **re-appointment** of the foundation governor to their local governing board.

