

## Procedure for appointing a new foundation governor in a Church of England School

DBE/PCC or DBE appointment

If the position is DBE appointed with PCC consultation, the PCC must meet to discuss a suggested new foundation governor or propose one as a committee before Step 1.

1. Conversation\* between proposed new governor, Chair of Governors and where possible the Headteacher and Incumbent.



\*See conversation guide document for areas to cover within this meeting.

2. Chair and Headteacher discuss whether they wish to recommend the proposed governor to their full governing body. Decision is shared with proposed new governor.



3. Clerk notifies\*\* The Diocesan Board of Education (DBE) that the Chair of Governors would like to **recommend** a new foundation governor.



\*\*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.

4. DBE sends the proposed governor a Foundation Governor application form to complete online, which is automatically sent back to the DBE.



5. DBE sends out declaration form to be signed by Chair of Governors, Headteacher, Incumbent / Archdeacon / Area Dean or representative of the PCC and proposed new governor.



\*\*\*The application form will be held securely at Diocesan House. It will not be passed on to a 3<sup>rd</sup> party unless we have legitimate reason to do so.  
[www.canterburydiocese.org/privacy-notice.php](http://www.canterburydiocese.org/privacy-notice.php)

6. Application and declaration form sent to DBE. DBE considers the application\*\*\* and decide whether to give its **approval** for the appointment. Declaration form is signed.



7. On receipt of signed declaration form, DBE will send an email to the newly appointed Foundation Governor, Chair of Governors, Chair of PCC (if applicable) and Clerk confirming their **appointment**.



### Please note:

At any point during this process, concerns should be raised to the DBE 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.