

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

DBE appointment

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



2. Chair and Headteacher discuss whether they wish to recommend the governor for re-appointment. Decision is shared with Foundation Governor.



3. Clerk notifies The Diocesan Board of Education (DBE) that the Chair of Governors would like to **recommend** that the Foundation Governor is re-appointed.



4. DBE sends the governor a re-appointment 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 the re-appointed foundation governor.



*The application form will be held securely at Diocesan House. It will not be passed on to a 3rd party unless we have legitimate reason to do so.
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 re-appointment. Declaration form is signed.



7. On receipt of signed declaration form, DBE will send an email to the re-appointed Foundation Governor, Chair of Governors and Clerk confirming their **re-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.