

# Procedure for re-appointment a new foundation governor in a Church of England School

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



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 7.

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



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



6. DBE sends out declaration form to be signed by Chair of Governors, Headteacher, Chair / representative of PCC (i.e. Incumbent or Church Warden) and the re-appointed foundation 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)

7. 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.



8. On receipt of signed declaration form, DBE will send an email to Chair of Governors, Chair /representative of PCC and Clerk confirming the **re-appointment** of the foundation governor to their governing board.



## 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.