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

Archdeacon nominee

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

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

3. Clerk notifies** the DBE that the Chair of Governors would like to recommend a new foundation governor.

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, Archdeacon and proposed new Governor.

6. a) 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.

6. b) Application and declaration form sent to Board of Directors. Directors 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 Chair of Directors, Chair of Governors and Clerk confirming the 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.