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.

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.

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

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

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.

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.

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**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.