

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

Diocesan Board of Education (DBE) with Directors or Diocesan Corporate Member (DCM) with Directors

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



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

**2.** Chair and Headteacher discuss whether they wish to recommend the governor for re-appointment. Decision to be 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.



\*\*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 Foundation 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 and re-appointed Foundation Governor.



\*\*\*The application form will be held securely at Diocesan House. It will be shared securely in a temporary form with Board of Directors. 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. a)** Application and declaration form sent to DBE. DBE/ DCM considers the application\*\*\* and decide whether to give its **approval** for the **re-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. (Form is sent electronically to Board by DBE)



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



## 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.