

Reappointment Process for Foundation Governors - Maintained VA and VC Schools (September 2021)

This process document should be read in conjunction with the Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided (VA) and Voluntary Controlled (VC) Schools and the Foundation Governor Reappointment Form. Both available on this following link:

If you have any questions about this process please contact Sian Lines or Toni Enefer at education@hereford.anglican.org

Please see the separate document for the appointment process of new Foundation Governors.

Foundation Governor term of office end date is due within the next two academic terms		
Step 1	Inform Chair of Board, Headteacher and relevant Foundation Governor of impending date of the end of their current term of office. Reminders will be sent to relevant clerks from the Education Team on a termly basis. Please note it is advised the reappointment process is started at least one academic term before the end of office date.	Clerk to action
	Identify the nominating body for Foundation Governor's post (PCC or DBE). Note all reappointments are made by the DBE.	Clerk to action
	The Chair of Board discusses reappointment and agrees a way forward with the Foundation Governor initially and subsequently, the Headteacher, ex officio Foundation Governor and or the Incumbent, plus the PCC if they are the nominating body.	Chair of Board Governor Headteacher Ex officio/Incumbent PCC (if req'd)
	The Chair of Board confirms with the Clerk the agreement to reappoint	Chair of Board Clerk



Reappointment Process		
Step 2	The Foundation Governor Reappointment Form to include the HDBE Code of Practice for Members of a Church of England Governing Body and the Declaration of Eligibility to Serve as a School Governor are to be provided to the Governor for completion. These can be found at the following link: Foundation Gov Appointments	Clerk to action
	The form should be completed electronically wherever possible, with scanned signatures inserted (typed signatures are not acceptable). Alternatively, they can be printed off, completed by hand, scanned and emailed to the clerk. The Governor is to complete the reappointment form in full and must state how during their term of office, they have preserved and promoted the Christian ethos of the school, in addition to how they have used and developed their skills as a governor. The candidate signs the form on the understanding they have read and understood the role of Foundation Governor, the Code of Practice for Members of a Church of England Governing Body and the statements pertaining to their Declaration of Eligibility. This form must be returned to the Clerk on completion for verification and to obtain the relevant authorisations.	Governor
	Once received the Clerk must ensure sufficient and relevant information has been given by the candidate and obtain the required authorising signatures from the Headteacher. If the post is a PCC nomination, the Chair of the PCC or a copy of the approving minutes. The Chair of the Board is required to complete a short supporting statement in relation to the Governor's reappointment and sign to grant authorisation.	Clerk to action Chair of Board

	The Incumbent is required to sign to give authorisation of their support to the reappointing Foundation Governor. Authorisation should take into account the criteria for Foundation Governors as listed in the HDBE Foundation Governor Policy. All signatures can be scanned and added electronically if required.	Incumbent
	For PCC nominated Foundation Governor posts, a copy of the PCC minutes confirming the candidate's PCC nomination must be submitted with the form and/or an authorising signature of the Chair of the PCC should be obtained.	Clerk
	Should an exception be identified where the person does not fulfil the stated requirements, but is a person who is committed to uphold the Christian Ethos of the school, confirmation should be obtained that they will attend a meeting with a Diocesan Education Officer which should take place prior to DBE approval.	Clerk Chair of Board Candidate



Foundation Governor Reappointment Approval by the DBE		
Step 3	The completed application form with authorising signatures should be sent to the Education Team at education@hereford.anglican.org for review. Please note only electronic forms will be accepted and a postal option is no longer available.	Clerk
	The application will be checked by the Education Team and presented termly for consideration by the DBE who will decide whether to approve, reject or request further information.	Education Team DBE
	The DBE meet once a term (dates are published here on our Governor Appointments page). All forms must be received at least 10 working days prior to the DBE meeting date to allow for processing and be included in the submission list.	Clerk Governor
	Upon approval a confirmation letter will be issued to the Foundation Governor confirming their reappointment, with a copy to the Chair of Board, Headteacher and Clerk.	Education Team
	Copy of confirmation retained for governance records	Clerk
	Completion of HDBE Church School Governor online training is a requirement within two terms of first appointment and subsequent attendance is advised every four years to ensure Foundation Governors are up to date with the latest developments in church school governance. Available dates will be confirmed with the Foundation Governor (also available on our Training Page)	Governor Clerk