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

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





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



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

1. Chair and Headteacher discuss whether they wish to recommend the proposed governor to join their full governing body.



2. Clerk notifies** The Diocesan Board of Education (DBE) that the Chair of Governors would like to **recommend** a new foundation governor.



**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.



3. DBE sends the proposed governor a Foundation Governor application form to complete online, which is automatically sent back to the DBE



***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 3rd party unless we have legitimate reason to do so. www.canterburydiocese.org/privacynotice.php



4. Once approved by DBE and Board of Directors, DBE sends out declaration form to be signed by Chair of Governors, Headteacher, Incumbent / Archdeacon / Area Dean and proposed new governor.





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.



5. a) Application and declaration form sent to DBE. DBE/ DCM considers the application*** and decide whether to give its **approval** for the appointment. Declaration form is signed.



5. 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)



6. On receipt of signed declaration form, DBE will send an email to the newly appointed Foundation Governor, Chair of Governors, Clerk and Board of Directors confirming their **appointment**.

