

**FOUNDATION GOVERNOR RE-APPOINTMENTS:
TEMPORARY PROCESS TO BE USED DURING THE COVID-19 PANDEMIC**

If you have any questions about this process please contact Michelle Perry via email:
michelle.perry@chichester.anglican.org

Please contact us to let us know that a Nomination Form will be/is on its way to us. This will enable us to follow up or assist if a form appears to go astray or is delayed.

We are very aware of how important it is for governing boards to continue to function in their strategic leadership role as much as possible during these unprecedented times. In order to make it possible to carry out Re-Appointments of foundation governors during this period we have devised a simple way to enable the usual process to take place whilst complying with the restrictions of social distancing.

1) The foundation governor to be considered for re-appointment can download the Nomination Form and Code of Practice <https://schools.chichester.anglican.org/important-forms-documents/>. The documents are available in both Word and pdf formats.

2) The Nomination Form can be *completed electronically* or be *printed off and completed by hand*. Please complete the Form electronically wherever possible (see point 3b below). The Code of Practice needs to be read, signed and retained for your records.

3) Please complete **ALL** the relevant Nominee sections (Sections 1, 2 & 3 on pages 1 & 2) AND sign the **two** declarations on page 4.

b) Completing the Form electronically: please insert your *scanned* signature. If you don't have a scanned signature: insert the date you completed the form where indicated on the **two** declarations and attach it on an email directly to michelle.perry@chichester.anglican.org making the following statement in the body of the email:

'I have read the two governor declarations (Appointment Declaration and Disqualification Declaration) and request that this email be taken as my agreement to it;

I have also read and signed the Chichester Diocesan Board of Education document "Code of Practice for Foundation Governors" and agree to abide by it, with this email to be taken in lieu of my signature.'

a) Completing the Form manually: you can sign the Form by hand and scan and email it back to michelle.perry@chichester.anglican.org or post it. (If you plan to post it, please contact me for the relevant postal address). We strongly advise that you keep a copy for your records.

4) Once the Nomination Form is received with the Nominee's sections completed, **we will contact** the Chair, Ex-Officio Foundation Governor and Headteacher for their supporting statements.

a) For PCC nominations, the Ex-Officio Foundation Governor should include with their supporting statement, which PCC has nominated and the date of the relevant PCC meeting/email decision.

5) All supporting statements should be made as an email and not sent as an attachment.

6) Supporting statements to be emailed directly from the person making the statement and not be sent to anyone else to forward on – this is because the email acts as the relevant signature for the statement.

7) Once the completed Nomination Form is received by Michelle Perry, we aim to respond with the decision no later than 2 working school weeks where workload allows.