

FOUNDATION GOVERNOR RE-APPOINTMENT PROCESS: (updated May 2021)

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

Following the positive feedback, we received about the temporary process put into place during the pandemic, it has been decided to make some permanent changes to our appointments process. This will hopefully be a more streamlined process to carry out the appointment and re-appointment of foundation governors.

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.

1) The foundation governor to be considered for re-appointment can download the Nomination Form and Chichester Diocesan Board of Education (DBE) 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 Chichester DBE 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 do not 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 (Parochial Church Council) 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 to Michelle Perry 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, we aim to respond with the decision no later than 2 working school weeks where workload allows.

Please note: a person is not officially re-appointed as a foundation governor until the letter of re-appointment, confirming the dates of the term of office, is sent by the Diocese.