

Appointment Process for NEW Foundation Governors

The appointment process for foundation governors uses electronic forms through Adobe Sign. This is a secure and streamlined approach which is very simple and quick for all parties involved to use.

A potential foundation governor should arrange to visit the school and meet with the Headteacher, Chair of Governors and the Ex-officio foundation governor as appropriate. These meetings can be carried out as a video or telephone call if preferred but a tour of the school is also recommended.

1) The Chair of Governors or their representative, to carry out a meeting or video meeting/phone call(s) with the potential governor to:

- a)** To discuss the context of the Church school and governing board.
- b)** Find out what skills the person might bring to the functioning of the governing board and their contribution to being part of the governance team.
- c)** To ensure the Nominee is fully aware of the responsibilities, expectations and commitment required to be a foundation governor.

2) The Chair of Governors or their representative will then discuss the suitability of the potential governor with the Headteacher and Ex Officio foundation governor. Once it is decided to move forward with the nomination, an appropriate person (this could be the Clerk, Chair, Ex Officio or the Headteacher) should contact the diocese schoolgovernors@chichester.anglican.org with the full name and contact email address of the nominee.

3) Electronic Nomination Forms

Once we have the name and contact email address of the nominee:

- i) The electronic Nomination form will be sent out to the nominee using Adobe Sign for filling and signing by the nominee
- ii) The forms are set so they only be completed and signed by the person receiving them
- iii) Once each form is completed it automatically returns to us for final processing
- iv) All signing is done electronically, doing away with the need to print and sign or to have a scanned signature

The Code of Practice will also be sent out as part of the nomination form to be read and signed.

4) Supporting Statements

- i) Individual electronic Supporting Statement forms will be sent out using Adobe Sign for filling and signing by the Chair, Headteacher and Ex Officio.
- ii) 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) 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.

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