

Reappointment Process for Foundation Governors

The reappointment 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.

1) An appropriate person (this could be the Clerk, Chair, Ex Officio, the Headteacher or Foundation Governor themselves) should contact the diocese schoolgovernors@chichester.anglican.org with the name and contact email address of the person to be reappointed.

2) Electronic Nomination Forms

Once we have the name and contact email address of the person to be reappointed:

- 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.

3) 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.

4) 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 reappointed as a foundation governor until the letter of reappointment, confirming the dates of the term of office, is sent by the Diocese.