

Reappointment Process for Foundation Governors - Maintained VA and VC Schools

(September 2025)

This process document should be read in conjunction with the [Diocese of Hereford Policy on Foundation Governors in C of E Voluntary Aided \(VA\) and Voluntary Controlled \(VC\) Schools](#) and [Foundation Governor Roles and Responsibilities](#) Guidance. Both are available on the Foundation Governor Appointments web page.

If you have any questions about this process please contact the Diocesan Education Team on 01432 373341 or email at education@hereford.anglican.org

Please see the separate document for the appointment process for new Foundation Governors.

Step 1	Foundation Governor term of office end date is due within the next two academic terms	
	Inform Chair of Board, Headteacher and relevant Foundation Governor of impending date of the end of their current term of office. Reminders will be sent to relevant Governance Professionals from the Education Team on a termly basis. Please note it is advised the reappointment process is started at least one academic term before the end of office date.	Governance Professional (Clerk) to action
	Identify the nominating body for Foundation Governor's post (PCC or DBE). Note all reappointments are made by the DBE.	Governance Professional (Clerk) to action
	The Chair of Board discusses reappointment and agrees a way forward with the Foundation Governor initially and subsequently, the Headteacher, ex officio Foundation Governor and or the Incumbent, plus the PCC if they are the nominating body.	Chair of Board Governor Headteacher Ex Officio F Gov or Incumbent PCC (if req'd)
	The Chair of Board confirms with the Governance Professional the agreement to reappoint.	Chair of Board Gov Prof (Clerk)



Step 2	Reappointment Process	
	A Foundation Governor Appointment Request form is completed and is available on the Foundation Governor web page or on request from the Education Team.	Foundation Governor or Gov Prof (Clerk)
	An email to the Foundation Governor (via <i>DocuSign</i>) will be sent within 3 working days asking for the electronic online Foundation Governor Reappointment Form to be completed and signed via the safe secure online system. If your appointment includes a nomination by the PCC, they will also be contacted to confirm their nomination details. Alternatively, the form can be printed, completed by hand, scanned and emailed to Education@hereford.anglican.org	Foundation Governor
	Once the form is submitted it will workflow (via <i>DocuSign</i>) to the school's headteacher, chair of the governing board and incumbent or representative clergy for their authorisation signatures. The chair of the governing board is also required to complete a short supporting statement in relation to the Foundation Governor's reappointment.	Headteacher Ex officio F Gov/ Incumbent Chair of Board
	If the reappointment includes a nomination by the PCC, they will also be emailed (via <i>DocuSign</i>) to confirm their approval of the nomination. The approval of the nomination should be arranged (via meeting or email), with a record of nomination and proposed term of office kept. The date of approval will be confirmed as part of the PCC authorisation.	The PCC Chair or Secretary

	Should an exception be identified where the person does not fulfil the stated requirements, but is a person who is committed to uphold the Christian Ethos of the school, confirmation should be obtained that they will attend a meeting with a Diocesan Education Officer which should take place prior to DBE approval.	Gov Prof (Clerk) Chair of Board Foundation Governor
	All applications should be completed and authorised at least 10 working days prior to next HDBE Consent Committee. A submission deadline date will be issued to all those involved in the application process.	Candidate Gov Prof (Clerk) Chair of Board Headteacher Ex officio F Gov/ Incumbent PCC



Foundation Governor Reappointment Approval by the DBE		
Step 3	The application will be checked by the Education Team and presented for consideration by the HDBE Consents Committee who meet twice a term (dates are published here on our Governor Appointments page). The HDBE Consents Committee will decide whether to approve, reject or request further information on behalf of the HDBE.	Education Team HDBE Consents Committee
	Upon approval a confirmation letter will be issued to the Foundation Governor confirming their reappointment, with a copy to the Chair of Board, Headteacher and Clerk.	Education Team
	Copy of confirmation retained for governance records	Gov Prof (Clerk)
	Completion of HDBE Church School Governor online training is a requirement within two terms of first appointment and subsequent attendance is advised every four years to ensure Foundation Governors are up to date with the latest developments in church school governance. Available dates will be confirmed with the Foundation Governor (also available on our Training Page).	Candidate Gov Prof (Clerk)