

# Manchester Diocese Foundation Governor Appointment Process

## Substitute Ex Officio Foundation Governors

The Foundation of every Church of England Voluntary Controlled school according to its individual Trust Deed has at least 3 Foundation Governors.

A CE Voluntary Aided School usually has 7 Foundation Governors. Parochial Church Council, Diocesan or other Foundation Governors are appointed for a term of 4 years.

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### 1. Position

Ex Officio Foundation Governors hold the position by virtue of their office. Ex Officio governorship ends when the Incumbent moves away from their role.

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### 2. Substitution

If a church is in interregnum or the incumbent is unable to fulfil Foundation Governor duties, the Archdeacon will appoint a substitute Ex Officio Foundation Governor.

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### 4. Appointment

Letters of appointment for substitute Ex Officio Foundation Governors will be sent to the Board of Education.

### 3. Application

The Archdeacons appoint any substitute Ex Officio Foundation Governors required following the completion of a candidate application form. Please see document on Governance and Admissions page on Diocesan website.

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### 5. Announcement

A copy of the appointment letter will be forwarded by the Board of Education to the candidate and the clerk of the school governing body, requesting that governors, headteacher and local authority are informed.

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### 6. Change of appointment

This appointment may be changed by the Archdeacon only.