

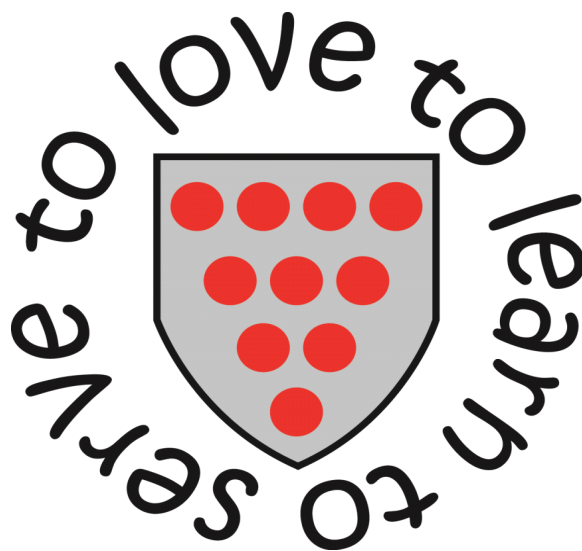
THE CHURCH
OF ENGLAND

DIOCESE OF
WORCESTER

Diocese of Worcester Guide to Church School Governance

This document is relevant for all governance structures in maintained schools and academies, including directors/trustees of MAT Boards.

It should be read in conjunction with the Maintained Schools Governance and Academy Trust Governance Guides.



Diocesan Education Team

nunderwood@cofe-worcester.org.uk

www.cofe-worcester.org.uk/education

16 Lowesmoor Wharf

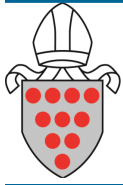
Worcester

WRI 2RS

Please contact

Nadia Underwood

01905 730733



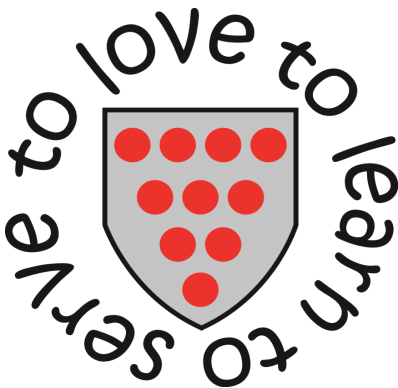
THE CHURCH
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Diocese of Worcester

Guide to Church School Governance

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Our Mission

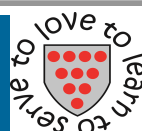
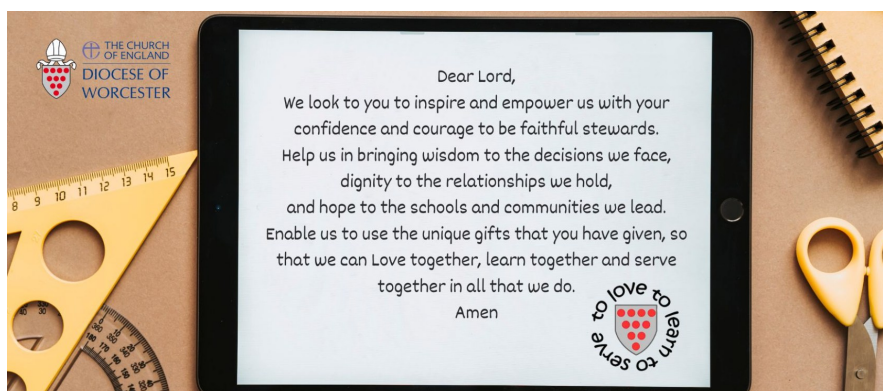
Purpose

As explored in the **Church of England Vision for Education: Deeply Christian, Serving the Common Good** (July 2016), the Church has a biblical mandate to be an active partner in the education offered to the nation's children. Whilst recognising that no education system can be neutral in its ideology or philosophy, the Church of England roots its vision and purpose for education in the biblical exhortation to 'live life in all its fullness' (John 10.10). It acknowledges the breadth, depth and richness of an education designed to enable children and the wider community to flourish in their potential as unique individuals made in the image of God.

Underpinned by the Church's 2016 Vision for Education, '[Our Hope for a Flourishing School System](#)' makes recommendations including a once-in-a-generation re-imagining of special educational needs and disabilities (SEND) funding, provision, training and development, wise and compassionate accountability systems for school inspections and performance measures and steps to ensure teaching is again regarded as an vocation in which adults can truly flourish and commit long-term.

The document sets out the importance of collaboration in different local contexts, particularly between schools in smaller rural areas, to ensure every child in every community receives an effective provision.

We, in the Diocese of Worcester Education Team, shape all aspects of our work with schools within this Christian philosophy for education.



Our Mission

Vision

The overarching vision of the work of the Diocesan Education Team sits within the Diocese of Worcester's **Kingdom People** vision. Expressed through the values of love, compassion, justice and freedom, the Kingdom People vision has been adopted in order to bring about the kingdom of God on Earth. It is an initiative to aid churches in living out the Gospel in practical and meaningful ways, in order for them to have an impact on the world around them. Being involved with the governance of Church of England schools is one way in which people can minister to others, bringing the good news of the Christian Gospel to their local communities.

Through unconditional love and reflection, we strive to serve and support all of our schools and their communities using the unique gifts that God has given us.

Loving together, Learning together, Serving together.

The vision of the Diocesan Education Team, is in harmony with the Kingdom People vision. We seek to contextualise all of our work with schools within this vision and to make loving, learning, and serving a reality in our support and engagement with governors. Consequently, the Worcester Diocesan Board of Education (DBE) and the Diocesan Education Team exist to promote Christian education of the highest quality in all Church of England schools and academies in the Diocese of Worcester, as we see them as being at the centre of the ministry of the Diocese. Church schools and academies have their foundation in the Christian Gospel, and daily life in a church school or academy will reflect that foundation throughout the whole of its curriculum and ethos, as well as through its policies. The role of governors in this work is crucial. Governors are the strategic leaders of church schools and, as such, set the vision and lead by example.

Deuteronomy 33:27

The eternal God is your refuge, and underneath are the everlasting arms.

1 Peter 4:10

Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in its various forms.



Our Mission

Aims

Several fundamental aims underpin our work with governors. We aim to equip governors to:

- understand what is meant by a Christian education so that they are in a position of confidence to fulfil their function as strategic school leaders
- encourage and enable schools and academies to develop their deeply Christian character, remaining fully inclusive in their welcome and service to children of all faiths and of none
- support and strengthen the leadership and management of church schools and academies, by providing a balance of challenge and support, understanding the strengths of the school as well as the areas requiring improvement
- help children and young people to live life in all its fullness and to flourish in their potential, helping them to grow as people created in the image of God
- provide opportunities for all pupils, and those who work with them, to develop and grow as spiritual human beings
- understand the impact of teaching, learning and assessment on the progress made by pupils
- strengthen links between clergy, parishes and educational establishments, to facilitate deepening of community life
- support those engaged in the leadership and delivery of high quality effective religious education, collective worship and spiritual, moral, social and cultural education
- identify good practice in maintained schools, the [Diocese of Worcester Multi Academy Trust \(DoWMAT\)](#), [Elements Diocesan Learning Trust](#) and other effective local multi academy trust partners.



Our Mission

Objectives

Within the context of our vision, we seek to achieve our aims in the following ways:

- working with a team of respected education professionals who have experience and expertise in church school governance and diocesan educational leadership
- through this team, offering advice, training and support on a wide range of aspects of the leadership of church school education, including monitoring, evaluation, and inspection requirements
- offering school leaders and governors challenge, encouragement and support in their work; asking questions in relation to school performance and helping to find bespoke and creative ways of being an effective provider of Christian education
- offering specific advice, training and support on all aspects of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) and working alongside schools as they are subject to inspection
- providing a programme of training courses, reflecting and often predicting the needs of church schools, taking into account feedback received
- offering advice, training and support to clergy and governors as they seek to work with and alongside church schools
- recognising, celebrating and sharing good practice across our schools.
- supporting leaders and governors through the changing educational landscape.

The Diocesan Education Team works in partnership with Dudley and Worcestershire local authorities, offering a support service which is well-informed and complementary.



The Diocesan Board of Education (DBE)

The DBE

The DBE is a statutory body, the functions of which are set out in the [DBE Measure \(2021\)](#), as follows:

- to promote or assist in the promotion of education in the diocese, that is consistent with the faith and practice of the Church of England
- to promote or assist in the promotion of religious education and religious worship in schools in the diocese
- to promote or assist in the promotion of church schools in the diocese
- to promote co-operation between itself and other persons concerned with education in the diocese.

The DBE are also tasked with offering advice, consent, consultation, direction, engagement and information on wider aspects relating to church school education.

It is important, therefore, that governors of church schools in the Diocese of Worcester consult the DBE before taking *any* action which affects the life of the school in the following ways. In the case of an academy, this is the responsibility of the Trustees. Examples of common aspects where advice, consultation or consent may be required are:

- **Academisation:** Any school considering academisation must contact the Diocesan Director of Education to discuss the process. For any school to academise, the Diocesan Board of Education must first provide consent, ensuring that the school is adhering to the agreed Diocesan Academy Policy and Academy Strategy.

The Diocesan Board of Education (DBE) aligns itself with the Church of England "Model Articles of Association" and "Memorandum of Understanding" to guide all church schools in relation to the process of academisation.

The DBE has an approved Academy Policy and Academy Strategy which will help guide schools on their options and Diocesan process when considering academisation.

The DBE has approved an application form for any school applying to the DBE for academy conversion. The documents referenced and further information are available on: <https://www.cofe-worcester.org.uk/becoming-an-academy/>



The Diocesan Board of Education (DBE)

The DBE

- **Change of pupil admission number (PAN):** Any changes to a church school's PAN must have DBE consent before additional places are offered to families; the [form for Change of PAN](#) must be completed and returned to the DDE. The DBE will require evidence that the school has considered issues related to basic need and the viability of other local schools before consent to change the PAN will be granted.
- **Change of School Age-Range:**
 - * **(Nursery or pre-school provision:** DBE consent is required before a school may open governor-led nursery or pre-school provision. As above, the DBE will require evidence of need in the local community and sight of the governors' business plan. The [Proposed Change of Age Range](#) form must be completed and returned to the DDE, before approval of any nursery or pre-school provision will be granted. Diocesan agents will be required to carry out legal work (the fees for which the school will be liable) before lease, or rental agreements are confirmed. Additional legal fees may be incurred because the diocese may need to speak to external parties on the behalf of schools / academies.
 - * Other age-range changes such as extending or reducing age range in a church school in the Diocese of Worcester should use the same form.
- **Maintaining church school buildings:** Governors of all church schools (maintained and academy) have a responsibility to ensure that they know who owns their land and buildings. They have a further responsibility, on behalf of the owner, to ensure that all school buildings are maintained and remain in a good state of repair. The DBE may request submission of the governing body's annual maintenance schedule and may carry out routine building inspections. The owner's consent is required before changes can be made to the structure of church school buildings, or, before additional building work is carried out on land owned by the Diocesan Board of Finance (DBF). Further details are included in the [Protocol for gaining appropriate consent for works to be carried out on Church of England school / academy buildings in the Diocese of Worcester](#). The [Building Works consent form](#) must be completed and returned to the DDE before any work to alter or extend the footprint of a Church of England school or academy can commence, or, before any new external structures can be erected on the site of a Church of England school or academy. Written confirmation of receipt and consent (where appropriate) will be provided by the DDE, on behalf of the DBE.



The Diocesan Board of Education (DBE)

The DBE

- **Appointment of foundation governors:** Foundation governors are either nominated by the Parochial Church Council (PCC) and appointed by the DBE, or nominated and appointed by the PCC. The process of appointing a new DBE foundation governor is set out on page 14. Dates of future DBE meetings are available from the Executive Officer for Education (EOE).
- **Appointment of Bishop's Representative:** The ex-officio foundation governor is normally the gift of the incumbent, but when this is not possible, and with their and/or the PCC's agreement (in the case of vacancy), a Bishop's Representative can be appointed by the Archdeacon for a term of 4 years. For advice on the process of appointing the Bishop's Representative, please contact the EOE.
- **Reappointment of foundation governors:** It is the responsibility of the Clerk to Governors to notify governors of their term of office and the date on which their term comes to an end. Unless a reappointment form and associated documentation ([available on our website](#)) are received for consideration by the DBE *before* a foundation governor's term of office expires, on expiry the governor in question must be temporarily removed from the governing body. Governors in this position will not have access to any of the business of the governing body until the DBE has approved the reappointment. In line with the DfE, the DBE will not reappoint governors beyond two terms of office unless in exceptional circumstances laid out by the Chair or, in the case of the Chair, the Headteacher.

School Performance Data

In order to fulfil the functions of the DBE Measure in relation to the provision of 'education which is consistent with the faith and practice of the Church of England', the DBE makes an annual request in the summer term to schools for performance data. It is the responsibility of governors to ensure that this annual data return is submitted to the DDE or Deputy Diocesan Director of Education (Deputy DDE) by the headteacher within the timeframe requested.

The DDE and the Deputy DDE use the information provided by schools, as well as publicly available school performance data, to prioritise the support that the DBE is able to offer to schools in the next academic year.



The Diocesan Board of Education (DBE)

Worcester Diocesan Academies Trust (WDAT)

WDAT acts on behalf of the DBE in its work with academies and multi academy trusts. Academy Directors/Trustees should contact the EOE for information on whether they require DBE or WDAT consent for the aforementioned activities. **Diocesan consent for such activities is still required for stand-alone academies and academies which are part of a multi academy trust (MAT).**

WDAT will be a corporate Member of any MAT within which there is a Church of England school and appoints any further Members who are required in order to take it up to its agreed representation, outlined in the trust articles of association. As a corporate Member, WDAT has the responsibility to present the views of the Church of England in general and the Diocese of Worcester in particular, when discussing and setting the vision and the direction of the Trust. These views are set out in the [Church of England's Vision for Education](#), and in the Worcester [DBE's Vision Statement](#). Members appointed by WDAT have the same responsibility. WDAT maintains communication with and offers support to individuals who represent it as a Member of a Trust. WDAT may, at any time, remove Members whom it has appointed and replace them. The full roles and responsibilities of a Diocese Member can be found on [our website](#).

WDAT appoints the agreed representation of Director/Trustees in accordance with the agreed model articles of association. Directors/Trustees do not represent the views of WDAT, or of the Church of England in the same way as Members. However, they are expected, if appointed by WDAT, to faithfully present on its behalf, views which are commensurate with what is deemed to be a Church of England education. Details of this can be found in the most recent SIAMS Schedule, as well as in the Church of England's Vision and the Worcester DBE's Vision Statement. If Directors/Trustees appointed by WDAT do not contribute in this way to the governance of the Trust, it is possible that they will be removed by WDAT. The full roles and responsibilities of a Diocese Director/Trustee can be found on [our website](#).



The Diocesan Board of Education (DBE)

Worcester Diocesan Academies Trust (WDAT) (cont.)

The [Diocesan strategy for academisation](#) identifies the MATs that church schools are able to join after gaining DBE consent. Local school or advisory boards of academies are to reflect the constitution of the former VC or VA school.

WDAT has a responsibility to monitor academic standards and matters relating to the Christian distinctiveness of all Church of England academies in the Diocese of Worcester. The data return form for academies, therefore, is issued by WDAT rather than by the DBE. The WDAT Board uses the information in the data return to prioritise the support it is able to offer to academies in the next academic year.

The Education Team, on behalf of WDAT will also undertake a number of Teaching and Learning reviews in a range of Trusts each year, these will be published at the beginning of each academic year.



Maintained School Governance

School governors make up the largest voluntary organisation in the UK. The work carried out by individual governors and full governing bodies is central to the effective running of schools, and the accountability inherent of the culture within which governors work is significant. This accountability is enacted by the Department for Education (DfE), Ofsted, SIAMS, local authorities, and by DBEs, and can lead to the increased flourishing of members of school communities. However, accountability can also bring pressure and within education, expectations of those in positions of governance are high.

Section 48 of the Education Act 2005 sets out the additional legal responsibilities as they apply to governors of Church of England schools. Governors of both VA and VC schools are responsible for ensuring that a daily act of collective worship, which is in line with the school's Trust Deed, is carried out. In addition, governors of VA schools are responsible for the selection of the school's Religious Education (RE) curriculum, whereas governors of VC schools must ensure that the locally agreed syllabus for RE is taught and its requirements adhered to. Governors of VA schools are the employers of all staff and act as the school's admissions authority, although admissions policies for VA schools are still required to be approved by both the DBE and the local authority. Governors of VA schools must ensure that they are aware of their responsibilities as the employer and seek HR advice from the local authority, as appropriate. All governors are responsible for the maintenance of school buildings.

Making changes to your Instrument of Government

The EOE can advise on any changes to Instruments of Government, the size and composition of a Governing Body. The DBE must be consulted and approval must be sought for any changes. The draft instrument must be considered by the Governing Body as an agenda item at a Full Governing Body meeting. The agreed instrument, together with a copy of the relevant Governing Body minutes, should be sent to the Local Authority (LA) to be checked and they will arrange for the new instrument to be 'made'. Copies of the new instrument will be sent by the LA to the Clerk to Governors/Governance Professional for distribution.



School Governance: Maintained Schools and Academy Trusts

Foundation Governance Roles

Whilst all those with governance responsibilities in church schools are tasked with upholding and promoting the deeply Christian character of the school, it is the particular responsibility of those with foundation governance roles to take the lead in this area of school life. The DBE /WDAT expects those with a foundation governance role, in line with the requirements of SIAMS, to regularly monitor and evaluate the impact and effectiveness of the school's Christian vision, values and ethos on the life and work of the school community. They are also expected to ensure that appropriate action is taken, based on the findings of this monitoring activity. Those with foundation governance roles will be held to account by SIAMS for the outcome of regular monitoring in this regard at the time of a school's inspection.

Foundation governors in maintained schools are, usually, either appointed by the Parochial Church Council (PCC) or by the DBE. A school's Instrument of Government will set out how foundation governors are to be appointed in each individual school. In a VC school, foundation governors will make up to 25% of the full governing body. In a VA school, foundation governors must be in the majority. Foundation governance in an academy trust will be defined by the trust's articles of association and scheme of delegation. For further advice on structures of governance, please contact the EOE. The protocol for the appointment and reappointment of foundation governors by the DBE and those with governance roles in an academy trust is set out on pages 14-16.

Individual PCCs have their own appointment and reappointment protocols, although advice from the DBE will be given, should it be requested. Further information and advice about PCC-appointed and Ex-officio foundation governors (Bishop's Representatives) is set out on page 16.



School Governance

The Diocese of Worcester Guide to Governance in a Church School

Through its *Guide to Governance in a Church School*, the Worcester DBE and WDAT seek to enable all individuals and bodies with responsibilities for school governance, to fulfil their roles with growing confidence and expertise. The guide sets out the WDAT's and the DBE's commitment to:

- have high standards in respect of governance appointments, reappointments and practice, to ensure that church school governance attracts individuals who are aware of and committed to the requirements of the role
- offer training and support which enables individuals and bodies with responsibilities for school governance to meet these standards with ease in a nurturing context, so that they may flourish in their roles through opportunities to learn and be equipped
- establish and maintain regular and effective communication, working with governance professionals/clerks to enable the smooth exchange of information for the benefit of the school communities which they serve.

In accepting a governance position in a Church of England school within the Diocese of Worcester, individuals agree to carry out their duties in line with principles set out in the *Guide to Governance in a Church School* and to avail themselves of the training and support offered by the Diocesan Education Team.

All training offered centrally by the Diocesan Education Team is free of charge for those with a governance role.

Bespoke training events at individual schools can be arranged at the rates set out in the [Training and Support SLA](#).



Best Practice

All those with governance roles must provide confident, strategic leadership, in accordance with the three core functions as outlined in the DfE's [Maintained Schools Governance Guide](#) or [Academy Trust Governance Guide](#) (March 2024). These ensure clarity of vision, ethos and strategic direction; holding executive leaders to account for the educational performance of the organisation and its pupils, the performance management of staff; and overseeing the financial performance of the organisation, ensuring its money is well spent. It is the responsibility of *all* those with governance roles to ensure that they are aware of the expectation of the DfE, by familiarising themselves with the most up-to-date government guidance.

All those with governance roles in Church of England schools and academies in the Diocese of Worcester are expected to keep their knowledge, skills, and understanding up-to-date, through engagement with the Diocesan Education Team and attendance at diocesan training events.

All those with governance roles should be in possession of up-to-date DBS clearance, as set out in the Declaration of Eligibility within the DBE foundation governance application forms

All those with governance roles in Church of England Maintained schools within the Diocese of Worcester are expected to carry out at least one formal and recorded monitoring visit in school each term. Those with governance roles in academies within WDAT, should monitor in accordance with the trust's scheme of delegation.

All those with governance roles in Church of England schools and academies in the Diocese of Worcester are expected to behave in a way which is in line with an individual school's Christian vision and values, trust values (in an academy), with the [National Governors Association's Governors' Code of Conduct](#), the [Church of England's Vision for Education](#) and the Worcester DBE's Vision.



Appointment to Governance Roles

DBE Foundation Governor and WDAT Director/trustee Appointments

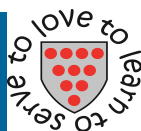
Individuals nominated to undertake the role of a DBE foundation governor or WDAT director/trustee are required to complete an application form and skills audit available on [our website](#). The skills audit will enable the applicant to assess their skills against the requirements for governance as set out in the [Maintained Schools Governance Guide](#) or [Academy Trust Governance Guide](#) (March 2024). PCCs must nominate a DBE Foundation Governor or WDAT director/trustee before the relevant body submits their nomination. The application form and skills audit, along with the extract of governing minutes relating to their nomination, must then be returned to the Diocesan Education Team, whereupon it will be presented to the DBE/WDAT for approval.

Individuals currently employed at a school, or those who have immediate family members (e.g. spouse, parent, child) on a school's or trust's board cannot be appointed as a DBE foundation governor for that school or WDAT trustee/director within the same trust, but are welcome to offer themselves as a foundation governor at another church school or academy trust. Following receipt of these completed documents, the application will be analysed by the EOE and the Diocesan Director of Education (DDE). A recommendation will be made to WDAT/DBE and, subject to approval, the applicant will be appointed for a term of four years.

The criteria for a DBE Foundation Governor or WDAT trustee/director are as follows:

1. A practicing member of the CofE Church in the parish of the school or a school within the trust
2. A practicing member of a CofE Church outside of the parish
3. A practicing member of a Christian denomination other than CofE
4. A non-practicing Christian who signs a declaration committing to upholding the Church of England's Vision and Values for Education

New DBE foundation governors and WDAT trustees/directors will receive a letter of confirmation from the Chair of the DBE, which sets out the term of office and expectations. One such expectation is that those new to their governance role will attend the **Governance in a Church School** training course once appointed, and that they will keep up-to-date with statutory requirements and the requirements of SIAMS through regular attendance at other diocesan training courses. The [Training and Support Service Level Agreement](#) details all diocesan training. Training offered through the SLA changes on an annual basis. The [training events booking](#) form can be completed via the attached links, or by contacting the admin team on education@cofe-worcester.org.uk. The letter of confirmation will be copied to the Governance Professional/ Clerk, for the attention of the Chair of Governors or Chair of Trust board.



Appointment to Governance Roles (cont.)

DBE Foundation Governor and WDAT Director/trustee Re-appointments

DBE foundation governors and WDAT trustees/directors wishing to be reappointed to serve a second term must follow the aforementioned process. However, in this instance, they must complete and return the reappointment application form and the reappointment skills audit available on [our website](#). In line with the new DBE foundation governor appointments, individuals currently employed at a school/trust, or immediately related (e.g. spouse, parent, child) to another member of the board can no longer be re-appointed as a DBE foundation governor at that school/trust.

A statement of support will be required from the chair of governors/trust board as part of the reappointment application form. If the reappointment relates to the chair of governors or trust board, the statement of support will be requested from the ex-officio foundation governor. If the reappointment relates to the chair of governors/trust board who is also the ex-officio foundation governor, the statement of support will be requested from the headteacher/CEO. The statement of support must include details of further training which the chair/ex-officio foundation governor/headteacher/CEO believe would be of benefit to the applicant.

It is also considered best practise that any person appointed into a governance role (other than the ex-officio role) should not serve more than 2 terms (8 years). Should there be an exceptional circumstance why any person should exceed this term, a written explanation of these circumstances should be submitted for consideration to the board from the chair of governors or chair of trust board. Where that person is the chair, they may be considered for re-appointment due to exceptional circumstances, but not to the post of chair for a further term, The explanation should be provided once again by ex-officio foundation governor/headteacher/CEO.

If reappointment documentation is not received by the DBE *before* a foundation governor's term of office expires, on expiry, the governor must be temporarily removed from the Governing Body, until the DBE has approved the reappointment.



Appointment to Governance Roles (cont.)

PCC Foundation Governors

Foundation governor appointments made by individual PCCs will follow locally agreed protocols. However, the DBE recommends that PCCs follow the guidance set out on pages 14-15 for DBE-appointed foundation governors. We strongly advise PCCs to adopt our guidance with regards to not appointing staff members and immediate family members to the governing body to avoid conflicts of interest. PCCs must notify the clerk to governors/governance professional when they appoint new PCC foundation governors; the clerk/governance professional is then required to notify the Diocesan Education Team in order for centrally-held records to be updated.

Ex-officio Foundation Governors (Bishop's Representatives)

As outlined in each school's Instrument of Government, the position of ex-officio foundation governor is the gift of the Principal Officiating Minister for the parish, or benefice, in which the school is located. In the event that the ex-officio foundation governor is unable to take up or continue their position, they should with the support of the Diocese, nominate a substitute who will be appointed by the Archdeacon (of Dudley or Worcester), called a Bishop's Representative. These are subject to a 4-year term of office. The Archdeacons are entitled to request the removal of any ex-officio foundation governor and to appoint a substitute. Further guidance will be given to any school who advises the Diocesan Education Team of any upcoming vacancies.

For up-to-date forms, information, advice or guidance in relation to the appointment of foundation governors and directors/trustees, please contact the EOE.



Diocesan Training and Support for Church School Governance

In order to equip those with governance roles in the fulfilment of their responsibilities, the Diocesan Education Team offers the following support.

Training

Attendance at governance specific diocesan training courses is offered free of charge to *all* those with governance roles within Church of England schools in the Diocese of Worcester. The [Training and Support Service Level Agreement](#) (TSSLA) details all diocesan training. Training offered through the SLA changes on an annual basis. An electronic copy of our TSSLA is sent to Clerks/ Governance Professionals annually in March. Please Further copies of the current TSSLA are available from the Diocesan Education Team on request (education@cofe-worcester.org.uk).

Admissions

The DBE is able to advise governing bodies in cases of admissions appeals. The DBE is a statutory consultee to any changes in the admissions policy of any school or academy. Please contact the EOE for further details.



Diocesan Training and Support for Church School Governance (cont.)

Bespoke Training Sessions

In addition to the free centrally-run training for all those with governance bespoke in-school training sessions can be arranged for governors of schools which have purchased the Diocesan Training and Support SLA, making use of the school's allocated 15 hours of support.

For governors of schools which have not purchased the Diocesan Training and Support SLA, bespoke in-school sessions can be arranged. Please contact the Education Office for costs.

Governor and Governance Professional Briefings

Our termly governor and governance professional /clerk briefings provide a range of updates on both diocesan and national level. It is an expectation of the DBE that every Governing Body/Trust is represented at these termly briefings. Governance Professional/Clerks are welcome and encouraged to attend these meetings along with governance colleagues.

Meeting dates are circulated each for academic year to Clerks/ Governance Professionals for dissemination to governing bodies and trust boards. Attendance is on-line only. Please contact your Governance Professional/Clerk if you have not received these dates.

Headteacher Recruitment

The Diocesan Education Team must be involved in the recruitment of a new headteacher in a church school. For further details about the support available with Headteacher Recruitment, please visit our [website](#).



Communication with Diocesan Education Team

Good communication is the key to a good relationship. The DBE commits to maintain regular and meaningful communication with the governors of church schools and directors/trustees of academy boards in the Diocese of Worcester through the Diocesan Education Team. In return, the DBE asks that those in foundation governance roles keep in touch with the Diocesan Education Team, and reply to requests for information. All information requested will enable the Diocesan Education Team to fulfil its vision and purpose: ***Loving together, Learning together, Serving together.***

The Diocesan Education Team offer a facilitated 1 hour meeting between headteachers, Chairs of Governors and Ex-officio foundation governors, when at least one is new to their role. This is in order to explore the context of the school and the interconnectedness of these roles. To organise a meeting such as this, please contact the EOE.



Communication with the Diocesan Education Team and Clerks/Governance Professionals

As stated on the previous page (p. 19), the DBE commits to maintain regular and meaningful communication with the clerks and governance professionals of church schools in the Diocese of Worcester, through the Diocesan Education Team. In return, the DBE asks that clerks/governance professionals keep in touch with the Diocesan Education Team, and reply to requests for information. *All* clerks/governance professionals to Church of England schools and academies in the Diocese of Worcester are expected to adhere to the requests set out below.

- Clerks/governance professionals are expected to notify governors of their term of office and the date on which their term of office comes to an end (p. 6).
- Clerks/governance professionals are expected to forward the DBE letters confirming the appointments and reappointments of DBE foundation governors or WDAT trustees/directors to their Chair, for information.
- Clerks/governance professionals are expected to inform the EOE of any governor or trustee/director resignations.
- Clerks/governance professionals are expected to send all Full Governing Body minutes to the EOE as soon as they are ratified.
- Clerks/governance professionals of *all* schools and academies are expected to return a Governor Annual Return Form annually, detailing the composition of the Governing Body or Trust Board. This will be sent to all clerks in October via email. Clerks are expected to notify the Diocesan Education Team about all changes to the Governing Body or Trust Board within the year.
- Clerks/governance professionals are expected to keep their knowledge, skills and understanding up-to-date, through engagement with the Diocesan Education Team and attendance at diocesan training events. Clerks/governance professionals would benefit from attending **Governance in a Church School** training (detailed in the Training and Support Service Level Agreement) and the termly Governors' cluster meetings. There is no charge for Clerks to attend these two sessions.



Diocesan Education Team Contact Details



Tim Reid
Diocesan Director of Education (DDE)
treid@cofe-worcester.org.uk
07399 238687



Spencer Morris
Deputy Diocesan Director of Education (Deputy DDE)
smorris@cofe-worcester.org.uk
07494 721498



Nadia Underwood
Executive Officer for Education
nunderwood@cofe-worcester.org.uk



Janine Jenkins
Administrator
jjenkins@cofe-worcester.org.uk
01905 732825



Gemma Martin
Education Adviser
gmartin@cofe-worcester.org.uk



Rev'd Duncan Hutchison
Education Adviser
dhutchison@cofe-worcester.org.uk



Marcia Harris
Education Adviser
mharris@cofe-worcester.org.uk



Bev Roberts
Education Adviser
broberts@cofe-worcester.org.uk



Simon Tapp
Education Adviser
stapp@cofe-worcester.org.uk



Appendices

[Application Form for New DBE Foundation Governors](#)

[Skills Audit Questionnaire for New DBE Foundation Governors](#)

[Application Form for New WDAT Foundation Trustee/Director](#)

[Application Form for DBE Foundation Governors wishing to be re-appointed](#)

[Application Form for WDAT Foundation Trustee/Director wishing to be re-appointed](#)

[Skills Audit Questionnaire for WDAT Trustee/Director wishing to be re-appointed](#)

[Application Form for Bishop's Representative](#)

[WDBE Protocol and Consent for Building Works in Church of England Schools and Academies](#)

[WDBE Building Works Consent Form](#)

[WDBE Change of Pupil Admission Number form](#)

[WDBE Change of Age Range form](#)

[WDBE Governance Skills Auditing Tool](#)

[Maintained Schools Governance Guide](#)

[Academy Trust Governance Guide](#)

[Academy Trust Handbook](#)

[NGA Governance Code of Conduct](#)

[Role Descriptor of an Academy Foundation Member](#)

[Role Descriptor of an Academy Foundation Director/Trustee](#)

[Training & Support SLA September 2024 - July 2025 Agreement Form \(editable version\)](#)

[Training & Support SLA September 2024 - July 2025 Agreement Form \(PDF version\)](#)

[Training & Support SLA September 2024 - July 2025, Training Events Electronic Booking Links](#)

