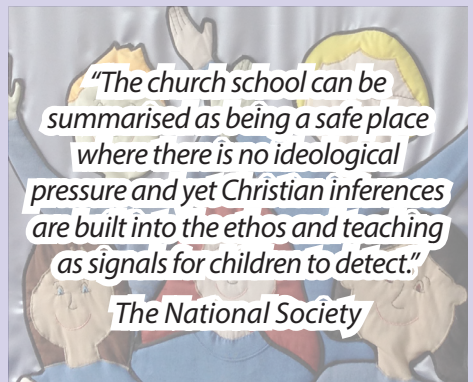


## Being a Foundation Governor within the Diocese of Norwich

## Being a Clerk to Governors within the Diocese of Norwich



# Contents

Introduction .....	4
Role of Governors .....	5
Role of Governors in a Church of England school .....	6
Responsibilities of Governors .....	6
The Governing Body's Responsibilities to the Norwich Diocese .....	7
Who are Foundation Governors and how are they appointed? .....	8
Constitution and Instrument of Government .....	8
Information on category and appointment of Foundation Governors .....	9
Bishops Appointed Governors .....	9
Diocesan Board of Education Foundation Governors .....	10
Parochial Church Council Foundation Governors .....	10
DBE/PCC joint appointment Foundation Governors .....	10
Benefice Foundation Governors .....	11
Trustee Governors .....	11
Church commitment .....	12
Children at other schools .....	12
Members of the same family .....	12
Foundation Governors .....	13
What makes a church school different to a community school? .....	15
Distinctiveness .....	15
Values .....	16
Statutory Inspection of Anglican and Methodist Schools (SIAMS) Inspections .....	16
Religious Education (RE) .....	17
Collective Worship .....	18
Diocese of Norwich training for Governors .....	19
Other Diocese of Norwich support for Governors .....	20
Clerks to Governing Bodies .....	21
Index .....	23
Team Contacts .....	24

*"It is not a school for Christians but a Christian school for all"*

The Revd Nigel Genders, chief Education Officer  
for the Church of England

*Being a school governor should be recognized as one of the  
most important roles a church member can take.*

The Way Ahead

*"Church of England schools/academies have at their heart a  
belief that all children are loved by God, are individually unique  
and that the school/academy has a mission to help each  
pupil to fulfil their potential in all aspects of their personhood:  
physically, academically, socially, morally and spiritually".*

Valuing All God's Children



## Introduction

**School Governors are the largest voluntary organisation in the country. Being a School Governor is rewarding and fulfilling. Being so closely involved in the education and development of young people is a privilege and joy, as well as a responsibility. There is a requirement to commit to attending meetings in relation to the Schools Governance work and where possible to visit Schools to carry out your monitoring role. The Diocesan Board of Education recognises the commitment involved.**

The Diocesan Board of Education is very grateful to all those who give freely of their time, talents and experience in the invaluable role of supporting its church schools.

This booklet has been drawn up to give prospective and current Foundation Governors a brief overview of their respective roles within the Governing Body of a church school in the Diocese of Norwich. This booklet is also designed to inform our Clerks to Governing Bodies on the roles, responsibilities and the appointments of Foundation Governors. There is also a separate section for Clerks.

It is hoped that, if you have any questions at all about your role, you will contact the Diocesan Office or visit our website at <http://www.dioceseofnorwich.org/schools/governance/>

Contact details are on the final page of this booklet.

**Governing Bodies hold the school to account for the effective education of all its young people. Their three main responsibilities are:**

## Setting Strategic Direction

- Clarity of vision and ethos
- Meeting statutory duties
- Engaging stakeholders

## Creating Robust Accountability

- For teaching, achievement, behaviour and safety
- Strengthening school leadership
- Performance managing the head teacher
- Contributing to school self-evaluation

## Ensuring Financial Probity

- Solvency and effective financial management
- Use of Pupil Premium and other resources to overcome barriers to learning

**Governing Bodies work with the Headteacher and school to:**

- Ensure clarity of vision, ethos and strategic direction
- Ensure long-term sustainability of the School within the current educational landscape at National and Local level
- Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Oversee the financial performance of the school and making sure its money is well spent

**The Governing Body is accountable to the school and wider community (stakeholders) for the effective education of Children and Young People. This includes:**

- Children & Young people
- School staff
- Parents / Carers
- Local community / Diocese
- Local, Regional and National Government

**When considering being a Governor you should consider if you:**

- Have the relevant skills and experience which will give breadth and strength to the Governing Body for the benefit of the pupils
- Have the energy for the job and an interest in the task
- Will be committed to the Christian and pastoral support and the well-being of the school
- Will complement the background, experience and skill of the other Governors and the type of people needed to obtain a balanced Governing Body
- Will be supported by and supportive of the headteacher, particularly with regard to the overall needs of the Governing Body

# The Role of Governors in a Church of England School

The role of all **Governors** in Church of England schools is as follows:

- Be proud of your history and distinctiveness
- Be proud of the school!
- To hold the school to account by providing a balance of challenge and support at the right level
- To know your schools; their strengths and weaknesses and not just from an attainment perspective
- To provide the best education possible to ALL children
- Value your staff and community
- Value the whole child

The role of **Foundation Governors** in Church of England schools is to also:

- Be involved and monitor Collective Worship
- Declare to uphold the ethos of the school
- Link with the RE co-ordinator in school and overview the RE curriculum
- Monitor and evaluate the school's distinctiveness in relation to SIAMS, RE and Collective Worship – led by Foundation Governors
- Monitor outcomes of Statutory Inspection of Anglican and Methodist Schools - SIAMS (Section 48) inspection
- Nurture the family bonds between the Church and the School
- Provide link to Community and/or PCC
- To maintain the integrity of the Foundation or Academy

## **Every School Governor should aim to:**

Become involved in school life in order to contribute to the school's plan to raise standards and to improve the effectiveness of teaching and learning.

- **Always** respect the professional roles and responsibilities of the headteacher and staff, but also be prepared to discuss their proposals, remembering that the Governing Body is accountable for its actions
- **and in a Church School** uphold the statement as per the Instrument of Government

## **Responsibilities of all Governors:**

- It is not possible to be an effective Governor without regularly visiting the school. Visits, arranged with the headteacher, help Governors to become informed enough to carry out their duty to monitor. Generally, schools encourage visits and Governors will find that teachers welcome an opportunity to talk about their work. In primary schools, in particular, children are friendly and willing to chat

- All Governors are expected to attend the full governor meetings of the Governing Body. There will be at least 3 meetings a year but most schools meet 6 times in an academic year. Each Governor will be appointed to a relevant committee. Attendance at committee meetings will therefore be expected also
- Headteachers have very demanding responsibilities, both as managers and leaders, and the whole community expects a great deal of them. Governors expect the headteacher to keep them well informed, but in return headteachers should be able to rely on the Governors to contribute to policy-making and to be collectively and individually supportive
- It is expected that Governors will attend appropriate training. Most schools will subscribe to the Governance training package offered by Educator Solutions for Norfolk County Council or Suffolk County Council. Training is also available from the Diocese. Information on Diocesan training is available on page 19. A trained Governor contributes to the effectiveness of the whole school team
- Governors have certain responsibilities and duties laid down by law and therefore need to be aware of them. The Department for Education Governors handbook is available to view on our website at <http://www.dioceseofnorwich.org/schools/governance/>

Governors must remember that they can only make decisions as part of the Governing Body. No individual Governor has any authority to act on behalf of the school unless specifically delegated to do so by the Full Governing Body. All Governors are volunteers and are not expected to be experts in all aspects of school life, but the experiences of life that a Governor brings will be valued. The Governing Body will work as a team.

### **The Governing Body's Responsibilities to the Norwich Diocese:**

- The Diocesan Director of Education (DDE) must be informed of an impending vacancy for a headteacher or a deputy headteacher, so that a representative of the Board of Education can support the Governing Body and offer advice
- In all church schools, the DDE must be informed of proposed alterations to buildings. The Schools Project Development Officer (SPDO) provides Aided Schools with a building support service
- The DDE needs to know of any proposal to lease/sell any part of the school site or change to the School's status through amalgamation, closure, or for any other reason
- The Schools Project Development Officer must be consulted about any change to the School's admissions policy or criteria
- It is advisable to inform the DDE if there is any major issue affecting the school
- The Diocesan office must be informed if a Foundation Governor resigns or approaches the end of their term of office
- All other changes to the Governing Body must be notified to the Diocesan office

We hope you will find your time as a Governor both enjoyable and rewarding.

# Who are Foundation Governors and how are they appointed?

In your church school's Governing Body, a Foundation Governor may have resigned or their term of office may be due to expire. Listed on the Instrument of Government are the Founding Bodies and it is their responsibility to appoint the Foundation Governors who represent them.

The nominations for these roles have to be supported by recommendations and these are sought from Clergy, PCCs, or Trustees depending on the category of Governor. The following guidelines are offered, as such, for the proposers.

Whenever any Governor moves to another category of Governor within the same Governing Body, a nomination form and/or an application must be completed in the same manner as for a first time or renewal of appointment.

In any category where there is disagreement, the Diocesan Board of Education will consider the nominations and make the appointment. Where there is continued difficulty finding a suitable person, the Diocesan Director of Education will use other contacts to find a local willing candidate.

## **Constitution and Instrument of Government**

Every School has an Instrument of Government which outlines the legality of the Governing Body and its constitution. All governors will receive a copy. The constitution will be as follows:

- A minimum of 2 parents
- 1 staff
- 1 Local Authority
- 1 Headteacher
- Foundation Governors
  - In a VC or Foundation school there will be a minimum of 2 Foundation Governors and no more than 25% of the overall total number of Governors
  - In a VA school, the Foundation Governors will be in a majority of 2 for example if there are 5 "other" categories, there will be 7 Foundation

Details of Foundation Governors follow.

Within an Instrument of Government for a church school there is also a statement which has to be included regarding the Ethos. This cannot be removed and is a legal requirement. It is usually point 8 on the Instrument and it states:

*Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.*



*The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.*

The types of Foundation Governor are:

- Bishop's Appointed
- DBE representing the Diocesan Board of Education
- PCC representing the Parochial Church Council
- joint DBE and PCC
- Benefice
- Trustee

### **Information on category and appointment of Foundation Governors**

All Foundation Governor appointments are made through the Diocesan Board of Education office.

**Vacancy** - on notification of a vacancy, the office will write to the Incumbent and enclose the necessary forms to arrange a new appointment.

**Expiry of term of office** - three months prior to the expiry of a term of office, the office will write to the Incumbent notifying them of the situation and enclosing the necessary forms for completion of reappointment/new appointment.

### **Bishop's Appointed Governors**

Before 1999, the Incumbent of the parish was an Ex-Officio Governor but the Diocese of Norwich has many multi-parish benefices and numerous village schools. This means that there are clergy responsible for many church schools and often with other maintained schools in the Benefice. The Board of Education took legal advice and has developed the role of Bishops Appointed Governor to support the clergy in their Benefice ministry. This role gives better support to clergy by covering the following aspects:

- The length of an interregnum often results in schools being without an Incumbent for as long as a year
- The amount of work required of school Governors has greatly increased
- It may be more appropriate for the clergy to offer the school pastoral support and/or act as Worship leader rather than be tied to frequent Governor Meetings and information over-load

### **Status**

The Bishop's Appointed Governors are Foundation members of the Governing body. It can either be the Incumbent or the Incumbents nominee. The term of office is usually for a four year term of office. ***Incumbents wishing to be a Governor can only be so in this capacity and no other category of Governor.***

## **Method of Appointment**

The Incumbent will either nominate themselves or another. The appropriate forms will then need to be completed.

In the case of an interregnum, the Rural Dean will be invited to nominate an individual to cover this position for this period with an understanding with the individual that they may be asked to step down on the appointment of a new Incumbent if they wish to be a Governor. Often the Rural Dean will liaise with the PCC on this appointment. Sometimes the Rural Dean will advise to leave this position vacant.

## **What to do if you have been invited and would like to take up a nomination as Bishop's Governor.**

- Read the advice given in this booklet and talk to the Incumbent or Chair of Governors
- Complete and sign the forms as appropriate. The completed forms should be returned to the Diocesan office who will arrange approval from members of the DBE

## **Diocesan Board of Education (DBE)**

For the appointment of a DBE Governor, the Diocesan office will contact the Incumbent to seek a local nomination. Forms will be sent, completed and signed as appropriate by the nominee and the Incumbent. The completed forms should be returned to the Diocesan office who will arrange approval from members of the DBE.

## **Parochial Church Council (PCC)**

For the appointment of a PCC Governor, the Diocesan office will contact the Incumbent to seek a local nomination from the PCC. The PCC will discuss at their meeting and record their thoughts and agreement. Forms will be completed and signed as appropriate by the nominee and the Incumbent. The completed forms should be returned to the Diocesan office along with a copy of the PCC minutes confirming the appointment.

## **DBE/PCC joint appointment**

For the appointment of a DBE/PCC Governor, the Diocesan office will contact the Incumbent to seek a local nomination from the PCC. The PCC will discuss at their meeting and record their thoughts and agreement. Forms will be completed and signed as appropriate by the nominee and the Incumbent. The completed forms should be returned to the Diocesan office along with a copy of the PCC minutes confirming the appointment. The Diocesan office will then arrange approval from members of the DBE also.

## **Benefice**

For the appointment of a Benefice Governor, the Diocesan Office will contact the Incumbent to seek a local nomination from the Benefice. The Benefice will discuss at their meeting and record their thoughts and agreement. Forms will be completed and signed as appropriate by the nominee and the Incumbent. The completed forms should be returned to the Diocesan office along with a copy of the Benefice minutes confirming the appointment.

## **Trustee**

Some schools have a Trust and therefore a member of that Trust is appointed to the Governing Body on their behalf as a representative.

For the appointment of a Trustee Governor, the Diocesan office will contact the Trust clerk to seek a local nomination from the Trust. The Trust will discuss at their meeting and record their thoughts and agreement. Forms will be completed and signed as appropriate by the nominee and the Trust clerk. The completed forms should be returned to the Diocesan office along with a copy of the Trust minutes confirming the appointment.



## Other considerations

### **Church Commitment**

It is preferred, but not essential, that every Foundation Governor is an active member of the local Anglican Church or another Parish Church or of another Christian Church in fellowship with the Church of England.

However, if the prospective Foundation Governor has the relevant skills, experience, energy, interest and commitment and is prepared to sign the Diocesan Nomination Form confirming their “commitment to work for the purposes for which the school was established and now exists” then full consideration will be given to the nomination.

### **Children at other schools**

Potential Governors who live within the school’s designated area, but who have chosen to send their children to other schools in the same age range, should consider carefully whether it is appropriate for them to be Governors.

### **Members of the same family**

Normally, it is not advisable for two members of the same family (or two people living together) to serve on the same Governing Body, or for a member to serve when another member of the same family works in the school. e.g. Where the headteacher’s spouse is Chair of the Finance subcommittee, they should not be the only members of that committee. In villages this advice may be hard to apply so where this is seen to be appropriate, great care is needed to ensure there is no conflict of interest.

The majority of Church of England Schools were established in the nineteenth century. The purpose of most of them was to provide education for the children of the local inhabitants or, as referred to in some schools' Trust Deeds, "the poor of the Parish". The religious teaching was to be "according to the practice of the Church of England".

The 1944 Education Act changed the legal situation in respect of Church Controlled schools:-

- Religious Education is required to be taught according to the Local Authority's Agreed Syllabus
- Collective Worship must still be according to the Trust Deed of the school and is the responsibility of the Foundation Governors, in partnership with the headteacher

In Voluntary Aided Schools Religious Education is taught according to the Local Authority's Agreed Syllabus, but with appropriate emphasis on Christianity. The Agreed Syllabus has been recommended by the Diocesan Board of Education to be used by the church schools in this Diocese. Religious Education and Collective Worship are the responsibility of the whole Governing Body, in partnership with the headteacher.

Schools should think clearly about the meaning of their religious foundation in today's changing social and educational situation. The requirements of the OFSTED inspection (Section 5) make it important for church schools to define their aims. The separate denominational inspection; Statutory Inspection of Anglican and Methodist Schools (SIAMS) (Section 48) will focus specifically on this area and on its distinctiveness as a church school.

To achieve these aspects there are certain areas within which they would be the particular focus:

- The School's Admissions Policy and its implementation
- The conduct of staff interviewing, performance management and other personnel procedures
- The policies for
  - Behaviour
  - Religious Education (RE)
  - Spiritual, Moral, Social and Cultural Education (SMSC)
- The conduct of the school's daily act of truly Christian Collective Worship. (This is the time when the school both celebrates and renews the values by which it lives)

The values at the heart of the school need to be constantly reviewed as the school community changes and develops. There are specific responsibilities for Foundation Governors of a church school commensurate with their role and status within the Governing Body. However, they never act alone - but as part of the Governing Body as a whole.

All Governors of church schools are asked to focus upon the following key aspects:-

- Christian worship conducted in ways which are inclusive of the whole community
- Development of a strong partnership with the local clergy and worshipping community
- Equanimity and fairness in the policies, decisions and relationships which affect pupils, parents, staff and governors, because good relationships build up the common life of the school
- High quality leadership at all levels - the means by which the school's aims are most clearly demonstrated
- Linking the aims of the school to decisions relating to the school's budget and its plans for improvement
- Openness in decision-making, through consultation and discussion
- Opportunities for reflection and spiritual growth amongst both pupils and staff
- Parents (or children) who find it difficult to approach or understand the education system
- Regard for equality of opportunity for all
- Respect for the opinions, race and gender of all people
- Service to others is more appropriate than pursuing rights
- The personal development of each member of the school community through appropriate pastoral and management structures and practice
- The place of the school in the life of the surrounding community
- The wholeness, coherence and diversity of the curriculum through an appropriate balance of national curriculum entitlement, religious education, and spiritual, moral, social and cultural (SMSC) development - leading to development of the 'whole' child.

*Every School Governor should aim to become a 'critical friend' and a supporter to the headteacher, teaching and support staff, children, parents and fellow Governors.*

# What makes a church school different to a community school?

## What makes a church school different to a community school?

Church schools are distinctive in their Christian nature. There are four main elements in regards to the governance of the school where the distinctive nature will be monitored:

- Values
- Statutory Inspection of Anglican and Methodist Schools (SIAMS)
- Religious Education (RE)
- Collective Worship

## Distinctiveness

“Distinctiveness is about more than organisational arrangements and designation as a school of religious character. It must include a wholehearted commitment to putting faith and spiritual development at the heart of the curriculum and ensuring that a Christian ethos permeates the whole educational experience. Nourishing the spiritual side of children is of equal value to their academic progress”

‘The Way Ahead’ document states that core principles and values should unite all church schools; but distinctiveness in a Church of England school is not merely about values.

### Of course:

- *the school **ethos** statement will emphasise the importance of these values*
- *those values will be practically demonstrated in the **relationships** between members of the school community*
- *the importance of these values will be reflected in the school **environment***
- *there will be **respect** for faith and a celebration of cultural diversity.*

So what will make a school distinctively Christian as opposed to merely distinctive?

- **An understanding** that Christians have a relationship with God, through Jesus
- **An awareness** of how Christian teaching underpins our values and principles
- **The encouragement** of worship and prayerful reflection as part of daily life.

Governors will ask themselves:

- Are our values and principles shared and owned by the whole school community?
- Are our values inclusive?
- Does our school truly live by those values?
- Is the Christian faith alive and practised in our school?
- Is the school’s Christian identity enhanced by its relationship with the parish church?
- Is Christianity celebrated in our school through signs and symbols?
- Do all members of the school community have a respect for faith and cultural diversity?
- Do our classroom displays encourage reflection?

## Values

All schools will have values that they explore and embed within their schools. In Church of England schools, the values will be the same but related back to their Christian beginnings and what they mean in today's world. Schools will usually explore a value e.g. kindness for a period of time; month/half term etc. and embed this throughout the school, often communicating this to the local community and parents. Most schools use "values for life" and the value will link into the Collective Worship. The impact of values can be measured through monitoring and speaking with pupils, staff and parents.

## Statutory Inspection of Anglican and Methodist Schools (SIAMS) (Section 48) inspection

This is a statutory inspection required by law, funded via The Church of England Education Office by the Department for Education. The SIAMS inspection will judge:

- How well does the school, through its distinctive Christian character, meet the needs of all learners?
- What is the impact of Collective Worship on the school community?
- How effective is the Religious Education?
- How effective are the leadership and management of the school as a church school?

In Voluntary Aided schools, RE will be inspected but in a Voluntary Controlled school the RE will be commented upon only.

SIAMS inspection dates are directed by the grading of the previous inspection. If outstanding or good the inspection is 3-5 years from the date of the last one. For satisfactory or inadequate gradings the inspection will be 2-3 years from the date of the last inspection.

Foundation Governors have a key role within the inspection and will be spoken to by the inspector. It is also the Foundation Governor's responsibility to sign off the inspection report.

There is a SIAMS Self Evaluation Form (SEF) and this should be monitored by all Governors to agree the action plan and also the findings and self-evaluation grading. Actions from the last inspection should be completed and evidence ready for the next inspection and should also form part of the Schools Improvement and Development Plan (SIDP). We are encouraging schools to merge their school and SIAMS SEF's for ease of monitoring but to also convey a joined up approach.

The SIAMS report promotes improvement, provides an independent assessment of the effectiveness of church school education and provides information to parents.



## **Religious Education (RE)**

The Archbishop of Canterbury; Justin Welby stated in an address in November 2014: "Good RE is so important in all schools, because it builds understanding and that in turn helps build cohesion. Across the country we desperately need to understand one another better and we cannot do that without the contribution there is to be made by excellent RE. Trying to pretend religion doesn't matter has a very different – and damaging – effect".

The Diocesan RE Adviser, Kathryn Wright has produced a valuable resource for Governors on RE called "Religious Education in a Diocese of Norwich school" which is available on our website. In this she states that as a Foundation Governor there are ten things you need to know:

1. The purpose of RE in Church of England schools is to develop religious literacy
2. The purpose of RE is supported by The Church of England Education Office in their 'Statement of Entitlement' for RE in all church schools
3. Our vision in the Diocese of Norwich is that RE will be at the heart of every church school
4. Our aim is for every school to be a RE Quality Mark School
5. We expect the importance of RE to be demonstrated
6. We encourage schools to commit to ensuring all their staff and governors are effectively equipped to provide effective RE through appropriate professional development.
7. We encourage you to work with your school to support RE
8. The effectiveness of RE should be well monitored and evaluated including by Foundation Governors in a VA school
9. If your school is a VA school, RE will be inspected as part of your Section 48 (SIAMS) inspection. If you are VC, then RE will be looked at as part of the ethos, but will not usually be inspected separately.
10. We are here to support you!

Full details and a copy of the document is available on our website at <http://www.dioceseofnorwich.org/schools/governance/>

## Collective Worship

This is a key element of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) (Section 48) inspection. All schools must have a daily act of Collective Worship. Maintained schools must provide worship which is 'broadly or mainly Christian'; in other words more than half must be recognisably Christian. In Church of England schools the worship must be wholly Christian.

The school must provide an act of Collective Worship for all pupils every day. This act of worship can take place at any time of the school day and in any regular school grouping e.g. whole school, key stage or class unit.



Monitoring of Collective Worship is a key element of Governance and is usually undertaken by Foundation Governors but can be any category of Governor. Monitoring this and seeing the interaction of staff and pupils in this time together is very rewarding, especially given the chance to speak with pupils afterwards. The impact of good Collective Worship should be easy to see.

### **Diocese of Norwich training for Governors**

The Diocese of Norwich is pleased to offer the following training to all Governors of our church schools.

There are five courses:

- 1. An introduction to church school Governance.**
- 2. An introduction to monitoring in a church school**
- 3. Adding value through monitoring distinctiveness**
- 4. Distinctively outstanding: becoming outstanding through using distinctiveness**
- 5. Understanding and monitoring British Values in a church school**

In addition we offer:

- 6. Being a church school headteacher and Chair of Governors.**
- 7. Federation Governance**

It is hoped that church school Governors will attend all five courses, in order, within a period of 18 months although attendance on just individual courses is also welcome. We are also able to offer these courses as in school/cluster sessions and can come to visit you.

We hope you are as excited as we are about this offer to our Governors and we look forward to seeing you. Full details of the course including objectives, dates and times are available at: <http://www.dioceseofnorwich.org/schools/governance/governance-training/>

# Other Diocese of Norwich support for Governors

## **Website**

Information and useful documents are available on our website which is regularly updated.

The general schools address is:

<http://www.dioceseofnorwich.org/schools>

Information including training courses for Governors is:

<http://www.dioceseofnorwich.org/schools/governance/>

## **Newsletters**

The DBE produces a half termly newsletter called “footprints” which is sent to Clerks to

Governing Bodies to upload onto governorhub but copies are also available on the website at:

<http://www.dioceseofnorwich.org/schools/publications/dbe-footprints/>

There are various articles including governance.

## **Strategic options for schools**

The Diocesan Education team also advises and supports our church school Governors in strategic options including federations and changes of status and in converting to academy status.

## **Headship recruitment**

The Diocesan Education team advises and supports our church school Governors in headteacher recruitment and will be pleased to support you through this process.

## **Diocesan Schools Support Officers (DSSO)**

Each school has a DSSO to provide pastoral support to the headteacher but also to support Governors in regards to SIAMS and Collective Worship. Your headteacher will be able to confirm who your DSSO is, but information and a leaflet to download on DSSO's is available on our website at:

<http://www.dioceseofnorwich.org/schools/advice/>

### **Introduction**

Firstly we would like to thank you for being a Clerk to the Governing Body of a Church of England school. The Clerk's role is invaluable to the working and accountability of the Governing Body. Your recording of meetings is key to how the Governing Body is deemed to be effective in its challenge and support of the School. You are there to advise and support in regards to governance matters to ensure they are operating legally and correctly. We hope this booklet has given you an overview of the extra layers of responsibility with a Church of England school and as always if you have any issues or need advice please contact the team.

### **Work of the Clerk to support the Governing Body**

#### **Instrument of Government**

It is important that the schools Instrument of Government is up to date and fit for purpose. Regular review e.g. annually will ensure that the constitution is what is needed to allow the Governing Body to work effectively. Information on Instrument of Government is available on page 8.

Governing Bodies are able to reconstitute at any time and we are able to advise and support you on this. Once agreed by the Governing Body, you will need to notify us at the Diocese who will sign off the new Instrument before liaising with the relevant Local Authority to arrange for it to be signed and sealed.

#### **Appointment of Foundation Governors**

For those Governors whose term is due to expire, we will write to the Incumbent three months prior to the expiry date to notify them of the situation. We request that they arrange an appointment/reappointment. As Clerk to the Governing Body, please can you notify us of any Foundation Governor resignations or changes to roles such as Chair of Governors? If you could also supply us every so often with an updated copy of your Governing Body list that would be appreciated so we can keep our records up to date.

#### **Training for Clerks**

It is expected that Clerks will attend appropriate training. Most schools will subscribe to the Governance training package offered by Educator Solutions for Norfolk County Council or Suffolk County Council. You are also very welcome to attend any of the Governance training offered by the Diocese. Information on Diocesan training is available on page 19. A trained Clerk will be able to ensure they are up to date with current information and legislation which will help the Governing Body. There is also an opportunity for you to gain a recognised national qualification "The Accredited Clerk".

## **Support for Clerks**

### **Website**

Information and useful documents are available on our website which is regularly updated.

The general schools address is:

<http://www.dioceseofnorwich.org/schools>

Information including training courses for Governors is:

<http://www.dioceseofnorwich.org/schools/governance/>

Information for Clerks is:

<http://www.dioceseofnorwich.org/schools/governance/clerks-to-governing-bodies/>

# Index

Benefice Foundation Governors .....	11
Bishops Appointed Governors .....	9
Children at other schools .....	12
Church commitment .....	12
Clerks to Governing Bodies .....	21
Collective Worship .....	18
Constitution and Instrument of Government .....	8
DBE/PCC joint appointment Foundation Governors .....	10
Diocesan Board of Education Foundation Governors .....	10
Diocese of Norwich training for Governors .....	19
Distinctiveness .....	15
Information on category and appointment of Foundation Governors .....	9
Introduction .....	4
Members of the same family .....	12
Other Diocese of Norwich support for Governors .....	20
Parochial Church Council Foundation Governors .....	10
Religious Education (RE) .....	17
Responsibilities of Governors .....	6
Role of Governors .....	5
Role of Governors in a Church of England School .....	6
Statutory Inspection of Anglican and Methodist Schools (SIAMS) Inspections .....	16
Team contacts .....	24
The Governing Body's Responsibilities to the Norwich Diocese .....	7
Trustee Governors .....	11
Values .....	16
What makes a church school different to a community school? .....	15
Who are Foundation Governors and how are they appointed? .....	8

# Team Contacts

## **Governance matters and Headteacher recruitment**

Mrs. Louise Reeves  
Education Support Officer  
Tel: 01603 882344  
E-mail: [louise.reeves@dioceseofnorwich.org](mailto:louise.reeves@dioceseofnorwich.org)

## **Religious Education**

Mrs. Kathryn Wright  
Education - RE Adviser  
Tel: 01954 261457  
E-mail: [kathryn.wright@dioceseofnorwich.org](mailto:kathryn.wright@dioceseofnorwich.org)

## **Diocesan Director of Education**

Mr. Andy Mash  
Director of Education  
Tel: 01603 882357  
E-mail: [andy.mash@dioceseofnorwich.org](mailto:andy.mash@dioceseofnorwich.org)

## **PA to Diocesan Director of Education**

Mrs. Holly Davy  
Education Office Manager  
Tel: 01603 882357  
E-mail: [holly.davy@dioceseofnorwich.org](mailto:holly.davy@dioceseofnorwich.org)

## **Building Projects for Voluntary Aided Schools**

Mr. Graham Copsey  
Schools Project Development Officer  
Tel: 01603 882325  
E-mail: [graham.copsey@dioceseofnorwich.org](mailto:graham.copsey@dioceseofnorwich.org)

## **Diocese of Norwich address**

Diocesan Board of Education  
Diocesan House  
109 Dereham Road  
Easton  
Norwich