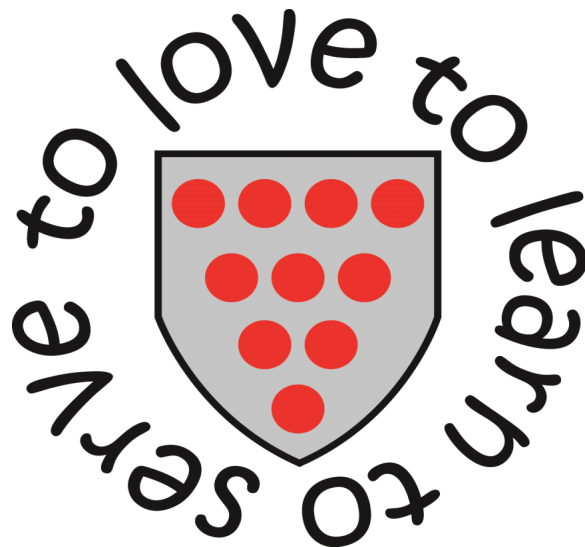


THE CHURCH  
OF ENGLAND

DIOCESE OF  
WORCESTER

## **Diocese of Worcester Governance Agreement**

**This document is relevant for  
governors of maintained schools  
and academies and trustees of  
MAT Boards.**



**Diocesan Education Team**

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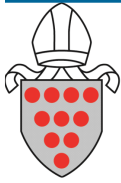
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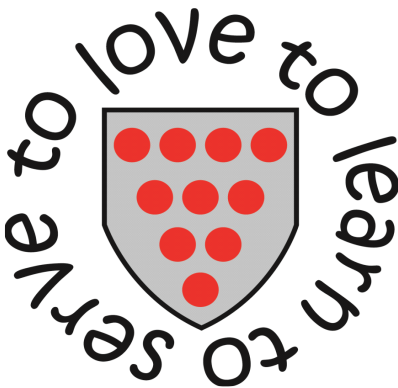


THE CHURCH  
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# Diocese of Worcester Governance Agreement

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

**The Way Ahead** (Dearing 2001, Archbishops' Council) and **The Church School of the Future** (Chadwick 2012, Archbishops' Council) reports set out how the Church's work in education has two major purposes:

- Christian nurture of children and their families, in recognition of the fact that church schools stand at the centre of the Church's service to the nation.
- Christian service in responding to the educational needs of young people, including a commitment to putting faith and spiritual development at the heart of the curriculum and ensuring that a Christian ethos permeates the whole educational experience.

It is within this context for the work of Church of England dioceses and schools, and this understanding of the purpose of education, that this Governance Agreement has been devised.



# 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.

'To Love, To Learn, To Serve', 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.



# 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 \(DoWMAT\)](#) and other effective local multi academy trusts.



# 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.

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 (1991)**, as follows:

- to promote or assist in the promotion of education in the diocese, being education which 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 and to advise the governors of such schools and trustees of church educational endowments and any other body or person concerned on any matter affecting church schools in the diocese
- to promote cooperation between the Board and bodies or persons concerned in any respect with education in the diocese.

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.

- **Academisation:** Governors of church schools should discuss plans with the Diocesan Director of Education (DDE) before undertaking any significant work for academy conversion. This includes before a school invests time into discussions around joining a multi academy trust (MAT). The DDE will be able to advise on questions which the DBE might ask and make suggestions on issues which the DBE might regard as problematic. DBE consent is a requirement of academy conversion for a Church of England school. The [Diocese of Worcester Academy application form](#) is available on our website and must be returned to the DDE once completed. The DBE's [Policy for Academisation](#) is also available on our website.



# 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).
- **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.
- **Maintaining church school buildings:** Governors of church schools 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 will 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

- **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.
- **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 (set out on page 15) 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



# 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 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 its representation to a maximum of 25%. 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.

In order to retain the governance structure of a school as it was prior to academisation (i.e. either Voluntary Aided (VA) or Voluntary Controlled (VC)), WDAT appoints either 25% of the Trustees of a MAT which has a former VC school, or the majority of Trustees of a MAT which has a former VA school. 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 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 Diocesan Board of Education (DBE)

### Worcester Diocesan Academies Trust (WDAT) (cont.)

VC schools are able to join MATs on which WDAT has 25% representation at both Member and Trustee level. Further details are set out in the [DBE's Policy for Academisation](#) and can be discussed at any time with the DDE. Local Governing Bodies 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.



## 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 agreement 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 for distribution.



# School Governance

## Foundation Governors

Whilst all governors of church schools are tasked with upholding and promoting the deeply Christian character of the school, it is the particular responsibility of foundation governors to take the lead in this area of school life. The DBE expects foundation governors, 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. Foundation governors are also expected to ensure that appropriate action is taken, based on the findings of this monitoring activity. Foundation governors will be held to account by SIAMS for the outcome of governors' regular monitoring in this regard at the time of a school's inspection.

Foundation governors 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 25% of the full governing body. In a VA school, foundation governors must be in the majority. For further advice on structures of governance, please contact the EOE. The protocol for the appointment and reappointment of foundation governors by the DBE 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 is set out on page 16.



# School Governance

## The Diocese of Worcester Governance Agreement

Through its Governance Agreement, the Worcester DBE seeks to enable all individual governors and full governing bodies to fulfil their roles with growing confidence and expertise. The Governance Agreement sets out the DBE's commitment to:

- have high standards in respect of governor 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 individual governors and full governing bodies to meet these standards with ease in a nurturing context, so that governors flourish in their roles through opportunities to learn and be equipped
- establish and maintain regular and effective communication with governing bodies and Clerks to enable the smooth exchange of information for the benefit of the school communities which they serve.

In accepting the position of governor in a Church of England school in the Diocese of Worcester, individuals agree to carry out their duties in line with principles set out in the Governance Agreement 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 governors.

Bespoke training events at individual schools can be arranged at the rates set out in the [Training and Support SLA](#). Further information regarding training is set out on pages 17-18.



## Governor Practice

All governors must provide confident, strategic leadership, in accordance with the three core functions as outlined in the [DfE's Governance Handbook](#) (October 2020): ensuring clarity of vision, ethos and strategic direction; holding executive leaders to account for the educational performance of the organisation and its pupils, and 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* governors to ensure that they are aware of the expectation of the DfE, by familiarising themselves with the most up-to-date [Governance Handbook](#) and [Competency Framework for Governance](#).

All governors of 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 governors should be in possession of up-to-date DBS clearance, as set out in the Declaration of Eligibility within the DBE foundation governor application forms (pp. iii-xiv).

All governors of Church of England schools and academies in the Diocese of Worcester are expected to carry out at least one formal and recorded monitoring visit in school each term.

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



# Foundation Governors

## DBE Foundation Governor Appointments

Individuals nominated to undertake the role of a DBE foundation governor are required to complete an [application form](#) (Appendix 5) and a [skills audit](#). The skills audit will enable the applicant to assess their skills against the requirements for governors as set out in the [DfE's Governance Handbook](#) (October 2020), and to clarify the specific contribution which they are able to make as a foundation governor to the school's governing body. PCCs must nominate a DBE Foundation Governor before the governing body submit their nomination. The application form and skills audit, along with the extract of governing body minutes relating to their nomination, must then be returned to the Diocesan Education Team, whereupon it will be presented to the DBE for approval.

Individuals currently employed at a school, or those who have immediate family members (e.g. spouse, parent, child) on the school's Board cannot be appointed as a DBE foundation governor for that school, but are welcome to offer themselves as a foundation governor at another church school. 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 the DBE and, subject to approval by the DBE, the applicant will be appointed for a term of four years as a foundation governor.

New DBE foundation governors will receive a letter of confirmation from the Chair of the DBE, which sets out the term of office and the expectations of the DBE. One such expectation is that new governors 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. Copies of the current SLA are available from the Diocesan Education Team on request ([education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk)). Enclosed with the letter of confirmation will be [training events booking](#) forms which needs to be completed and returned to the EOE. The letter of confirmation will be copied to the Clerk to Governors, for the attention of the Chair of Governors.





# Foundation Governors

## DBE Foundation Governor Reappointments

DBE foundation governors wishing to be reappointed to serve a second term must follow the aforementioned process. However, in this instance, foundation governors must complete and return the [reappointment application form](#) (Appendix 6) and the [reappointment skills audit](#). In addition, prior to reappointment, the foundation governor will be required to submit their training record and attendance record to the EOE. In line with the new DBE foundation governor appointments, individuals currently employed at a school, 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.

A statement of support will be required from the Chair of Governors as part of the reappointment application form (p. xii). If the reappointment relates to the Chair of Governors, the statement of support will be requested from the ex-officio foundation governor. If the reappointment relates to the Chair of Governors who is also the ex-officio foundation governor, the statement of support will be requested from the Headteacher. The statement of support must include details of further training which the Chair / Ex-officio foundation governor / Headteacher believe would be of benefit to the applicant.

As previously stated (p. 7), 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.



# Foundation Governors

## 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 when they appoint new PCC foundation governors; the Clerk is then required to notify the Diocesan Education Team in order for centrally-held records to be updated.

The DBE foundation governor advert for PCCs (Appendix 7) can be used to support the search for new foundation governors.

## Ex-officio Foundation Governors

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, or unwilling, to take up their position, the Archdeacon (of Dudley or Worcester) will appoint a substitute. 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.

If your Clerk does not have up-to-date forms, information, advice or guidance in relation to church schools or foundation governors, please contact the EOE.



# Diocesan Training and Support for Church School Governors

In order to equip governors in the fulfilment of their responsibilities, the Diocesan Education Team offers the following support.

## Training

Attendance at diocesan training courses is offered free of charge to *all* governors of Church of England schools in the Diocese of Worcester. All courses are held at the Old Palace unless otherwise stated. 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 to Governors annually in March for distribution to the Governing Body. One hard copy is sent to each school for reference. Please contact your school's Clerk if you have not received a copy of the most recent TSSLA. Further copies of the current TSSLA are available from the Diocesan Education Team on request ([education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk)).

## Surgeries

Surgeries at the Old Palace are offered to *all* governors on the first Thursday of every month between midday and 4pm. These are a 'drop-in' service and members of the Diocesan Education Team will be on hand to answer queries, to help with school and governance self-evaluation, and to offer a listening ear. Appointments are not necessary; however, if you wish to speak with a specific member of the team on the day, it is recommended that you call in advance to check they will be onsite. Please call 01905 732 821 to check staff availability during Surgeries.

## 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 Governors (cont.)

## Bespoke Training Sessions

In addition to the free centrally-run training for all governors, 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 at a cost of £450 for a full day, £300 for a half day, £200 for a 2.5 hour session, or £150 for a 1.5 hour session.

## Governors' Cluster meetings

Our termly Governors' Cluster meetings provide a range of updates on both diocesan and national level. It is an expectation of the DBE that every Governing Body is represented at the termly governors' cluster meetings. Clerks to Governors are welcome and encouraged to attend these meetings along with governor colleagues.

Meeting dates will be circulated each term to Clerks to Governors for dissemination to Governing Bodies. Please contact your Clerk if you have not received these dates.

## Headteacher Recruitment

The Diocesan Education Team offer support to Governing Bodies to successfully recruit new church school headteachers and to ensure their smooth transition into church school headship. For further details about the support available with Headteacher Recruitment, please visit our [website](#).



## Communication between the Diocesan Education Team and the Governing Body of a Church School

Good communication is the key to a good relationship. The DBE commits to maintain regular and meaningful communication with the governors of church schools in the Diocese of Worcester through the Diocesan Education Team. In return, the DBE asks that governing bodies 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 **to love, to learn, and to serve** governors of Church of England schools.

In the Summer Term of each academic year, the EOE will request a skills audit for completion by the full governing body and by MAT boards, by October half-term. By requesting this information, the Diocesan Education Team intends to provide the governing body and MAT boards with an annual opportunity to review its capacity, skills-base, and effectiveness. The skills audit will also inform the Diocesan Education Team's planning of the following year's training programme.

At the same time, the EOE will circulate questions which we suggest are discussed at the first full governing body meeting of the Autumn term. These questions will focus governors' thoughts on the impact of the school's Christian vision and values; the impact of the governing body on the life of the school; and next steps for the school as a church school. A reminder will be sent at the beginning of the Autumn term.

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 between the Diocesan Education Team and Clerks to Governors of a Church School

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

- Clerks 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 are expected to forward the DBE letters confirming the appointments and reappointments of DBE foundation governors to their Chair of Governors, for information.
- Clerks are expected to inform the EOE of any governor resignations.
- Clerks are expected to send all Full Governing Body minutes to the EOE as soon as they are ratified.
- Clerks of *all* schools and academies are expected to submit a [Governor Annual Return Form](#) (Appendix 8) annually, detailing the composition of the Governing Body. Clerks are expected to notify the Diocesan Education Team about all changes to the Governing Body.
- Clerks are expected to submit a list of governance attendance at diocesan and other training events to the EOE annually.
- Clerks 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 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.

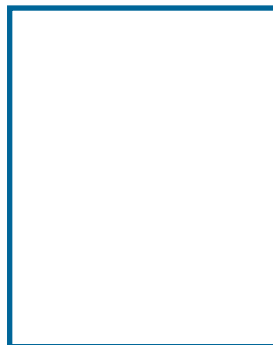
Clerks to Trusts are expected to return the [form for Boards of MATs and standalone academies](#) (Appendix 9), annually.



## Diocesan Education Team Contact Details



Diocesan Director of Education (DDE)  
treid@cofe-worcester.org.uk



Diocesan Deputy Director of Education  
Vacancy



**Gilly Maxim**  
Executive Officer for Education (EOE)  
gmaxim@cofe-worcester.org.uk



**Janine Jenkins**  
Administrator  
jjenkins@cofe-worcester.org.uk

To contact us by telephone, please call 01905 732 825.





## FORM FOR CHANGE OF PUPIL ADMISSION NUMBER (PAN)

 THE CHURCH  
OF ENGLAND

DIOCESE OF  
WORCESTER

This form must be completed and returned to the Diocesan Director of Education (DDE) (Tim Reid – tried@cofe-worcester.org.uk. Written confirmation of receipt and consent (where appropriate) will be provided by the DDE on behalf of the Diocesan Board of Education (DBE).

\*Delete as applicable

### School Details

<b>Name of School or Academy</b>	
<b>Voluntary Aided / Voluntary Controlled (if a maintained school)</b>	
<b>Name of Trust (if an academy)</b>	
<b>School Address</b>	
<b>Name and email address of Chair of Governors / Trust Board*</b>	
<b>Name and email address of Headteacher / CEO*</b>	
<b>School contact number</b>	

### Details of proposed change in PAN

<b>Current PAN</b>	
<b>Proposed PAN</b>	
<b>Date from which change of PAN is proposed to take effect.</b>	
<b>Please fully state the reason(s) for your request to change the PAN.</b>	
<b>Please fully state what financial implications this will have on the school / academy.</b>	
<b>Please fully describe what impact this will have on neighbouring schools.</b>	

**Signed (Chair of Governors / Trust Board\*)**

**Date**

**Signed (Headteacher / CEO\*)**

**Date**



## Appendix 2: Protocol for gaining appropriate consent for works to be carried out on Church of England school / academy buildings in the Diocese of Worcester



### Protocol for gaining appropriate consent for works to be carried out on Church of England school / academy buildings in the Diocese of Worcester

#### Introduction

1. Governing bodies of Church of England schools (both Voluntary Aided and Voluntary Controlled) are responsible, as custodians, for the state of repair of school buildings on behalf of the owner of the buildings.
2. The trust board of an academy or multi academy trust holds this responsibility collectively in the case of a Church of England academy.
3. The identity of the owner of the school buildings will be listed on the school's trust deed. Governors / trustees should ensure that they know who owns their school buildings.
4. Some Church of England school buildings and the land on which they are built are owned by the Diocesan Board of Finance (DBF), some by the Parochial Church Council (PCC), some by the Archdeacon, and some by the vicar and church wardens. In other cases, church school buildings are owned, either partially or fully, by a Trust.
5. In some cases, land and building ownership is shared. In these cases, the identity of *all* owners should be known, and a plan which explains the shared ownership should be obtained, so that appropriate consent may be sought when necessary.

#### Maintenance and Capital Building Work

1. Governing bodies are expected to have an annual maintenance schedule for school buildings. This schedule should be informed by the local authority's condition survey as well as by other reports such as Health and Safety or Fire Risk Assessments, and should be allocated an annual budget. The Worcester Diocesan Board of Education (WDBE), or the Worcester Diocesan Academies Trust (WDAT) will request a copy of the school's maintenance schedule annually.
2. Work to a cost of approximately £2,000 is expected to be carried out as part of governors' regular annual maintenance.
3. The cost of building work which exceeds this approximate figure will usually be met out of the school's Devolved Formula Capital (DFC).
4. For Voluntary Aided maintained schools, the cost of larger scale capital building projects can be currently met by Locally Controlled Voluntary Aided Programme (LCVAP) funds. LCVAP funds are allocated through an annual bidding process and meet 90% of the cost of a project. The remaining 10% of the cost of an LCVAP project is to be met by governors' funds. Governors are required to demonstrate their ability to meet their 10% contribution.
5. LCVAP work is subject to a separate protocol but consent of the owner should still be gained prior to work being carried out.
6. Capital improvement funds are available to academies via alternative funding streams.

#### Gaining Diocesan Consent for Building Work

1. ***Governors of church schools (both Voluntary Aided and Voluntary Controlled) and trustees of Church of England academies or multi academy trusts, should, once the owner of the school buildings has been identified, seek their consent for any building work which involves changes to the footprint of the buildings or the erection of new external structures.***
2. ***This consent is a requirement and no works can be commenced until the governors have this consent in writing.***
3. If the owner of the building is the DBF, the consent should be sought from the Diocesan Director of Education (DDE).
4. In addition to gaining consent from the owner(s) of the land and / or building(s), governors should also notify the DDE of the planned work using the Building Works form, enclosing a copy of the owner's consent.

**Appendix 3: Form for Building Works to be carried out in a Church of England school or academy in the Diocese of Worcester**



**FORM FOR BUILDING WORKS TO BE CARRIED OUT IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY IN THE DIOCESE OF WORCESTER**

 THE CHURCH OF ENGLAND  
 DIOCESE OF WORCESTER

This form must be completed and returned to the Diocesan Director of Education (DDE) (Tim Reid – [treid@cofe-worcester.org.uk](mailto:treid@cofe-worcester.org.uk)) 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 Diocesan Board of Education (DBE).

\*Delete as applicable

School Details	
Name of School or Academy	
Voluntary Aided / Voluntary Controlled (if a maintained school)	
Name of Trust (if an academy)	
School Address	
Name and email address of Chair of Governors / Trust Board*	
Name and email address of Headteacher / CEO	
School contact number	
Owner of the school buildings	
Has consent of the owner been gained for the building work in question?	<b>Yes / No*</b>
	If yes, please attach a copy of the written consent. If no, please gain consent before submitting this form and commencing work.
Title deed number	

Details of proposed Building Works	
Name of Project Manager	
Name(s) of Contractor(s)	
Have governors had sight of contractors' insurance?	<b>Yes / No*</b>
	If no, please ensure that necessary insurance is in place before submitting this form and commencing work.
Please provide details of the tender process and reasons for the decision to award the work to the chosen contractor.	
Please outline details of the proposed building work, attaching plans where appropriate.	
Proposed dates of the building work	

Signed (Chair of Governors / Trust Board*)	
Date	

Signed (Headteacher / CEO*)	
Date	



## PROPOSED CHANGE OF AGE RANGE FORM

 THE CHURCH  
OF ENGLAND

DIOCESE OF  
WORCESTER

This form must be completed and returned to the Diocesan Director of Education (DDE) (tried@cofe-worcester.org.uk) Written confirmation of receipt and consent (where appropriate) will be provided by the DDE on behalf of the Diocesan Board of Education (DBE).

\*Delete as applicable

### School Details

<b>Name of School or Academy</b>	
<b>Voluntary Aided / Voluntary Controlled (if a maintained school)</b>	
<b>Name of Trust (if an academy)</b>	
<b>School Address</b>	
<b>Name and email address of Chair of Governors / Trust Board*</b>	
<b>Name and email address of Headteacher / CEO*</b>	
<b>School contact number</b>	

### Details of proposed change to age range

<b>Current age range</b>	
<b>Proposed age range</b>	
<b>Date from which the change of age range is proposed to take effect.</b>	
<b>Please fully state the reason(s) for your request to change the age range.</b>	
<b>Please fully state what financial implications this will have on the school / academy.</b>	
<b>Please fully describe what impact this will have on neighbouring schools.</b>	

**Signed (Chair of Governors / Trust Board\*)**

**Date**

**Signed (Headteacher / CEO\*)**

**Date**



DIOCESE OF WORCESTER

**APPLICATION TO SERVE AS A  
DIOCESAN BOARD OF EDUCATION (DBE) FOUNDATION GOVERNOR**

Thank you for your interest in serving as a DBE-appointed Foundation Governor.

If you are being nominated as a Parochial Church Council (PCC) Foundation Governor, you can complete this form in order for approval by your PCC.

If you are being nominated as a Diocesan Board of Education (DBE) Foundation Governor, please complete the form for the PCC to approve and then return it, with the requested copy of I.D. evidence, to either [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk), or, Diocesan Education Team, 16 Lowesmoor Wharf, Worcester, WR1 2RS.

You will be notified of the outcome by letter after the next scheduled DBE meeting. If you have any queries in the meantime, please telephone either 01905 732 821 or 01905 732 821.

Eligibility to serve as a school governor

The Government stipulates that appropriate checks are made on anybody who will be working in a school or further education institution. This includes governors. The application form lists disqualification criteria and you are asked to confirm that none apply to you.

New Foundation Governors are appointed subject to a satisfactory application being made to the Disclosure and Barring Service for a criminal records certificate. This is undertaken by the school.

Proof of identity

Even if you are known to the school, you are also asked to present proof of identity to the Clerk to Governors, or, Administrative Officer of the school as part of the application process. This proof of identity will be a birth certificate, driving licence, or passport.

<b>Name of school</b>	
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<b>Name (Mr / Mrs / Miss / Ms / Rev'd)</b>	
<b>Address</b>	
<b>Post-code</b>	
<b>Telephone No.</b>	
<b>Email address</b>	

<b>Please describe your Christian commitment and involvement</b>



**Please identify any experience / expertise you can bring to the Governing Body of the school (e.g. as a former governor, teacher, administrator, in business, finance, human resources, etc.) Please also complete the Skills Audit questionnaire and return with your completed application.**

--

**Other relevant information**

--

**Declaration of Interests**

Are you employed by the school?	YES / NO
Do you have an immediate family member on the Board?	YES / NO
Will you have a child at the school during the current academic year?	YES / NO
Are you a company Director, Partner or owner of any business, or, a Trustee of a charity?	YES / NO
Is your spouse, or anyone living with you, employed by the school?	YES / NO
Is there any other interest you wish to declare?	YES / NO

If YES to any of the above, please provide further details:

--



Agreement	
<ul style="list-style-type: none"> <li>I confirm that I am willing to serve as a Foundation Governor for a term of office as specified in the school's Instrument of Government (usually 4 years).</li> <li>I agree to support and maintain the ethos of the school, by ensuring that the school is distinctively Christian and that Christian values, principles and beliefs of central to its curriculum, relationships and work.</li> <li>I confirm that under the statutory guidance, I am eligible for appointment as a Foundation Governor and have signed the <b>Declaration of Eligibility</b> (Appendix 1).</li> <li>I have read and signed the <b>Code of Practice for Members of a Church of England Governing Body and the Governance Agreement of the Diocese of Worcester</b>.</li> <li>In the event that I am appointed to the Governing Body, I will notify the DBE and the Clerk to Governors immediately should I resign my position or become disqualified during my term of office.</li> </ul>	
Signed	
Date	

I.D. checked by (e.g. Clerk to Governors, Chair of Governors)	
Signed	
Date	

This nomination has been approved by the PCC.	
Signed (PCC Chair)	
Date	

We require a record of approval by the Governing Body of this nomination. The Clerk to Governors should attach the section of minutes from your Full Governing Body meeting agreeing this.

Name of Clerk to Governors	
Email address	



**Declaration of Eligibility to serve as a governor**

In order to continue to serve as a governor, you must sign the following declaration:

**I declare that I am not disqualified from serving as a school governor and that:**

- **I am** aged 18 or over at the date of this appointment.
- **I do not** already hold a governorship of the same school.
- **I am not** a governor of more than two schools.
- **I am not** liable to be detained under the Mental Health Act 1983.
- **I accept that** if I fail to attend the governing body meetings for a continuous period of six months beginning with the date of the first meeting I fail to attend, without the consent of the governing body, I will be disqualified.
- **I am not** bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986, or, to an order made under section 429(2)(b) of the Insolvency Act 1986.
- **I have not** been removed from the office of a charity trustee, or trustee for a charity, by an order made by the Charity Commissioners or the High Court, on the grounds of any misconduct or mismanagement, or, under Section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, from being concerned in the management or control of any body.
- **I am not** disqualified from working with children.
- **I am not** disqualified from being the proprietor of any independent school, or, for being a teacher or other employee in any school by the Secretary of State.
- **I have not**, in the five years prior to or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months, without the option of a fine.
- **I have not**, in the twenty years prior to or since becoming a governors, been convicted as aforesaid of any offence, nor have had passed on me a sentence of imprisonment for a period of not less than two and a half years.
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of five years or more.
- **I have not** been fined, in the five years prior to or since becoming a governor, for causing a nuisance or disturbance on education premises.
- **I have not** refused an application being made to the Disclosure and Barring Service for a criminal records certificate.



## Diocese of Worcester Code of Practice for Members of a Church of England Governing Body

### 1. Rationale

The purpose of this code of practice is to enable the Governing Body to:

- Fulfil its primary role as the strategic leaders, to ensure every child gets the best possible education.
- Build a productive and supportive relationship with the Headteacher and staff, in promoting the Christian ethos of the school, whilst holding them to account for school performance.

### 2. Legal Framework

- The Governing Body is a corporate body. Governors have no authority to act individually.
- All governors have equal status and although governors are appointed and elected by different groups, the central concern must be the welfare of the school.

### 3. Roles and Responsibilities

The Governing Body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction, ensuring that the school has identified what the Christian ethos means for the school in its context and community.
- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the Headteacher and Senior Leadership Team (SLT) to account for the educational performance of pupils and the performance management of staff.
- Ensuring the school meets statutory requirements and additional functions and responsibilities, depending on its category.

### 4. Commitment

Being a governor:

- Involves participating fully in the work of the Governing Body, in order that individuals accept a fair share of the responsibilities and duties, including service on committees and working parties. Individual governors should be prepared to serve on at least one committee.
- Requires regular attendance at meetings of the full Governing Body and committees.
- Requires getting to know the school well, getting involved in school activities and undertaking monitoring visits annually.
- Requires serious consideration of individual and collective training and development needs, and using any designated funds to address them.





## 5. Confidentiality

Governors should:

- Observe confidentiality routinely as a matter of course, for example, when explicitly asked to do so, for example, regarding matters concerning staff, children or their parents / carers.
- Keep discussion about decisions confidential, even when decisions themselves are made public through the minutes of meetings.
- Exercise prudence when invited to respond in discussions and informal talk outside Governing Body meetings, including any contributions on social media platforms. Refrain from passing individual comment, but encourage issues to be brought to the attention of the Headteacher, or, Governing Body (depending on the nature of the issue) through the proper channels.

Any media contact should be directed to the Diocesan Communications Officer.

## 6. Relationships

The Governing Body will strive to develop effective working relationships with:

- The Headteacher, staff, children, parents, other local schools, the Diocese, the local community, the Local Authority (LA) and those legal bodies which act as stakeholders in the school.

In forming, building and sustaining good working relationships, governors will strive to:

- Remember that they are typically representative of the **category** of governor to which they are appointed / elected. They are not representatives **of** those groups, e.g. a representative parent, **not** a representative **of** the parents.
- Work as a members of a team, in which constructive working relationships are actively promoted, forming the Governing Body which functions with corporate responsibility and accountability. All relationships are built on trust.
- Develop an open and honest relationship with the Headteacher and all school staff; acting as 'critical friend' to the school, ensuring a balance is struck between offering challenge and support. We endorse the 'Eyes On, Hands Off' approach, quoted in Sir Michael Wilshaw's speech of November 2015.



## 7. Conduct

Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the school, and will strive to behave professionally at all times.

- Governors will aim to discharge their duties in a manner that maintains and develops the positive Christian ethos of the school and its reputation in the local community and wider educational community. Governors' actions should, at all times, reflect the responsibility to secure the positive Christian ethos of the school.
- Governors should reflect on how they are perceived by stakeholders in all they say and do, both as individual governors and as a corporate body. They should conduct their duties in line with the mission of the Worcester Diocesan 'Kingdom People' vision and its values of love, compassion, justice and freedom.
- Governors should carefully consider how their decisions and actions might affect others, whether they are individuals employed by the school; children or adults who are part of the school community; other schools in the locality; or the wider community.
- Governors should express views openly at meetings, but accept collective responsibility for all decisions made by the Governing Body, or any individual governor delegated to do so.
- Governors should not speak out against majority decisions in public or in private outside of the Governing Body. The intention is to protect the reputation and authority of the Governing Body and the school in the public domain. If governors have a concern they should speak to the Chair of Governors, or the Diocese.
- Governors will only speak or act on behalf of the Governing Body when they have been specifically authorised to do so.
- Governors will respond to criticism or complaints about the school and / or its staff, by referring to the school's Complaints Procedure, adopted by the Governing Body for the correct procedure to be followed and will advise a complainant accordingly.
- Governors will record in the register of business interests any pecuniary interest they might have in connection with the Governing Body's business.
- Governors will be expected to declare when they have a pecuniary or non-pecuniary interest in any item of business and withdraw from the meeting whilst it is under discussion.
- Governors will always undertake school visits in consultation with the Headteacher and ensure that they are not an unhelpful presence in the school.



<b>I have read the Declaration of Eligibility to serve as a school governor and agree to adhere by the Code of Practice for Members of a Church of England Governing Body and the Governance Agreement of the Diocese of Worcester.</b>	
<b>Name of applicant</b>	
<b>Signed</b>	
<b>Date</b>	

Once completed, please return your entire application form along with your Skills Audit, by email to [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk), or, post to the following address:

Diocesan Education Team, 16 Lowesmoor Wharf, Worcester. WR1 2RS

<b>Data Protection</b>
The information that you provide on this form will be held on a computerised database maintained by the Worcester Diocesan Education Team. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.



DIOCESE OF WORCESTER

**RE-APPOINTMENT OF  
DIOCESAN BOARD OF EDUCATION FOUNDATION GOVERNOR**

**Thank you for your interest in continuing to serve as a DBE-appointed Foundation Governor.**

<b>Name of school where you are currently a Foundation Governor</b>	
---	--

<b>Name (Mr / Mrs / Miss / Ms / Rev'd)</b>	
<b>Address</b>	
<b>Post-code</b>	
<b>Telephone No.</b>	
<b>Email address</b>	

<b>Date of first appointment</b>	
<b>My term of office will cease on (date)</b>	

<b>Governor training undertaken during current period of office</b>

<b>Please describe your Christian commitment and involvement</b>

<b>Please identify any experience / expertise you can bring to the Governing Body of the school (e.g. as a former governor, teacher, administrator, in business, finance, human resources, etc.) Please also complete the Skills Audit questionnaire and return with your completed application.</b>

**Appendix 6: Application Form for DBE Foundation Governors wishing to be re-appointed**



<b>Declaration of Interests</b>	
Are you employed by the school?	YES / NO
Do you have an immediate family member on the Board?	YES / NO
Will you have a child at the school during the current academic year?	YES / NO
Are you a company Director, Partner or owner of any business, or, a Trustee of a charity?	YES / NO
Is your spouse, or anyone living with you, employed by the school?	YES / NO
Is there any other interest you wish to declare?	YES / NO
If YES to any of the above, please provide further details:	

<b>If agreed, I am willing to stand again for another term of 4 years. I have signed the following Declaration of Eligibility Form.</b>	
<b>Signed</b>	
<b>Date</b>	

<b>Data Protection</b>
The information that you provide on this form will be held on a computerised database maintained by the Worcester Diocesan Education Team. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.



**Declaration of Eligibility to serve as a governor**

In order to continue to serve as a governor, you must sign the following declaration:

**I declare that I am not disqualified from serving as a school governor and that:**

- **I am** aged 18 or over at the date of this appointment.
- **I do not** already hold a governorship of the same school.
- **I am not** a governor of more than two schools.
- **I am not** liable to be detained under the Mental Health Act 1983.
- **I accept that** if I fail to attend the governing body meetings for a continuous period of six months beginning with the date of the first meeting I fail to attend, without the consent of the governing body, I will be disqualified.
- **I am not** bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986, or, to an order made under section 429(2)(b) of the Insolvency Act 1986.
- **I have not** been removed from the office of a charity trustee, or trustee for a charity, by an order made by the Charity Commissioners or the High Court, on the grounds of any misconduct or mismanagement, or, under Section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, from being concerned in the management or control of any body.
- **I am not** disqualified from working with children.
- **I am not** disqualified from being the proprietor of any independent school, or, for being a teacher or other employee in any school by the Secretary of State.
- **I have not**, in the five years prior to or since becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months, without the option of a fine.
- **I have not**, in the twenty years prior to or since becoming a governors, been convicted as aforesaid of any offence, nor have had passed on me a sentence of imprisonment for a period of not less than two and a half years.
- **I have not**, at any time, had passed on me a sentence of imprisonment for a period of five years or more.
- **I have not** been fined, in the five years prior to or since becoming a governor, for causing a nuisance or disturbance on education premises.
- **I have not** refused an application being made to the Disclosure and Barring Service for a criminal records certificate.

**I have read the Declaration of Eligibility to serve as a school governor and agree to adhere by the Code of Practice for Members of a Church of England Governing Body and the Governance Agreement of the Diocese of Worcester.**

<b>Name of applicant</b>	
<b>Signed</b>	
<b>Date</b>	



**Supporting statement from Chair of Governors\*.**

Please provide brief details of further training which you believe would be of benefit to the applicant.

--

\*If the individual wishing to be re-appointed is the Chair of Governors, please include a supporting statement from the Ex-officio Foundation Governor.  
If the individual is the Chair of Governors and the Ex-officio Foundation Governor, please include a supporting statement from the Headteacher.

<b>Signed</b>	
<b>Date</b>	

**We require a record of approval of the nomination of this re-appointment. The Clerk to Governors should attach the section of minutes from your Full Governing Body meeting agreeing this.**

**The endorsement of the PCC should also have been sought.**

**The above individual has been re-nominated by (name of body, e.g. your PCC):**

--

<b>Name of Clerk to Governors</b>	
<b>Email address</b>	

**Once completed, please return your entire application form along with your Re-appointment Skills Audit, by email to [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk), or, post to the following address:**

**Diocesan Education Team, 16 Lowesmoor Wharf, Worcester. WR1 2RS**



**Diocesan Education Team**



**DIOCESE OF  
WORCESTER**

### **Worcester Diocesan Education Team**

#### **Do you have what it takes to be a Foundation Governor in a Church of England school?**

School Governors form the largest voluntary body in the UK. The importance of effective Christian Governors in our church schools cannot be underestimated, especially in the current educational climate with pressure on schools to become academies, diminishment of Local Authority services and changes in Ofsted Inspections. Therefore, we would urge all churches to consider Governance as a form of Christian service, ensuring God's love is shared with the young people of the local community through church schools. We would encourage clergy to celebrate such service and include Governors as part of the church 'team' and its ministry.

In the Diocese of Worcester, we believe that within our church community we have committed, practising Christians who understand the importance of the Gospel working through our schools, who have valuable skills to offer and who recognise that one of the skills any church school Governing Body needs is to understand the Christian character of the school and safeguard its foundation.

The Governing Body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction ensuring that the school has identified what the Christian ethos means for the school in its context and community.
- Overseeing the financial performance of the school and making sure its money is well spent.
- Holding the headteacher and senior leadership team to account for the educational performance of the school and its pupils, and the performance management of staff.
- Ensuring the school meets statutory requirements and additional functions and responsibilities.

A Foundation Governor has the additional responsibility to:

- ensure that the Christian foundation of the school is preserved and developed;
- make sure every child receives the best possible education; all
- build a productive and supportive relationship with the headteacher and staff in promoting the Christian ethos of the school, whilst holding them to account for school performance;
- have the relevant skills, experience and vision which will give breadth and strength to the Governing Body for the benefit of the school and complement the background, experience and skills of the other Governors to achieve a balanced Governing Body; all
- have the energy for the job and an interest in the task; all
- be committed to the Christian and pastoral support and the wellbeing of the school community;
- be committed to ensuring the school's Christian distinctiveness is developed and consistently addressed during Governing Body discussions;
- be both challenging and supportive of the school and the professionals within it. all





**Diocesan Education Team**



THE CHURCH  
OF ENGLAND

DIOCESE OF  
WORCESTER

Being a Governor:

- Involves participating fully in the work of the Governing Body so that individuals accept a fair share of the responsibilities and duties, including service on committees, working parties or as 'named Governors'. Individual Governors should be prepared to serve on at least one committee.
- Requires regular attendance at meetings of the full Governing Body and sub-committees.
- Requires getting to know the school well and to undertake at least 2 monitoring visits with a follow-up evaluation report and to get involved in school activities.
- Requires being prepared to undertake appropriate training and using any designated funds accordingly.

Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the school and behave professionally at all times.

This work is done in the name of Jesus Christ and is seen by many Foundation Governors as part of their own personal discipleship and ministry. In many parishes, schools greatly complement the work of the church in the community; as a Diocese, we reach out to over 21,000 children, teaching them that God's love is everywhere, in every aspect of their lives, at school, at play, in class and at home.

Being a Foundation Governor is:

- **A great opportunity**
- **A considerable responsibility**
- **A huge privilege**

If you believe you have skills to offer in either this parish or in the more deprived areas of our Diocese then please contact Gilly Maxim at [gmaxim@cofe-worcester.org.uk](mailto:gmaxim@cofe-worcester.org.uk), or, call 01905 732821.

Thank you in advance for your support.

With best wishes,

**The Diocesan Education Team.**



**WORCESTER DIOCESE ANNUAL RETURN  
FOR GOVERNING BODIES OF ALL  
SCHOOLS AND ACADEMIES**



**DIOCESE OF  
WORCESTER**

**Diocesan Education Team**

The Diocesan Board of Education (DBE) values the generous contribution made by all Governors. As the appointing body for Foundation Governors, the DBE requires up-to-date information to enable effective communication and an in-depth knowledge of each of our Diocesan schools and academies.

This short 'Annual Return' form helps us to achieve this. Clerks to Governors are asked to complete and return this form on an annual basis, however, the return of an updated form would be appreciated each time there is a change to the Governing Body. Please also include vacancies.

The form should be **typed** (adding extra rows if necessary) and returned, preferably by email, to [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk). This form can also be posted to: Diocesan Education Team, Diocese of Worcester, 16 Lowesmoor Wharf, Worcester. WR1 2RS

Many thanks in advance.

<b>Name of school</b>	
<b>VA / VC / Academy</b>	
<b>Date</b>	

<b>School Mission Statement</b>

	<b>Name</b>	<b>Email address</b>	<b>Tel. Number</b>
<b>Chair of Governors</b>			
<b>Clerk to Governors</b>			

<b>Governor's Name</b>	<b>Category / Appointed by (e.g. Ex-officio, DBE, Parent, Staff)</b>	<b>Specific Responsibilities / Sub Committees (e.g. Safeguarding, Training, etc).</b>	<b>Date term of office ends</b>	<b>Re-appointment / Application in progress?</b>



**WORCESTER DIOCESE ANNUAL RETURN  
FOR GOVERNING BODIES OF ALL  
SCHOOLS AND ACADEMIES**



**DIOCESE OF  
WORCESTER**

**Diocesan Education Team**

Please provide details of training (Diocesan, Babcock, LA) undertaken by DBE Foundation Governors in the last year, to enable effective contribution to the Governing Board.		
Course	Name of DBE Foundation Governor	Date undertaken

Please provide details of training DBE Foundation Governors will undertake in the next year, to enable effective contribution to the Governing Board. The Training Events Programme is located within the Training & Support SLA.		
Course	Name of DBE Foundation Governor	Date (if booked)

We declare that the details above are accurate (an electronic signature will suffice).	
Headteacher	
Chair of Governors	

**Data Protection**  
 The names provided on this form will be held on a computerised Governor Information database maintained by the Worcester Diocesan Education Team. The names of Chairs, Clerks and DBE Foundation Governors will also be held on the Diocese of Worcester Contact Directory, for information only. The email addresses and telephone numbers provided for the Chair of Governors and Clerk to Governors will not be shared externally to the office; contact details for the Chair of Governors will only be used where unavoidable. We ask that Chairs and Clerks please complete the data consent box below.

Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.

I give consent for my contact details to be stored by the Diocesan Education Team and to be used by them to contact me in relation to school governance.		
Chair of Governors	Signature	Date

I give consent for my contact details to be stored by the Diocesan Education Team and to be used by them to contact me in relation to school governance.		
Clerk to Governors	Signature	Date



**WORCESTER DIOCESE ANNUAL RETURN  
FOR BOARDS OF MULTI ACADEMY  
TRUSTS AND STANDALONE ACADEMIES**



THE CHURCH  
OF ENGLAND  
**DIOCESE OF  
WORCESTER**

**Diocesan Education Team**

Worcester Diocesan Academies Trust (WDAT) values the generous contribution made by all academy Members and Trustees. As the appointing body for Foundation Governor representation in academies, WDAT requires up-to-date information to enable effective communication and an in-depth knowledge of each of our Diocesan academies **and** the MATs within which they sit.

This short 'Annual Return' form helps us to achieve this. Clerks to Trusts are asked to complete and return this form on an annual basis, however, the return of an updated form would be appreciated each time there is a change to the Members / Trustees. Please also include vacancies.

The form should be **typed** (adding extra rows if necessary) and returned, preferably by email, to [education@cofe-worcester.org.uk](mailto:education@cofe-worcester.org.uk). This form can also be posted to: Diocesan Education Team, Diocese of Worcester, 16 Lowesmoor Wharf, Worcester. WR1 2JE.

Many thanks in advance.

<b>Name of Trust</b>	
<b>Date</b>	

**Trust Mission Statement**

**Please enclose a copy of your latest scheme of delegation.**

<b>List of all academies within the Trust (Church and community)</b>	
1	
2	
3	
4	
5	
6	
7	
8	

**Data Protection**

The names provided on this form will be held on a computerised Governor Information database maintained by the Worcester Diocesan Education Team. The names of Chairs and Clerks will also be held on the Diocese of Worcester Contact Directory, for information only. The email addresses and telephone numbers provided for the Chair of Trust, Clerk to Trust, Members and Trustees will not be shared externally to the office; contact details for the Chair will only be used where unavoidable. We ask that Chairs, Clerks, Members and Trustees please complete the data consent box below.

Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals whose personal details are held by the data controller.



**WORCESTER DIOCESE ANNUAL RETURN  
FOR BOARDS OF MULTI ACADEMY  
TRUSTS AND STANDALONE ACADEMIES**



**DIOCESE OF  
WORCESTER**

**Diocesan Education Team**

Member Name	Category / Appointed by (e.g. DBE, WDAT)	Email address	Tel. Number	Please sign to consent to the storage of your contact details

	Name	Email address	Tel. Number	Please sign to consent to the storage of your contact details
Chair of Trust				
Clerk to Trust				

Trustee Name	Category / Appointed by (e.g. DBE, WDAT)	Specific Responsibilities / Sub Committees (e.g. Safeguarding, Training, etc.)	Date term of office ends	Email address	Please sign to consent to the storage of your contact details

<b>We declare that the details above are accurate (an electronic signature will suffice).</b>	
Chair / Clerk	

