

**GUILDFORD DIOCESAN BOARD OF EDUCATION
EXECUTIVE COMMITTEE**



What does the executive committee do?	
Purpose	The Executive is responsible to the DBE for ensuring the delivery of the Board’s strategic plan and annual budget and the effective implementation of all aspects of the Board’s work through the exercise of governance oversight. The DBE retains overall responsibility for the work of the Education Department in accordance with the Diocesan Board of Education Measure 1991.
Remit of the DBE	<p>The DBE will fulfil its responsibilities under the DBE Measure 1991 and will specifically:</p> <ul style="list-style-type: none"> • Approve the Board’s annual strategic development plan and other key strategic policies • Approve the annual DBE budget to be put before the DBF • Hold the Executive Committee to account for the delivery of the budget and the strategic plan • Agree the powers to be delegated to the Executive • Appoint 3 DBE members to the Executive Committee
Remit of the Executive Committee	<p>In accordance with the functions delegated by the DBE, the Executive will oversee:</p> <ol style="list-style-type: none"> 1. Departmental strategy <ul style="list-style-type: none"> • development and implementation of annual departmental plan • governance oversight of resourcing and budgets including strategic management of UST funds 2. Implementation of academies strategy and school organization planning and policy including authorization of: <ul style="list-style-type: none"> • issue of letters of conditional consent • final consent - pre conversion scrutiny and approvals and oversight of the work of the Diocesan Strategic Partnership 3. The performance of schools with regard to the quality of their Christian distinctiveness and to educational outcomes for children and young people 4. School buildings and estates including strategic management of funds 5. Other traded services including school effectiveness and training courses 6. Provision of services to support Christian distinctiveness in schools 7. Support for DDE and DBE staff in their partnership working with the LAs of Surrey, Hampshire and Kingston; the DfE; the Regional Schools Commissioners, other dioceses, the Church of England Education Office and the Archbishop’s Council

Who is involved in the executive committee?	
Membership	<ul style="list-style-type: none"> • DBE Chair ex-officio • 3 Bishop's nominees (may or may not be members of the DBE) • 4 members elected by the DBE from DBE membership (this keeps a representational link through to the main DBE) • 2 members co-opted by the Executive itself (may or may not be DBE members).
Supported by	<ul style="list-style-type: none"> • Diocesan Director of Education • other designated Diocesan Officers (depending on items under discussion)
Chair	<ul style="list-style-type: none"> • DBE Chair ex officio (the Chair will also appoint a Vice Chair who should expect to act in the absence of the Chair)
Secretary	<ul style="list-style-type: none"> • The DDE will be responsible for producing the agenda, in consultation the Chair, with input from the DDE and other officers as appropriate. An officer will be appointed as the minute taker.
Quorum	<ul style="list-style-type: none"> • 3 committee members including at least 1 member of DBE/appointee of DBE and one Education officer
Attendance	<ul style="list-style-type: none"> • DBE Executive members are expected to attend at least 75% of meetings in a rolling year
Terms of office	<ul style="list-style-type: none"> • Executive Committee appointments are co-terminus with the three year cycles of the DBE ie until March 2022

When does the committee meet?	
Frequency	<ul style="list-style-type: none"> • between 8 and 10 times a year, with at least one meeting every half term
Terms of office	<ul style="list-style-type: none"> • for the life of the DBE ie until March 2022

What are the committee's delegated powers?	
Delegated powers	<ul style="list-style-type: none"> • the strategic development of the Board's work • approving the annual budgets for Service Level Agreements • the strategic management of UST funds and bringing forward proposals for their use to Bishop's Council for approval • authorization of letters of conditional consent and final consent for academy conversion • oversight of the management of all funds associated with the Board's work including the service level agreements, the LCVAP and DFC pooling funding allocations <p>Sub committees or working groups may be set up as needed to address particular issues on a short or longer term basis. These will report, or make recommendations to, the Executive Committee.</p>

