

Subject: Clerks to Governors in Church of England schools

From: Belinda Copson, Governance Officer
Vicki Barrière, Director's PA/General Schools
Administrator

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For: Clerks to Governing Boards, Headteachers and
Chairs of Governors

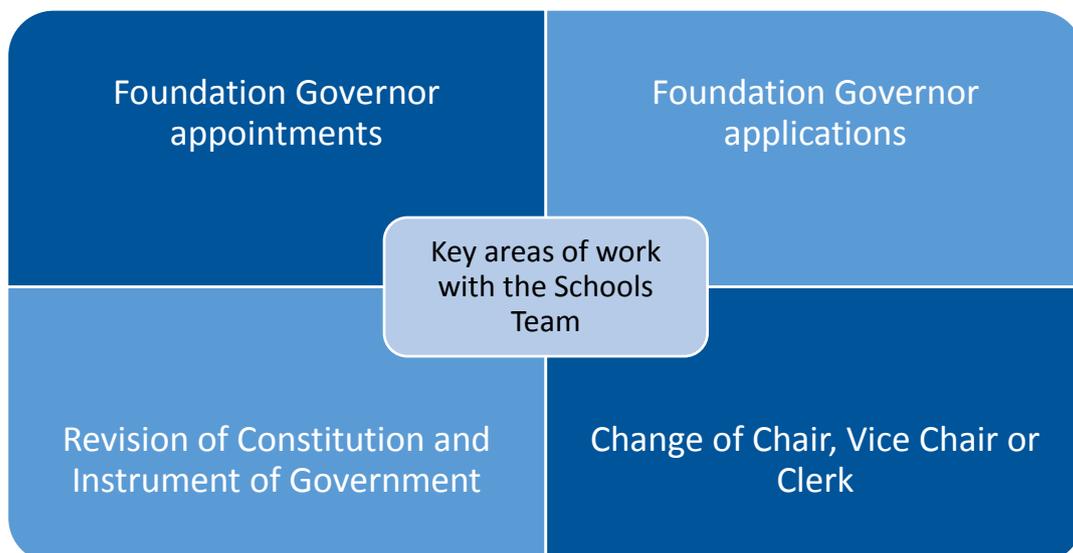
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CLERKS TO GOVERNORS IN CHURCH OF ENGLAND SCHOOLS: WORKING WITH THE DIOCESE OF ST ALBANS

This briefing has been produced for clerks in Church of England maintained schools, academies and federations. It should be read alongside our other governance briefing papers and our detailed guidance on foundation governor appointments, all available on our website at www.stalbans.anglican.org/schools/governors.

As a clerk in a C of E school, your role will, at times, involve liaising with the diocesan Schools Team over matters relating to church schools. The support and services offered by the Team are complementary to those of your local authorities and, in many cases, we provide the specialist information and advice that are not available elsewhere.

You will need to contact us on these key areas:



Foundation governor appointments

It is essential that you contact us about all foundation governor vacancies, appointments and reappointments.

The Schools Team has an advisory and monitoring role for all foundation governor appointments. We have to ensure the direct involvement of the relevant appointing body; this could be the Board of Education, the local PCC (Parochial Church Council) or another church or educational group. We will work with you to ensure that the right people are involved and that appointments are in good order and compliant with charity law. Please talk to us as soon as you know there is a vacancy or a proposed appointment/reappointment. Renewal of an expired term of office is not automatic and requires a fresh application.

Foundation governor application forms

Our application forms should be used for *all* foundation governor appointments. This is to ensure that potential foundation governors have received up-to-date information about the responsibilities involved, completed a skills profile, and made the eligibility declaration which the appointing bodies are responsible for obtaining (a legal requirement). You will find guidance on foundation governor appointments on the governance page of our website and note that there are different forms for maintained school foundation governor and academy governor appointments.

Revision of constitution and Instrument of Government (maintained schools and federations)

If you are changing the constitution of the governing board, or revising your Instrument of Government in any other way, formal approval from the Board of Education is a statutory requirement and you must involve the Diocese in discussions. Contact the Schools Team Governance Officer at the earliest stage of local discussions of any proposed changes, for assistance with the approvals process.

Change of Chair, Vice Chair or Clerk

Please make sure to keep us updated so we can send communications to the right people.

Contacting us:

We are happy to advise by email or phone. Our website is also a key source of specialist advice and information for church school clerks. We recognise that some clerks are very involved in the tasks we have outlined, whereas in other schools the Chair of Governors, incumbent or head teacher may be the person who contacts us. However, to enable good administration, clerks should be aware of times when the Diocese needs to be involved, even if they are not the person directly initiating contact.

For any enquiries about the special responsibilities of clerking in church schools, please contact Belinda Copson or Vicki Barrière, whose contact details are on the next page.

Belinda Copson (Governance Officer)

Belinda leads on governance for the team. She is happy to advise on clerking matters.

Email: bcopson@stalbans.anglican.org Tel: 07984 088180

Vicki Barrière (General Schools Administrator/Director's PA)

Vicki administers the appointments/reappointments process for DBE-appointed foundation governors and maintains records of PCC and other foundation governors. She is often first point of contact for enquiries.

Email: schools@stalbans.anglican.org Tel: 01727 818170

Further guidance and information on church schools in the Diocese of St Albans are available on www.stalbans.anglican.org/schools/