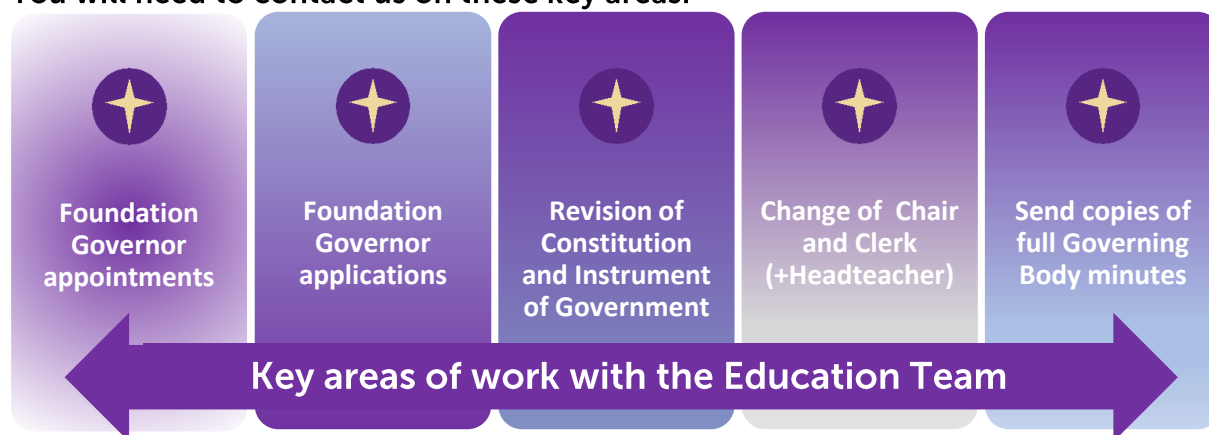


Guidance for Clerks to the Governors in Church of England Schools in the Hereford Diocese

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 guidance on foundation governor appointments, all available on our website at <https://www.hereford.anglican.org/schools/school-governance/>

As a clerk in a C of E school, your role will, at times, involve liaising with the diocesan Education 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 is 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 Education Team has an advisory and monitoring role for all foundation governor appointments. We have to ensure the direct involvement of the relevant appointing body, the Diocesan Board of Education and in some cases the correct nominating body, 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. 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 and reappointments. This is to ensure that potential and re-appointing 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

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

Change of Chair or Clerk

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

With regards to Headteacher changes, both the Local Authority LA and the Diocese will support governing boards in the appointment of a Headteacher and should both be notified upon the receipt of a resignation. A complete guidance support pack for the recruitment of a Headteacher is available from the Education Team.

Sending copies of the full Governing Body minutes

Please make sure you keep us updated regularly with copies of the minutes from your full governing body meetings. All minutes are scrutinized and, where matters arise, they will be discussed at the Education Team Meetings. If we require clarification or need to discuss aspects of your minutes, a member of the team will be in touch. This enables us to understand where we can support our church school governing bodies.

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 headteacher 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:

Sian Lines or Toni Enefer at education@hereford.anglican.org or call on 07539 372748.

Sian Lines is the Deputy Diocesan Director of Education, leading on governance for the team and is happy to advise on clerking matters.

Toni Enefer is the Business and Governance Officer and administers the appointments/reappointments process for DBE-appointed foundation governors and maintains records of DBE, PCC and other foundation governors. Toni is often first point of contact for enquiries.

Clerking Forums

Please make a date to attend our regular Clerks' Forums. These are an excellent opportunity for you to find out the latest governance updates, but also a place to pass on and share knowledge with other clerks etc. Dates can be found in our [Training Schedule](#).

The [Education Update E-Bulletin](#) & [Hereford Diocese Website](#)

All Clerks are registered to receive our weekly bulletin, please do encourage all of your

