

### **Module 6 - Effective governance**

- The main roles of the governing body with a focus on working strategically.
- Effective working practices.
- Working out the partnership between the governors and the headteacher.

### **Module 7 – School buildings – governors’ responsibilities**

- The respective roles of the governors, their professional consultants, the Diocesan Board, Local Authority and DFE in building maintenance and development.
- Procedures for ensuring satisfactory completion of a building project.

### **Module 8 – Religious Education and Collective Worship**

- Roles and responsibilities of governors for Religious Education in a C of E school – policy, planning, teaching and learning, contribution to spiritual and moral development and monitoring effectiveness.
- Collective worship – the legal requirements; school arrangements, the nature of worship in the C of E school, monitoring impact on the school community.

### **Module 9 - Staffing 1 - Recruitment and selection**

- Appointing staff – job descriptions, CVs, selection criteria, interviewing process, contracts.
- Grading of staff, ie, threshold, headteacher, deputy headteacher etc.

### **Module 10 - Staffing 2 - Personnel procedures**

- Performance management
- Sickness absence
- Grievance and discipline and Capability

# **The Bishop’s Certificate in Church School Governance 2013/14**

**A modular training course for governing bodies of  
Church of England schools**



**Southwark Diocesan Board of Education**  
*Supporting Christian Education*

## Introduction

Governors play a key role in developing and improving their schools; clarity about the role of governing bodies is crucial to an effective partnership between governors and the headteacher and staff. The Bishop of Southwark acknowledges this important role played by governors of Church of England schools in the Diocese of Southwark and endorses this modular course which aims to clarify the role of the governing body in a Church of England school.

## How it works

The Bishop's Certificate course is designed for the whole governing body, although it is not the intention that all governors attend every module. The aim is for members of the governing body to attend those modules which are of particular relevance, eg, governors on the admission committee would attend the admissions module, those on the personnel committee would attend the staffing modules etc. The Certificate will be awarded only to those governing bodies who have sent at least two governors on seven of the ten modules, including the 3 core modules (see below) and will be valid for four years. A maximum of four governors may attend each module.

The course consists of the ten modules described in this leaflet. Each module lasts two hours (6.30 – 8.30 pm) and there are 3 compulsory core modules:

- (i) - *The nature and purpose of church schools;*
- (ii) - *Effective governance of a church school;*
- (iii) - *Religious Education and Collective Worship.*

The Board of Education recommends that governors attending each module feedback to the whole governing body on what they have learnt, so that all governors may benefit and the course contributes to building the governing body as a team.

## Venue

The course will be held at: **SDBE, 48 Union Street, London, SE1 1TD**

**Cost:** 20-26 governor places - £450  
27-33 governor places - £520  
34-40 governor places - £570

Places are limited and will be allocated on a first-come, first-served basis. To reserve a place for your governing body, please complete the form and return by post, fax or email **by 14 June 2013** to: Sheila Talbott, SDBE, 48 Union Street, London, SE1 1TD; FAX: 08432 906895; [sheila.talbott@southwark.anglican.org](mailto:sheila.talbott@southwark.anglican.org).

## The Modules

### Module 1 - *The nature and purpose of church schools*

- The distinctive nature of church schools.
- Exploring the Anglican ethos.
- Developing links with the church community.

### Module 2 - *Admission policies – the governors' role*

- The role of the Admission Committee
- Reviewing the admission policy
- Getting to grips with the Admissions Code

### Module 3 - *The curriculum*

- The statutory role of governors in respect of the school curriculum
- Developing an appropriate monitoring role
- How to keep informed about the curriculum in your school

### Module 4 – *Teaching and Learning*

- What makes for good teaching and learning?
- The Governors' role in monitoring teaching and learning

### Module 5 - *Self Evaluation and Inspection*

- An overview of OFSTED
- Statutory Inspection of Anglican Schools
- Self Evaluation methods
- Collecting Evidence