

The Bishop's Certificate in Church School Governance 2011/12

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



Southwark Diocesan Board of Education
Supporting Christian Education

Introduction

This modular course, endorsed by the Bishop of Southwark, aims to clarify the role of the governing body in Church of England schools. It will not cover every aspect of school governance, but will give participants a good understanding of certain key issues for governors of Church of England schools. Governors play an important role in developing and improving their schools; clarity about the role of governing bodies in schools is crucial to an effective partnership between governors and the headteacher and staff.

The Bishop of Southwark is keen to acknowledge the important role played by governors of Church of England schools in the Diocese. The Certificate will be awarded to those who have sent at least two governors on seven of the modules and will be valid for four years.

The structure of the course

The Bishop's Certificate course consists of ten modules, a new module has been included this year on teaching and learning. Each module lasts 2 hours (6.30 – 8.30 pm); 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 worship;*

and seven other modules, including curriculum, personnel, admissions and school premises. To qualify for the Certificate governing bodies must send at least two governors to seven of the ten modules. A maximum of four governors may attend each module.

Venue

The course will be held at:

SDBE, 48 Union Street, London, SE1 1TD

Cost: 20-26 governor places - £425
27-33 governor places - £495
34-40 governor places - £545

Places are limited and will be allocated on a first-come, first-served basis. If you wish to reserve a place, please complete the form and return by post, fax or email by

17 June 2011 to: Sheila Talbott, SDBE, 48 Union Street, London, SE1 1TD;

FAX: 08432 906895; 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

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 – *RE and Worship*

- Roles and responsibilities of governors for religious education in a C of E school – policy, planning, teaching and learning and monitoring.
- Collective worship – the legal requirements; school arrangements, the nature of worship in the C of E school, monitoring impact.

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