



The nomination and appointment of Deanery Synod members to the Diocesan Board of Education

Guidance from the Rochester Diocesan Board of Education for Deanery Synods to support the nomination process of representatives to serve on the Diocesan Board of Education

November 2017

Introduction

The purpose of this guidance is to explain the process for nominating and appointing representatives from Deanery Synods to serve as members of the new Diocesan Board of Education (DBE) once its new constitution has been approved by the Secretary of State for Education.

The guidance sets out the process for nomination of Deanery Synod representatives (both Lay members and Clergy) and the appointment procedure agreed and approved by Diocesan Synod.

This guidance is intended for all Deanery Synods, in particular the clerks/secretaries of Deanery Synods who will need to ensure that representatives are nominated correctly and in line with the agreed process.

What is the Diocesan Board of Education (DBE)?

The Diocesan Board of Education is a statutory body, which is the religious authority for Church of England schools within a diocese.

The responsibilities of the Diocesan Board of Education are set out in the [DBE Measure \(1991\)](#) and can be summarised as:

- promoting Christian education across the diocese
- promoting religious education and worship in schools across the diocese
- promoting Church schools and advising the governors and trustees of Church schools on matters affecting Church schools in the diocese

How is the Diocesan Board of Education constituted and who are its members?

1. The new Diocesan Board of Education will be made up as follows:

(a) the Diocesan Bishop or the Bishop's nominated representative;

(b) one (additional) person nominated by the Bishop;

(c) six persons elected by the Diocesan Synod as set out in section 2 below

(d) not less than two but not more than six persons co-opted by the Board who have first given an undertaking to the other Board members to uphold the Board's objects (as set out in its Articles of Association) and of whom:

(i) two members shall be persons currently serving as head teachers (one in the primary stage and one in the secondary stage) of Church of England schools or academies within the Diocese; and

(ii) the other members (if any) shall be persons with experience of one or more areas of work with which the Board is concerned including (but not limited to):

- Finance
 - Legal
 - Human resources
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- School improvement
- Charity trusteeship
- School governorship and leadership
- Public relations

These areas of experience and expertise form the basis of criteria for co-opted members of the Board of Education and should also be used as reference points for Deanery Synods in making nominations for individuals for the consideration of Bishop's Council and Diocesan Synod as set out below.

Section 2 – Arrangements for nominations from Deanery Synods and their subsequent election by Diocesan Synod

The arrangements for the election of members referred to in procedure 1(c) shall be as follows:

- (a) Candidates shall be nominated by Deanery Synods in the Diocese.
- (b) The Bishop's Council shall satisfy itself that each nominated candidate satisfies criteria for elected members to be published by the Board from time to time and shall put forward for election those candidates who do so.
- (c) The Diocesan Synod shall elect from those candidates six Board members who must either reside, work or worship in the Diocese (but need not be Diocesan or Deanery Synod members), and of whom-
- (i) three shall be Clerks in Holy Orders beneficed or licensed in the Diocese (comprising one Clerk in Holy Orders for each of the three archdeaconries in the Diocese) and
- (ii) three shall be lay persons on the electoral roll for their parish (comprising one lay person for each of the three archdeaconries in the Diocese).
- (d) If there are insufficient candidates to satisfy the criteria in sections (i) or (ii) above, candidates will be eligible for election to any unfilled places irrespective of these criteria.

Process of nomination and elections

It is recommended by the Diocesan Board of Education that Deanery Synods follow the process of nomination set out below:

1. The Secretary/Clerk to the Diocesan Synod writes to all Secretaries/Clerks of Deanery Synods to inform them of the requirement for Deanery Synods to nominate individuals for election to the Board of Education. Nominees do not have to be members of the Deanery Synod but are required to live, work or worship in the Diocese.
 2. The Secretary/Clerk of the Deanery Synod shares the guidance paper created by the Diocesan Board of Education with all Deanery Synod members, asking them to suggest to the Deanery Synod names of individuals who would be willing to serve on the Diocesan Board of Education. The names will be considered at a meeting of Deanery Synod and communicated to the Secretary/Clerk to the Diocesan Synod at least two weeks prior to the meeting of the Bishop's Council held each year before the autumn meeting of the Diocesan Synod. This allows the nominations to be distributed to Bishop's Council members with their papers.
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3. The Deanery Synod should ask any individual who wishes to be nominated by the Deanery Synod for the consideration of Bishop's Council to provide a short summary of their experience and skills in relation to education (noting the areas of expertise set out in the guidance). This should be no more than one side of A4 in the form of a 'pen portrait' which can be distributed to Deanery Synod and subsequently sent to Bishop's Council members for their consideration.
4. The Secretary/Clerk to the Deanery Synod should forward all nominations and pen portraits for the individuals to the Clerk to the Diocesan Synod by no later than two weeks prior to the autumn meeting of the Bishop's Council. Nominations received after this date will not be considered.

Nominations should be sent by paper copy to:

Suzanne Rogers
Clerk to the Diocesan Synod
Diocesan Office
St Nicholas Church
Boley Hill
Rochester ME1 1SL

Or by e-mail to: suzanne.rogers@rochester.anglican.org

The Clerk will confirm receipt of all nominations received.

5. The Bishop's Council members will review the nominations received (taking into account the criteria stated in Section 2 in this guidance) and forward to Diocesan Synod all candidates who meet the criteria.
 6. Following the Bishop's Council meeting, the Clerk to the Bishop's Council will write to all nominees to inform of them whether they have been successful in being nominated for the approval of Diocesan Synod.
 7. Diocesan Synod members will receive the Bishop's Council's nominations for members of the Diocesan Board of Education at the next meeting of Diocesan Synod and will elect from amongst them in accordance with the requirements of 2(c) and (d) above six persons to serve as members on behalf of the seventeen Deanery Synods across the Diocese.
 8. Once the Diocesan Synod has approved the appointment of the six Deanery Synod representatives, the Diocesan Board of Education will consider the expertise and experience of these members and then seek to appoint up to a further six co-opted members (and no less than two co-opted members) to ensure that there is a good balance of skills and expertise across the whole Board of Education.
 9. The Diocesan Board of Education will formally approve the new members of the Board at its next meeting and the Clerk to the Diocesan Board of Education will write to all new Board members to confirm their appointment and their terms of service.
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Timescales

The revised Articles of Association are subject to the approval of the Secretary of State for Education and need to be signed off before they come into operation.

It is anticipated that the new constitution will take effect on 1st January 2018, with nominations from Deanery Synod received before the meeting of the Bishop's Council in the autumn of 2018.

The Bishop's Council will then review nominated candidates received and recommend nominations for the approval of Diocesan Synod three weeks prior to its autumn meeting in 2018.

Transition arrangements

These nominations and appointments will take place alongside the transitional arrangements which enable the existing Board of Education to remain in place until January 2019.

Further questions or queries

If there are further questions or queries related to this guidance or the nomination and appointment process for Deanery Synod representatives to the Diocesan Board of Education, Secretaries and Clerks are encouraged to write to:

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The Clerk to the Diocesan Board of Education
Diocesan Office
St Nicholas Church
Boley Hill
Rochester ME1 1SL

e-mail: teresa.spearink@rochester.anglican.org

Telephone number: 01634 560025
