



DIOCESE of
WINCHESTER



Diocese
of **Portsmouth**

To: All Clerks
Date: 13th August 2019

Dear Clerks,

In order to ensure that we are fulfilling our responsibilities under the Diocesan Board of Education, (DBE), from September 2019 it will be a requirement that all Church of England schools and academies within the Diocese of Portsmouth and Diocese of Winchester send us copies of their FGB and committee (if applicable) minutes.

The DBE is tasked with ensuring that the Church School Ethos is being considered within Governing Board meetings along with identifying examples of how Collective Worship and the Trust Deed (terms of Union) is reviewed annually.

Many of you already routinely send us copies of your minutes once approved and we are very grateful for this, however there are still several schools and academies who do not do this. We will carry out a termly audit on minutes looking at a random sample of 10% each term. We will be looking at the content of the minutes for references to the Church school ethos, vision and values and to ensure that collective worship is reviewed. (We appreciate that these things are not covered at every meeting and we are not asking for this to be the case.) We will also be checking that governors undertake training on a regular basis and that challenge is being considered especially when looking at Head teacher reports, data and finance. If your minutes are sampled, you will receive an email to confirm that this has taken place with a form attached with feedback that you can then share at your next meeting.

We do not require you to send us any back copies of meeting minutes but would like to receive copies of minutes from September 2019 meetings onwards. These should be sent to:

Schoolgovernance@winchester.anglican.org for Winchester Schools.

Schoolgovernance@portsmouth.anglican.org for Portsmouth Schools.

I would like to take this opportunity to thank all the schools that have already sent in copies of your meeting minutes over the last academic year. If you have any queries at all, then please do not hesitate to contact the Governance Coordinator Sharon Taylor (Sharon.taylor@portsmouth.anglican.org) on 02392 899651 or 07725 278104.

Yours faithfully

Jeff Williams
Director of Education

cc Headteachers, Chairs of Governors, Foundation Governors and Ex-Officio's

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