

DIOCESAN BOARD OF EDUCATION SCHEME

The Diocesan Synod for the Diocese of Guildford, in exercise of the powers conferred by the Diocesan Boards of Education Measure 2021 (“**Measure**”), makes this Scheme on 29th June 2022.

This Scheme is the first scheme made for the diocese under section 3 of that Measure and implements a proposal made by the Bishop with the consent of the body which, immediately before this Scheme was made, was the Diocesan Board of Education for the Diocese.

Preliminary

Commencement

1. This Scheme comes into operation on the 18th July 2022.

The DBE

Designation of Board of Finance

2. (1) The Diocesan Synod designates as the DBE for the Diocese the Board of Finance for the Diocese known as Guildford.
- (2) The Guildford Diocesan Board of Finance (“Board of Finance”) is registered in the register of charities with the number 248245 and is registered in the register of companies with the number 00225289.

Delegation of DBE functions to statutory committee

3. (1) The functions which the Board of Finance has as the DBE are delegated to the committee of the Board of Finance established under section 3 of the Measure (referred to in this Article as “the statutory committee”).
- (2) The Board of Finance in its own right (rather than the Board acting through the statutory committee) may not exercise a function delegated to the statutory committee or a sub-committee unless it is satisfied—
 - (a) that the statutory committee or the sub-committee is failing to act in accordance with the Measure or this Scheme in relation to that function, and
 - (b) that the failure is significant.
- (3) The Board of Finance must set terms of reference for the statutory committee in relation to the exercise of functions delegated under paragraph (1); and the terms of reference must include provision as to—
 - a) Membership of the statutory committee in the same terms as this Scheme;
 - b) How the statutory committee will exercise its functions;
 - c) The appointment and removal of Foundation Governors in Church of England maintained schools within the Diocese;
 - d) The setting, management of expenditure and reporting of the statutory committee’s budget;
 - e) Management and staffing of the Diocesan Education Team;
 - f) The formation of Education strategies and policies within the Diocese;

- g) Reporting activities of the statutory committee to the Board of Finance
 - h) Communications;
 - i) The statutory committee's role in academy trusts and other corporate entities;
 - j) The management of expenditure and assets held on educational trusts by the Board of Finance as trustee or custodian trustee; and
 - k) When the Board of Finance can intervene in the decision making of the statutory committee as provided for in paragraph 3(4) of Schedule 1 to the Measure and Article 3(2) above.
- (4) The terms of reference under paragraph (3) may also include provision made by the Board of Finance under Article 15(1) (procedural matters).
 - (5) In accordance with paragraph 3(2) of Schedule 2 of the Measure, the statutory committee may, subject to Article 15 (Proceedings), delegate functions exercisable by it to-
 - a) an officer or member of staff of the Board of Finance, or
 - b) a sub-committee established by the statutory committee.
 - (6) The statutory committee must set terms of reference in relation to the delegation to a sub-committee of functions delegated to the statutory committee under paragraph (1).
 - (7) A reference in the subsequent provisions of this Scheme to the DBE is to be read as a reference to the statutory committee.

Duty to promote education etc.

- 4. The DBE must, as required by section 2(1) of the Measure—
 - (a) promote or assist in the promotion of education in the Diocese that is consistent with the faith and practice of the Church of England;
 - (b) promote or assist in the promotion of religious education and religious worship in schools in the Diocese;
 - (c) promote or assist in the promotion of church schools in the Diocese;
 - (d) promote co-operation between itself and other persons concerned with education in the Diocese.

Membership

Members

- 5. (1) The DBE shall comprise at least eleven members who are—
 - (a) the Bishop,
 - (b) at least one but not more than two members appointed by the Bishop,
 - (c) at least three but not more than nine members elected by the Diocesan Synod in accordance with the provisions of Article 7, and
 - (d) any such persons who may be co-opted by the DBE in accordance with the provisions of Article 8.

- (2) In making an appointment or co-option or selecting candidates for election, regard must be had to the desirability of securing that a variety of relevant skills is available among the members.
- (3) A person is not eligible to be a member of the DBE if the person is disqualified by law from being a charity trustee.
- (4) A person is not eligible to be a member of the DBE if the person is an officer or employee of the Diocesan Board of Finance.

Appointments

- 6. (1) The Bishop must, after appointing a member of the DBE, give written notice of the appointment—
 - (a) to the Director of Education for the Diocese (in their capacity as secretary of the DBE), and
 - (b) to the diocesan secretary.
- (2) The appointment takes effect—
 - (a) on the date specified in the notice, or
 - (b) if no date is specified in the notice, on the date on which the Director of Education receives the notice.
- (3) The appointment comes to an end (unless it has already come to an end under Article 10 or 11)—
 - (a) on the date specified in the notice,
 - (b) at the end of the term of years specified in the notice,
 - (c) in the case of an ex officio appointment, at the time when the person ceases to hold the office by virtue of which the appointment is made, or
 - (d) if none of paragraphs (a) to (c) apply, at the end of a term of three years.

Election

- 7. (1) The Diocesan Synod must hold the elections required for the purposes of Article 5(1)(c).
- (2) The election is to be conducted in the manner determined by the Diocesan Synod in accordance with its Standing Orders and in accordance with the provisions of this Article 7.
- (3) Candidates for election need not themselves be members of Diocesan Synod but must worship in, work in or live in the Diocese and may only be submitted to election after consultation with the Bishop's Council, the Bishop and the Diocesan Director of Education and they shall:
 - (a) ensure that candidates are proposed who, if appointed, will meet the requirements of the categories of membership detailed at paragraph 7(6); and
 - (b) have due regard to the skills mix and experience of the DBE.
- (4) Following such consultation, a list of candidates ("Candidate List") will be provided to Diocesan Synod for election.

- (5) In the event that, following such consultation, if any of the Bishop's Council, the Bishop or the Diocesan Director of Education (acting reasonably) inform the Diocesan Synod that they have concerns about any of the candidates, the Diocesan Synod shall not proceed with the election process for that individual until such time as reasonable steps have been taken to address any such concerns.
- (6) Elections shall be undertaken by the Diocesan Synod to elect persons into the membership of the DBE from a Candidate List comprised of the following categories:-
 - a) At least one member who is an elected member of Bishop's Council;
 - b) At least two school leaders from schools or academy trusts within the Diocese and who may be lay members or Clerks in Holy Orders;
 - c) At least two additional lay members and
 - d) At least two Clerks in Holy Orders, beneficed or licensed in the Diocese.
- (7) Before holding an election, the Diocesan Synod must by resolution specify—
 - (a) the timetable and date for the election,
 - (b) the manner in which it is to be conducted, and
 - (c) the period to be served by each person who is elected.
- (8) The period specified for the purposes of paragraph (7)(c) must not exceed three years with any re-election in line with Article 9.

Co-options

8. (1) Where, having undertaken elections in accordance with the provisions of Article 7, it has not been possible for the Diocesan Synod to elect members to fill any one or more vacancies, the DBE shall have the power to co-opt up to 5 persons to fill any such vacancies or subsequent casual vacancies. In the event that, having filled any such vacancies, there are fewer than 5 co-opted members of the DBE, the DBE may appoint up to 3 persons to fill specific skill or category gaps, provided always that the aggregate number of co-options may not exceed 5 at any time.
- (2) It is for the DBE, subject to any provisions made by the Board of Finance under Article 15(2) and the other provisions of this Scheme, to decide the manner in which the co-option is to be made and the term of office which a co-opted member of the DBE is to serve subject to the provisions of Article 9.

Term of office

Term of office

9. (1) An appointed member of the DBE holds office for the period provided for by Article 6(3).
- (2) An elected member of the DBE holds office for the period specified in the resolution under Article 7(7).
- (3) A co-opted member of the DBE holds office for a period which begins and ends on the dates specified in the co-option.
- (4) A member of the DBE who has served three consecutive terms of office is not eligible to be appointed, elected or co-opted as a member until at least three years have passed since the member last ceased to hold office as a member of the DBE unless in exceptional circumstances the Bishop approves the member to continue.

- (5) The reference in paragraph (4) to a term of office includes a reference to a term of office served in consequence of an election to fill a casual vacancy.

Resignation

- 10.** (1) A member of the DBE may resign the office by giving notice in writing to—
- (a) the Director of Education for the Diocese, in their capacity as secretary of the DBE, and
 - (b) the Diocesan Secretary.
- (2) A resignation under this Article takes effect—
- (a) on the date specified in the notice, or
 - (b) if no date is specified in the notice, on the date on which the Director of Education in their capacity as secretary of the DBE receives the notice.

Disqualification or removal from office

- 11.** (1) A member of the DBE who is disqualified by law from acting as a charity trustee ceases, on the disqualification taking effect, to be a member of the DBE.
- (2) The DBE may, by resolution passed by 75% of members present and voting at a meeting of the DBE, remove a member of the DBE from office on any of the grounds set out in provision made by the Board of Finance under Article 15(2).
- (3) The Board of Finance may remove a member of the DBE from office on the grounds that that person's membership of the DBE is damaging the reputation of the Diocese or is putting the proper operation of the Board at risk.
- (4) In the case of a member of the DBE who is appointed or elected, the power under paragraph (2) or (3) may be exercised only if the Bishop has given written approval.

Casual vacancies

- 12.** (1) Where a casual vacancy arises among the appointed members of the DBE, the Bishop must appoint a person to fill the vacancy in accordance with Article 6 if it is needed to maintain the minimum membership of eleven
- (2) Where a casual vacancy arises among the elected members of the DBE, an election to fill the vacancy is to be held in accordance with Article 7 if needed to maintain the minimum membership of eleven.
- (3) Where a casual vacancy arises among the co-opted or elected members of the DBE, the DBE may (but need not) co-opt a person to fill the vacancy in accordance with Article 8 if needed to maintain the minimum membership of eleven.
- (4) Where the unexpired part of the term of office in question is less than six months, there is no need to fill the vacancy.
- (5) A person appointed to fill a casual vacancy holds office only for the unexpired part of the period provided for under Article 6(3) for the preceding appointment.
- (6) A person elected to fill a casual vacancy holds office only for the unexpired part of the period specified in the preceding resolution under Article 7(3).

- (7) A person co-opted to fill a casual vacancy holds office only for the unexpired part of the period specified in the preceding co-option.

Safeguarding

Duty on DBE

13. (1) The DBE is required by section 5A of the Safeguarding and Clergy Discipline Measure 2016 to comply with requirements imposed on it by the code of practice issued by the House of Bishops on safeguarding children and vulnerable adults.
- (2) For so long as section 5 of that Measure remains in force for the purposes of any guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults, the DBE is required by that section to have due regard to that guidance.

Governance

Chair

14. The chair of the DBE, as required by paragraph 2(1) of Schedule 2 to the Measure, is—
- (a) the Bishop, or
- (b) another member of the DBE appointed by it after consultation with the Bishop.

Proceedings

15. (1) The Board of Finance may make provision as to the procedure of the DBE and of any sub-committee.
- (2) The DBE may regulate its own procedure and the procedure and membership of any sub-committee, subject to any provision made by the Board of Finance under paragraph (1), the provisions of the Measure and the other provisions of this Scheme.
- (3) Subject to that, a sub-committee must report its proceedings to the DBE in accordance with whatever procedural provisions are applicable by virtue of paragraph (1) or (2).

Conflicts of loyalty

16. A conflict of loyalty which would or might arise as a result of a member of the DBE also being a director of the Board of Finance or a member of the Diocesan Synod, or both, is authorised (see paragraph 1(11) of Schedule 2 to the Measure) if—
- (a) the conflict relates to a duty of loyalty owed to the Board of Finance or Diocesan Synod and does not involve a direct or indirect benefit of any nature to the member or a connected person, and
- (b) the member in question declares the conflict.

Reporting

17. (1) The DBE must, as soon as practicable after the end of each year, make a report to the Diocesan Synod on the exercise of the DBE's functions in that year.
- (2) The DBE must keep the Standing Committee of the Diocesan Synod aware of any significant events which may arise, as soon as practicable.

- (3) The DBE will provide other reports from time to time to the Board of Finance as described in the Terms of Reference.

Property

Property held in connection with church schools

18. (1) Any property, which was held immediately before this Scheme came into operation by the Board of Finance on trust in connection with the provision of church schools in the Diocese, continues to be held by the Board of Finance for it to hold as trustee on the same trusts.
- (2) The trusts subject to which property is held under paragraph (1) are to be administered by the DBE.

Amendment or revocation of Scheme

Amendment

19. (1) Where an amendment is proposed to this Scheme (including to this Article), the amendment may not be made unless the Diocesan Synod has resolved to approve the proposed amendment.
- (2) The Diocesan Synod may not approve an amendment to this Scheme unless it has obtained the consent of the DBE.
- (3) A proposed amendment to this Scheme is in order only if it is consistent with the Measure and the Charities Act 2011.
- (4) No amendment may be made to this Scheme if it is of a kind which would require the Board of Finance to make a regulated alteration to its Articles of Association, unless the Board of Finance has obtained the consent of the Charity Commission; and for this purpose “regulated alteration” has the meaning in section 198 of the Charities Act 2011.
- (5) In connection with the approval or making of amendments to this Scheme, the Diocesan Synod—
- (a) must follow any applicable procedure in its Standing Orders, and
 - (b) must not do anything which would be contrary to the provisions of this Scheme.

Revocation

20. (1) The Diocesan Synod may revoke this Scheme only if it has secured that another Scheme approved by the Diocesan Synod under the Measure will come into effect immediately after the revocation of this Scheme.
- (2) In connection with the revocation of this Scheme, the Diocesan Synod—
- (a) must follow any applicable procedure in its Standing Orders, and
 - (b) must not do anything which would be contrary to the provisions of this Scheme.

General

Interpretation

21. (1) In this Scheme—

“the Bishop” means the Bishop of the Diocese (but see paragraph (2));

“the Bishop’s Council” means the Standing Committee of Guildford Diocesan Synod; ;

“the Diocese” means the Diocese of Guildford;

“the Measure” means the Diocesan Boards of Education Measure 2021.

- (2) Where the functions of the Bishop are being exercised by another bishop in accordance with an instrument made under section 13 or 14 of the Dioceses, Pastoral and Mission Measure 2007, the references in this Scheme to the Bishop are to be read as references to that other bishop.
- (3) A reference in this Scheme to the DBE is to be read with Article 3(6).
- (4) A reference in this Scheme to a sub-committee is a reference to a sub-committee established by the DBE.
- (5) A reference in this Scheme to a provision made by or under a Measure or Act of Parliament is to be read as a reference to that provision as for the time being amended, extended or applied by or under any other such provision.
- (6) Subject to that, the Interpretation Act 1978 applies to this Scheme (with the result, among other things, that expressions used in this Scheme have the meaning which they have in the Measure).