



Clerks - Church School Governance Microsite

As the clerk to governors for your school, you will be issued with a user name and password by the SDBE to access your live Church School Governance Microsite. For any queries please e-mail governor.applications@salisbury.anglican.org

Your school page will look similar to the following:-

Beaminster St Mary's Academy Alter who's Chair/Vice Chair
Governor History

Chair: Anna Annetti - test@email.com
Vice-chair: Brian Briar - test@email.com

Your board of governors is shown below, please use the links on the right to to renew, replace, or fill these roles.

Foundation Governor (Chair)	Anna Annetti	Renew or Replace Resign
Foundation Governor (Vice-chair)	Brian Briar	Renew or Replace Resign
Foundation Governor	Colleen Colgate	Renew or Replace Resign
Foundation Governor	Derrick Derbyshire	Renew or Replace Resign
Foundation Governor	<i>vacant</i>	Fill this vacancy
Foundation Governor	<i>vacant</i>	Fill this vacancy
Foundation Governor	<i>vacant</i>	Fill this vacancy
Ex Officio Foundation Governor	Elizabeth Elisson	
Ex Officio Headteacher	Carys Barnett	
Staff Governor	Fredrick Freeman	Renew or Replace Resign
LA Governor	Greta Greatham Renewing Position	Form C out with PCC
Parent Governor	<i>vacant</i>	Fill this vacancy
Parent Governor	Harrison Hardy	Renew or Replace Resign
Parent Governor	Ian Inglesfield Renewing Position	Awaiting SDBE Admin Review

You will be able to see all your governors, their roles and current status, their terms of office, those due to expire in the next six months, their training record and governance history

You will be able to:-

- change addresses, e-mail address and terms of office (page 3)
 - add a new governor – Non foundation (page 4)
 - remove a governor (page 5)
 - change a nominated role- chair or vice chair (page 6)
 - add a new Foundation Governor (page 7)
 - renew a term of office (page 8)

THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

Sharon Vaughan
log out

Beaminster St Mary's Academy

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Key to icons

- Parent
- C of E Confirmed
- C of E Not Confirmed
- Non Communicant
- Churches Together

Name of School

Details of Chair & vice
Chair with email
address

Type of governor

Alter who's Chair/Vice Chair
[Governor History](#)

How to change chair
and vice chair


Details of courses and
term dates for all
governors

Name of Governor

Action or update

To Change addresses, e-mail address and terms of office

Click over the Governors name



LA Governor **Greta Greatham** Form C out with PCC
Renewing Position

To change the governors e-mail address, address, if they are a parent at the school, religious denomination or occupation please click

To change the governors term of office start or end date please click here



Governor details close

Governor Details [edit these](#)

Name: Greta Greatham
Email: test@email.com
Telephone:
Address1: 20 Short Street
Address2: Smallville
Address3:
Address4:
Address5:
Postcode: SP1 1AA

Terms of Governance
Started [27 February 2020](#), no [end date](#) specified

Training History
No courses attended

Governance History
No prior governor posts

Click [Save](#) to save the changes

When you have finished editing you will need click [Close](#)

This page also contains the individual details of the governor's history and also any courses they have attended which you can click to see

To add a new governor – Non foundation

Parent Governor

vacant

Fill this vacancy

Click

Fill this vacancy

close

Please record the name and email of the Nominee for this Role
This must be their home address
This person cannot be a Staff Member

Initialise Nomination

School

Role

Title

First name

Last name

Email

Address1

Address2

Address3

Address4

Address5

Postcode

Are they are parent at the school? No Yes

Denomination

Occupation

Enter the details (the postcode must be a home postcode) and then press Save

Parent Governor

vacant

Nominee: J Jessie

Awaiting SDBE Admin Review

The SDBE Governance administrator will then check for duplications on the SDBE Database (the reason for the home postcode being required) and then approve the appointment

To remove a governor

Click Resign

Staff Governor **Fredrick Freeman** → Renew or Replace Resign

Please record the leaving date of the governor that is resigning

Governor Departure

End Date 

Save

Select a date and save. Depending on the date input this will now show as vacant position or an end date

Staff Governor **Fredrick Freeman**
Ending on 10/03/20 **Replace**

If you have the name of the new governor elected into the role you can also add them
Click replace, add the details and save

Please record the name and email of the Nominee for this Role
or [nominate Fredrick Freeman to renew for another term.](#)

This must be their home address

Initialise Nomination

School Beaminster St Mary's Academy

Role Staff Governor

Title

First name

Last name

Email

Address1

Address2

Address3

Address4

Address5

Postcode

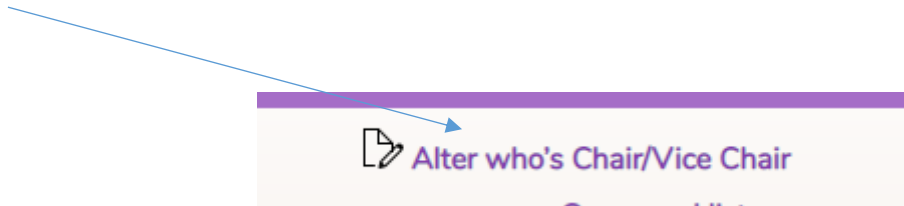
Save

It will now show Frederick leaving on 10.3.2020 and Frank Freeman being appointed on the same day

Staff Governor **Fredrick Freeman**
Ending on 10/03/20 Awaiting SDBE Admin Review
Nominee: Frank Freeman

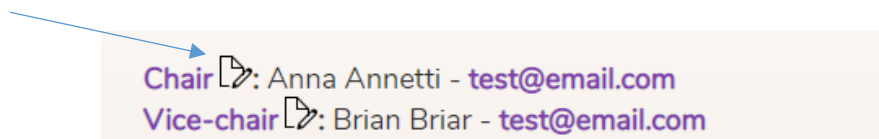
To change a nominated role- chair or vice chair

Click



You can do this two ways

1. Click



Click the drop down arrow

And the names of all the governors will show

Click the name of the governor

And click OK

2. Click the individual governor

Foundation Governor **Colleen Colgate** Renew or Replace Resign

Edit whether governor is chair/vice chair

The governor is not currently a **chair**

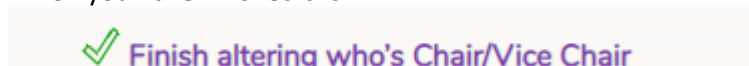
Make them...

- **Vice-chair**
- **Chair**
- **Interim Vice-chair**
- **Interim Chair**

Click the role – this will remove automatically Anna Annetti

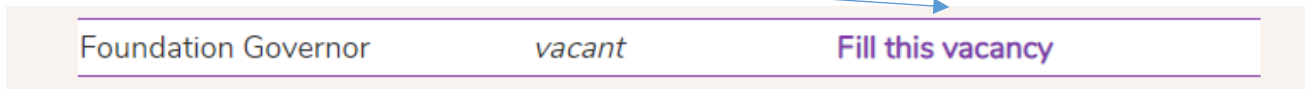
Foundation Governor Chair	Colleen Colgate	Renew or Replace Resign
Foundation Governor Vice-chair	Brian Briar	Renew or Replace Resign
Foundation Governor	<i>vacant</i>	Fill this vacancy
Foundation Governor	<i>vacant</i>	Fill this vacancy
Foundation Governor	<i>vacant</i>	Fill this vacancy
Foundation Governor	Anna Annetti	Renew or Replace Resign

When you have finished click



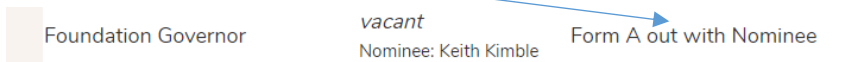
To add a Foundation Governor

Click



Add the full details of the nominated foundation governor making sure that the e-mail address is correct

Click Save – the Nominee will be automatically sent an e-mail with the nomination form to complete. This will then show on the clerk's page as



As each step in the process is submitted, the next form will be sent out for completion to the following people according to the role they are applying for.

For VA/VC Foundation governors:

- Referee or interview - Form B
- PCC Secretary – Form C
- Chair of Governors – Form C
- SDBE Administrator Approval
- SDBE Lead Approval

For Academies LGB's

- Referee Form or interview – Form B
- SDBE Corporate member – Form C
- Chair of Trust – Form C
- SDBE Administrator Approval
- SDBE Lead Approval

The appointment will be classed as conditional for the first 6 months and will become permanent once the relevant training as been attended.

The nomination process may stop for various reasons and both the clerk and SDBE will be informed if this happens. Examples of situations that would cause this would include:

- a staff member applying for a Foundation Role
- any of the people above not approving the nomination
- an incorrect e-mail address being provided
- a role required for approving the nomination not being filled
- a serving Foundation governor applying for a 4th term of office in the same role

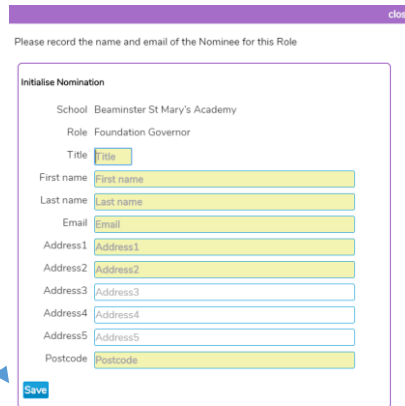
To Renew a Term of Office

Click Renew



Staff Governor	Fredrick Freeman	Renew or Replace Resign
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The details of the current governor will automatically show in the boxes, the clerk will need to check that the details are correct and then press save. (The postcode must be the governor's home postcode)



Please record the name and email of the Nominee for this Role

close

Initialise Nomination

School: Beaminster St Mary's Academy
Role: Foundation Governor

Title:

First name:

Last name:

Email:

Address1:

Address2:

Address3:

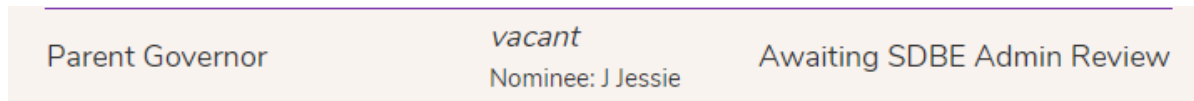
Address4:

Address5:

Postcode:

Save

For Non Foundation Governors the clerk's page will be automatically updated and the SDBE will be notified to check for duplicate entries on our database and then agree the appointment:-



Parent Governor	<i>vacant</i> Nominee: J Jessie	Awaiting SDBE Admin Review
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For Foundation Governors the nomination process will start as per a new Foundation Governor (page 7)