

The Church of St Kyneburgha, Castor

Castor Ringing School - Terms of Reference

Castor Ringing School is a church activity that forms part of the Outreach of the Church of St Kyneburgha, Castor.

The Rector and PCC recognise that the bells of St Kyneburgha are amongst the finest in the land and that the large ringing chamber is particularly suitable as a venue for teaching. They recognise too the need to train new ringers, not only within the Benefice of Castor but in the wider community of churches within travelling distance of the Tower. It is their wish to use the assets at their disposal to help meet this need and, in furtherance of this wish, they have established Castor Ringing School which operates under the following Terms of Reference:

Name: Castor Ringing School (hereinafter: the school).

Aim: To teach bell handling and change ringing through the provision of regular training sessions, courses and/or workshops.

Officers: The following three Officers shall be appointed by the PCC to serve for a period of three years. (The positions can be combined if appropriate.)

Head Tutor: The Head Tutor shall:

- Set and maintain a high standard of teaching within the school.
- Act as Session Leader for training sessions, courses and workshops or appoint a suitably experienced Tutor to act as Session Leader on his/her behalf.
- Liaise and work closely with the Tower Captain of the Castor Band of Bell Ringers.

Protection Officer: The Protection Officer shall:

- Implement the Child and Vulnerable Adult Protection Policies laid down by the PCC.
- Liaise and work closely with the Parish Protection Officer.

Safety Officer: The Safety Officer shall:

- Implement the Health and Safety Policy laid down by the PCC.
- Liaise and work closely with the Steeple Keeper of the Castor Band of Bell Ringers.

Prior to making appointments the PCC will seek joint recommendations from the Ringing School Committee and the Tower Captain of the Castor Band of Bell Ringers.

In addition to the three Officers named above the Tower Captain and Steeple Keeper of the Castor Band of Bell Ringers shall be *ex officio* Officers of the school.

Committee: The training sessions, courses and/or workshops offered by the school shall be determined by a Committee comprised of:

- The Head Tutor (Chair), Protection Officer and Safety Officer.
- Up to four Additional Committee Members who shall be elected at the Annual General meeting. To be eligible for election a person shall be on the current list of Helpers and Tutors and have attended the school in that capacity on at least 24 occasions during the preceding twelve months.

At the first Committee Meeting following the AGM the Committee shall elect from amongst their number:

- **An Administrative Officer** who shall be responsible for communication and for ensuring that there are sufficient Tutors available for each of the training sessions, courses and/or workshops offered by the school.
- **A Treasurer** who shall be responsible for the school accounts.

If there is no-one from amongst their number who is able and willing to take on either of these posts the committee may co-opt an additional non-voting member to take it on.

Other Volunteers: The Committee shall recruit additional Helpers and Tutors to assist them in the teaching provided by the school. [The document *Castor Ringing School - Notes for Volunteers* gives further information about these roles]

Funds: The school shall be empowered to collect donations from Learners to cover the cost of teaching materials, equipment, publicity and communications and a per-session donation to the Tower Bell Fund to help defray the cost of broken stays and general wear and tear. The amount of this donation shall be agreed with the Tower Captain of the Castor Band of Bell Ringers and ratified by the PCC.

Annual General Meeting: The AGM shall take place during early November each year to give time for the new Committee to draw up plans for the following year. The following people shall be eligible to attend and vote at the AGM at which the Head Tutor shall take the Chair:

- Officers
- Tutors, Helpers and Pupils who have attended at least 12 training sessions, courses and/or workshops during the preceding 12 months.

November 2017

The number of Additional Committee Members changed from three to four as agreed at the AGM held on 11th November, 2017.