



**The Members'  
Handbook  
2021  
Version 1**

## **A Message from the Master Educator - 2020-2021**



*A very warm welcome to the Worshipful Company of Educators!*

*The Company was developed in the 1990's, established as the Guild of Educators in 2001, and in due course became one of the Modern Livery Companies of the City of London. It was recognised that, while all livery companies were concerned with education and training within their trades or professions and often beyond, none was concerned with education and training in their widest sense. There are now 110 livery companies (and more on the way), of which over thirty have been founded in the last 50 years. We are number 109. We were granted full livery status in 2013. In 2017 we were granted our Royal Charter.*

*We have an excellent and eclectic mix of Members who work or have worked in most sectors of education, learning and training, and the wider related professions. Our growing membership is becoming ever more reflective of the changes in perceptions and delivery of education. We need to think outside the box, and look at what we as Educators can contribute to society.*

*As an active livery company, we embrace new ideas and initiatives and encourage Members to play a full part in our activities. We have special interest groups covering areas such as the arts, leadership, special education, outdoor learning and the military; we hold social events within London and beyond; and we have a regular programme of formal dinners.*

*Education is not static; it's not set in stone. It must be dynamic, innovative, and available to all, of any age and any background or any circumstances. In my view, this is the heart and soul of our Company.*

*Our charitable trust, supported by all our Members, celebrates outstanding innovation and excellence in educational practice primarily through awards and bursaries to individual educators. We share its belief in the transformative power of education.*

*This handbook is designed to provide information and act as a guide both to Members and to anyone who may be interested in our Company. You will find us a lively Livery. Come and join us.*

**Richard Evans - Master Educator 2020-2021**

## Handbook Contents

### Part 1 Joining the Livery Company

Section 1 - Being a Member of the Worshipful Company of Educators

Section 2 - Declaration Ceremony - Freeman

Section 3 - The Educators' Charter, Objects, Bylaws and Revised Responsibilities & Procedures

Section 4 - Quarterage and Fines

Section 5 - Charity and the Educators' Trust

Section 6 - Data

a. Data protection and GDPR

b. Members' Portal and Database

Section 7 - Dress Code and Etiquette

Section 8 - Having a Buddy

### Part 2 The City and Livery traditions

Section 9 - The City of London

Section 10 - The Lord Mayor and other City officials

Section 11 - The Wards and Ward Clubs

Section 12 - Livery Companies

Section 13 - City and Livery Activities

a. City Briefings

b. Lord Mayor's Show

c. Livery Events

Section 14 - Becoming a Freeman of the City of London

### Part 3 The Worshipful Company of Educators

Section 15 - Company structure

a. The Master and Officers

b. The Court and the Annual Assembly

c. The Committees

d. The Clerk, Assistant Clerk and other positions

Section 16 - The Coat of Arms

Section 17 - Becoming a Liveryman

Section 18 - Progression Declaration ceremonies

Section 19 - Company Activities

a. Master's programme (seminars/dinners/weekend/progress)

b. Social programme and other events

c. Special Interest and Discussion Groups

d. Making bookings for Company Activities

Section 20 - Charitable activities, contributions and volunteering

Section 21 - Company finances

Section 22 - Company Website and IT

Section 23 - Company Publicity and Communications

Section 24 - Frequently Asked Questions (FAQs) and Glossary

The Company is governed by its Royal Charter and the Bylaws that are attached to it. Under Bylaw 28, “The business of the Company shall be managed by the Court.”. The Court therefore from time to time determines what it terms “Responsibilities and Procedures” to facilitate the Company’s business.

This Handbook introduces several aspects of these various governance arrangements. However, please note that, in the event of any inconsistencies, the Charter, Bylaws and the 2021 Revised Responsibilities and Procedures must take precedence over the Handbook.

Every attempt has been made to ensure this Members’ Handbook is in good order. If you have suggestions for additions, improvements or wish to alert us to an error in this first Version, please contact the Chair of the Membership Committee. Subsequently it will be updated annually.

## Part 1 Joining the Livery Company

Section 1 - Being a Member of the Worshipful Company of Educators

Section 2 - Declaration Ceremony – Freeman

Section 3 - The Educators’ Charter, Objects, Bylaws, and Revised Responsibilities and Procedures

Section 4 - Quarterage and Fines

Section 5 - Charity and the Educators’ Trust

Section 6 - Data: Data protection, Members’ Portal and Database

Section 7 - Dress Code and Etiquette

Section 8 - Having a Buddy

## SECTION 1 - Being a Member of the Worshipful Company of Educators

### Introduction

**1.1** Our Livery Company is built on ancient traditions but seeks to respond to the modern world and thus warmly welcomes those who perhaps have not had any family history of involvement in what the City Livery does and how it works. Many who are stepping into this world for the first time, having had a successful professional career to date, may see it as being rather like their professional body, a business-related club, a learned society or another charity with which they are involved. It is important to recognise that, in many significant ways, it is very different.

### Key Commitments and Obligations

**1.2** This Handbook introduces and summarises material from several other documents, including the *Royal Charter and Bylaws* and the Company's current "*Revised Responsibilities and Procedures*" document. Please be aware that, in the event of any conflict between this Handbook and those documents, those documents must prevail. In making your Declaration as a Freeman and becoming a Member of the Worshipful Company of Educators (an "Educator"), you make, formally, a number of serious statements about your future commitments and conduct and you declare them in public and as an oath.



In November 2018 a banquet was held at Mansion House to celebrate the Worshipful Company of Educators being granted a Royal Charter.

Image with the kind permission of Gerald Sharp Photography, from whom copies can be obtained using this link: <https://sharpphoto.co.uk/p900815584>

The position was well summarised in a quotation from *“An Introduction to the Worshipful Company of Educators”*, 2013, stating:

*“Potential Members are asked to recognise that membership of a livery company is intended to be a mark of lifelong commitment to supporting their trade or profession. This commitment is manifested by regular charitable giving and participation – even if only occasionally – in Company meetings. It is neither a mark of professional recognition nor a club membership to be assumed and discarded at will.”*

**1.3** For the avoidance of doubt, some of these commitments made in the Declaration Ceremony are clarified below. The details of the Declaration Ceremony are found in the Company’s *Revised Responsibilities and Procedures* (known as *RRP 2021*), paragraphs 362-383 – see elsewhere in this Handbook (HB) Section **2** Declaration. As you see there, you will be saying the words shown in italic below.

**1.4** *“loyal to our sovereign lady, Queen Elizabeth and to her heirs and successors”*  
Whatever your place on the political spectrum, this is an expectation of commitment to the realm and the person of Her Majesty. In a number of Company dinners and other occasions there are toasts to *“The Queen and The Royal Family”*. There is an expectation of respect being given to these traditions in behaviour and attitude.

**1.5** *“faithful in all lawful things to the Master and Court of Assistants”*  
This refers to an expectation of respect and active support for the individual who, in any particular year, is the Master of the Company, and also for those who comprise the Court of Assistants, also known as *“the Court”*. Our Bylaw 28 states *“The business of the Company shall be managed by the Court”*. The Court of Assistants includes those who are the Wardens, certain Past Masters and other elected Members of the Court (the Court Assistants) – HB Section **15** Company explains further.

**1.6** *“obedient to the Company’s Charter, Bylaws and Ordinances”*  
This refers to the constitutional structure of the Company and the rules made for its conduct which you are declaring you will follow. This also includes, through Bylaw 28, the arrangements set in place by the Court for the management of Company business. The detailed Company organisational arrangements are clarified in the Court-approved document *“Revised Responsibilities and Procedures”* (*RRP*). The *RRP* is refreshed and updated from time to time, most recently in April 2021. When you are playing a part in the business, work and

activities of the Company, you must comply with the actions and expectations described there. You can read more about these key documents in HB Sections **15** Company and **16** Coat of Arms, with the detail in the full PDFs available [here](#) (*Charter and Bylaws*) and [here](#) (*Revised Responsibilities and Procedures*).

**1.7** *“paying my dues and giving of my time and energy, as shall be expected of me”*

This refers to any of the payments you are asked to make to the Company, be they your quarterage, fines and charges for events etc., which should be remitted promptly on request. HB Section **21** gives more information on Company finances; and see HB Section **15** Company Structure on the roles of Clerk, Assistant Clerk, Treasurer and Almoner. This part of the declaration is also making explicit the expectation that you will take part in the life of the Company, support our Educators’ Trust and be involved in the range of our activities in fellowship with other Members. The breadth of opportunities, within the Company and across the City of London, permits Member participation in many different ways that can fit with your career and domestic circumstances - see HB Sections **13, 19 and 20** on City, Company and other charitable activities.

**1.8** *“true to the art and mystery of the profession known as education”*

This refers to the fundamental concept of guilds and livery companies being the repository of the special expertise required of a particular profession – see also HB Sections **9-14** The City and **24** FAQs for more on City livery history and derivation. For many Members working in teaching roles in public or charitable sectors there are also various regulatory standards required to be met – see below.

**FAQ – What does “mystery” mean?**

It’s not about anything “mysterious” as we now use the term or something “ineffable”. It is simply a medieval term for “trade”, “craft” or “professional techniques and tools”.

**1.9 “conscious always of the professional conduct expected of me”**

This refers to the expectation of personal and academic integrity that would be expected of anyone involved in the profession of education and educational activities. Further clarification is provided below.

**1.10** The document *Revised Responsibilities and Procedures 2021* gives further detail on membership of the Company, admissions process and Livery obligations in paragraphs 67-75.

**Expectations and conduct “Public Life” and Our Livery Principles**

**1.11** In our Company, we aim to be inclusive and diverse. We believe in respecting and appreciating difference in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin. We aim to provide a welcoming environment that removes barriers and ensures tolerance and a positive nurturing environment for all Members and our guests.

**1.12** Aside from the obvious expectations of lawful behaviour and aspects of financial good conduct, livery principles and values can be summarised as having respect for each other and the different roles we play and positions we take in our profession. A good starting point for understanding the expectation of professional conduct of an Educator are the words many Members will declare at the Freedom of The City Ceremony in the Guildhall:

**Declaration of Freedom of The City of London**

*“ I (names in full) do solemnly swear that I will be good and true to our Sovereign Lady Queen Elizabeth the Second; that I will be obedient to the Mayor of this City; that I will maintain the Franchises and Customs thereof, and will keep this City harmless, in that which in me is; that I will also keep the Queen’s Peace in my own person; that I will know no Gatherings nor Conspiracies made against the Queen’s Peace, but I will warn the Mayor thereof, or hinder it to my power; and that all these points and articles I will well and truly keep, according to the Laws and Customs of this City, to my power.”*

**1.13** After this declaration at the Freedom of the City Ceremony, candidates sign the Freeman’s Declaration Book and receive certification, together with a copy of the *‘Rules for the Conduct of Life’*; this dates from the mid-18th century, but its core principles of good, moral and considered behaviour, still apply today. See also HB Section **9-14** for more on the Freedom of the City Ceremony, the City itself and its Livery tradition.

**1.14** Another touchstone for many Educators, known particularly to those working in the public sector, are the categories set out as the Nolan *Seven Principles of Public Life* <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

**1.15** Freemen of the City of London and Freemen of the Worshipful Company of Educators are also not permitted to use their “*Freedom*” for self-publicity or business promotion purposes – see also HB Section **4** on GDPR and the Company Privacy Notice and HB Section **23** on Communications.

## Section 2 - The Declaration Ceremony to become a Freeman of the Worshipful Company of Educators

**2.1** Applicants to join the Company are interviewed by representatives of the Membership Committee, after which the Committee makes its decision on each application and recommends to the Court those to be admitted to the Freedom of the Company, who are described as “Freemen”. The Committee’s recommendations are normally considered at the next Court meeting. When the Court accepts recommendations, the successful applicant is informed of the Court’s decision by the Clerk, who explains the next steps. Once admitted to the Freedom of the Company, you will be asked to pay immediately the Admission Fee (known as a “fine”), and your first annual subscription (known as “quarterage”), after which you will be invited to make a charitable donation to the Educators’ Trust. For further explanation see HB Sections **4** and **5** on quarterage, fines and charity giving.

**2.2** As an Admitted Freeman you will need to declare formally your public commitment to the Company and sign the Register. This takes place at the Declaration Ceremony, to which you may invite your family and friends. You are then entered on the Register of Freemen. The Declaration Ceremony often takes place prior to one of the Company dinners. If you are unable to attend on the date you are invited, you may be able to postpone to a later date, as there will be other Ceremonies during the year, sometimes occurring as free-standing or online events. However, it is important to note those offered the opportunity to join the Company must complete the process within 12 months. That means you must ensure payment of your dues (admission fee/fine and quarterage) and, as appropriate, your charitable donation, before you can undertake your Declaration, and you must declare as soon as possible thereafter. The Membership Committee will consider extensions only in special circumstances, otherwise the opportunity for admission to the Company will lapse, you will be removed as a Freeman and a new application will be necessary to reactivate the process. See also *RRP 2021* paragraphs 72-75.

### **Procedures for Declaration Ceremonies**

**2.3** The detailed procedure for the Declaration Ceremony can be found in “*Revised Responsibilities and Procedures*” 2021 paragraphs 362-383. The biography included with your application form will be used to introduce you at the Ceremony.

**2.4** At the Ceremony, you are required to bring a plain black academic gown, without hood or decoration, with which you will be “gowned” on the day, and which should be worn at future events but is not required for Company or City Seminars or social activities. If you do not have a gown already, you will need to purchase one, as they are used regularly. The Clerks’ Office can advise via [clerk@co-educators.com](mailto:clerk@co-educators.com) More information on livery traditions and on gowns is given in HB Section **24** FAQs.

## Section 3 - The Educators' Charter, Objects, Bylaws and Revised Responsibilities and Procedures



Receipt of The Royal Charter at the Banquet in Mansion House with the Founding Clerk and Honorary Liverman, Keith Lawrey and Past Master Max Weaver (2003-04)  
 Image with the kind permission of Gerald Sharp photography, from which copies can be obtained using this link: <https://sharphoto.co.uk/p900815584>

### Charter

**3.1** In the early 1990s it was recognised that, while all livery companies were concerned to a varying extent with education and training within their trades or professions and often beyond, none was concerned with the profession of education and training itself. An initiative to set up such a livery company was started and taken forward by Keith Lawrey, our first Clerk. Registration was sought from the Corporation of London in 1997, with the support of Professor Raoul Franklin CBE (then Vice-Chancellor of City University) as the Foundation Master-Designate, and Mrs Judith G Osborne as Upper Warden. That registration was granted by the Court of Aldermen in 2000 and the Guild of Educators was founded on 24 May 2001, with a Court of Assistants comprising a number of leaders in the various sectors of the education profession.

**3.2** Becoming a guild is the first part of a three-stage process that can lead to becoming a full livery company. The timescale depends on the growth of the guild and its charitable fund. The second stage is to become a “company without livery”, which status the Educators were granted in September 2009. The final stage of full livery company status, with both Freeman and Liverymen, was achieved in Autumn 2013, under the Mastership of Sir John Stuttard, former Lord Mayor, when the Company successfully petitioned for Livery status and became

the Worshipful Company of Educators. Thus in 2014, we were awarded the Company's Livery status as No 109 in the order of precedence. In 2017 a Royal Charter was granted and in November 2018, to celebrate receipt of the Charter, a banquet was held at Mansion House, attended by three former Lord Mayors who are also Liverymen of the Company.

## Objects

**3.3** The Objects of the Worshipful Company of Educators according to its Charter are: *"2 (i) To raise awareness of, and to promote, the education profession, and to uphold its standards of excellence and integrity; 2 (ii) To promote, administer and contribute to the Educators' Trust Fund"*. In paragraph 3, the Charter also provides the Company with 13 other Powers, enabling it to conduct its financial affairs and organise its work. They also include reference to various forms of educational activity, as well as an expectation to: *"3 (i) To exercise the role of a livery company within the traditions of the City of London and particularly to encourage members to participate in the governance of the City of London and to support the Lord Mayor, the Aldermen, and the Commonalty."*

**3.4** You will receive your own copy of the *Charter and Bylaws* and the *Revised Responsibilities and Procedures 2021*. Though perhaps a dry read, they are important for Company Members to understand and have for reference. These can also be found [here](#) (*Charter and Bylaws*) and [here](#) (*Revised Responsibilities and Procedures 2021*) once updates are completed. To find more about the Company see HB Section **15**.

## Bylaws and Revised Responsibilities and Procedures

**3.5** By virtue of the grant of a Royal Charter, the Company is, in law, a corporate body. The Company is also registered as a Livery Company with the City of London Corporation. The *Charter and Bylaws* provide the 'governing instrument' or 'constitution' of the Company. The *Revised Responsibilities and Procedures*, as approved by the Court, cover in further detail powers, terms of reference, ceremonial procedures, finance, data and employment arrangements, among a wide range of organisational matters.

**3.6** The Company has an established charity entitled *"The Educators' Trust"* (formerly called *"The Guild of Educators' Trust Fund"* and having the same charitable objects), which is incorporated as a Charitable Incorporated Organisation (CIO) under the Charities Act 2011 and numbered 1179353. See HB Section **5** for more information about Charity and the Trust.

## Section 4 - Quarterage and Fines

### Introduction

**4.1** Being a new livery company, we have not benefited from several hundred years of membership contributions and legacies, so we have to be financially reliant on our current Members. For more information about the Educators' financial arrangements see HB Section **21** Company Finances. It is therefore the case that the annual subscription, known as "*quarterage*", is a fundamental source of income for the Company to cover the salary of its key functionaries, the Clerk and Assistant Clerk, the Company's premises, and our other operational costs. All other Officers of the Company and its activity leads are volunteers. There is an expectation that Members will engage in charitable giving, appropriate to their means - see HB Section **5** Charity and the Educators' Trust. Company events are charged for where appropriate, and we seek to ensure costs are covered as there is limited scope for subsidy – see HB Section **19** Activities. However, a number of events during the year are free.

### **"Quarterage" and "Fines"**

**4.2** As already mentioned, "Quarterage" is the name for the annual subscription paid by all who are Liverymen or Freemen of the Company to provide for the upkeep of the Company and its staff. Normally each April a letter is sent from the Master requesting the payment, which covers the following twelve-month period. This arrives in an email from the Clerk together with the quarterage invoice. Payment is normally expected by bank transfer or cheque, but some Members prefer to use online facilities (e.g. Gocardless). Some like to set up a regular standing order and forms for that purpose are available from the Clerks' Office. Once you have been approved by the Court as an Admitted Freeman you will receive a request for quarterage for the year in question. The charge is not applied pro rata. Charges are set annually by the Court and Members are advised each year. The rates for quarterage and fines are shown on the Company website: see <https://educatorscompany.org/become-a-freeman/>.

**4.3** A "fine" is the name for the payment made on entering the Company as a Freeman, also known as the admission fee. A fine is also payable on moving up to be a Liveryman or, after relevant service, for election as a Court Assistant or as a Warden. The Clerk will issue these requests for payment and provide receipts as required. The amount for both forms of charge to Members is set annually by the Court. As a Freeman joining the Livery you will need to have paid

both quarterage and fine before you are able to attend a Declaration Ceremony and complete your admission. Payment and Declaration must occur within 12 months of your application having been approved by the Court.

#### **FAQ - Why are these charges called “quarterage” and “fines”?**

**Guilds were so-called because members were required to pay gold (money) for their continuing membership of the organisation. The Membership subscription for City of London Guilds and livery companies is called Quarterage and was, historically, collected on the Quarter days (Lady Day, Midsummer, Michaelmas and Christmas). The Fine, which, used in this sense, is a fee paid for a privilege, is a single sum paid for each step, in advancement and varies according to the grade within the livery company concerned.**

## Section 5 - Charity and The Educators' Trust

### Introduction

**5.1** Charitable activity is a long-standing core feature of the livery companies of the City of London. Together, the companies regularly donate over £40 million to charities each year. The Worshipful Company of Educators has a Charitable Trust in the tradition of the livery companies, called *The Educators' Trust (Charitable Incorporated Organisation)*. The aim of the Trust is to support the professional development of those engaged in education (in its broadest sense) and to celebrate outstanding innovation and excellence with awards – see <https://educatorscompany.org/educators-charity/>. Those choosing education as a profession often have a vocational motivation and desire to improve the lives of others, although it may not offer the richest of financial rewards. Even so - whether donations are large or small - it is the principle of charitable contribution which is important for us.

### Message from the Chairman of the Educators' Trust, Dr Jennifer Somerville

*5.2 “Educators are often the unsung heroes of our society - they quietly transform lives. The Trustees seek out and publicly celebrate innovative examples of excellence and impact, particularly those delivered in diverse and challenging settings. These are often found in charities delivering rich educational opportunities to people of all ages, as well as in mainstream education establishments. It is a privilege to support them all.”*

### Donation

**5.3** It is usual that a donation to the Company's charitable activity is made on entry as a Freeman and an invitation to donate accompanies the Admission Fee/Fine. Annually, the Educators' Trust Chairman sends a letter of appeal for contributions to all Company Members and there is an expectation that we respond positively. These donations are separate from the annual quarterage, which is the fee supporting the operation of the Company and its staffing complement. The Trust receives no government grants and is entirely reliant on voluntary donations, gifts and legacies.

### Educators' Trust activities

**5.4** The Trust's charitable activities to date have been primarily focused on prizes and bursaries, which it confers on outstanding professional educators every year.

These are awarded to educators at all levels of the profession and across all sectors – from early years to research institutes – and all settings in which learning takes place – from educational institutions to art galleries, theatres, outdoors and community spaces. Currently the Trust makes 22 awards each year; sometimes these have a focus geared to the particular theme taken up by the Master who is in office that year, or on an issue of national interest. The Trust also holds an annual public seminar highlighting a particular area of education with a panel of national experts and showcasing some of the Trust's award winners - see <https://educatorscompany.org/awards-and-bursaries/> .

**5.5** Donating to the Educator's Trust is very easy. You will receive a reminder letter inviting your donation each year. You can donate by an annual lump sum by bank transfer or cheque OR as a regular monthly donation paid by standing order.

**5.6** The Trust welcomes Members who wish to help with its activities and every now and then there is the opportunity to become one of the Trustees – see also <https://educatorscompany.org/trust-administration/> - and contact the Chairman for more information.



The Chairman of the Educators' Trust at The Annual Awards Dinner

## Section 6 - DATA

### a. Data Protection and GDPR

**6.1.** As a Company member you are required to confirm your position on how the Company may hold and use your personal data.

[Click here](#) to see the pdf of Company's policy on data protection and how it complies with GDPR requirements.

Click on <https://educatorscompany.files.wordpress.com/2020/10/what-data-the-wco-e-hold-with-example-1-1.pdf> to see the PDF of data the Company holds on you in the Members' Database and elsewhere.

**6.2.** To confirm the permissions you give to the Company in terms of holding and using your personal data, click here on the link called "**FILL OUT FORM**".

### b. The Educators' Members' Portal and Database

#### Database

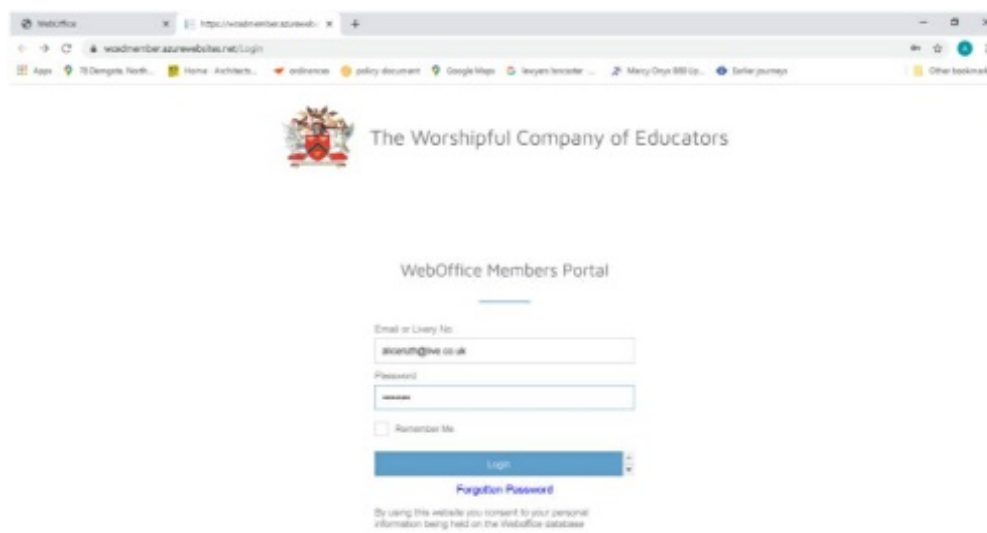
**6.3** The Educators have a Members' database - the *Database* - which contains a variety of personal information and is used to record material about each Member, their progression through the Company, material about events and attendance at them, and GDPR information. As a new Company Member, please also read about the Company's position on data protection and its GDPR policy and **complete the form giving your permissions and preferences**. Data you have provided during your application and Declaration process is used to create your initial record in the Database. Through a Members' Web Portal, Members can access the Database and update their information, find out about each other and book onto events. You can access this at any time and make these updates through the Members' Web Portal.

#### Access

**6.4** To access the Members' Web Portal go to the Worshipful Company of Educators website and choose "*Members' Area*".

<https://educatorscompany.org/members-zone/>

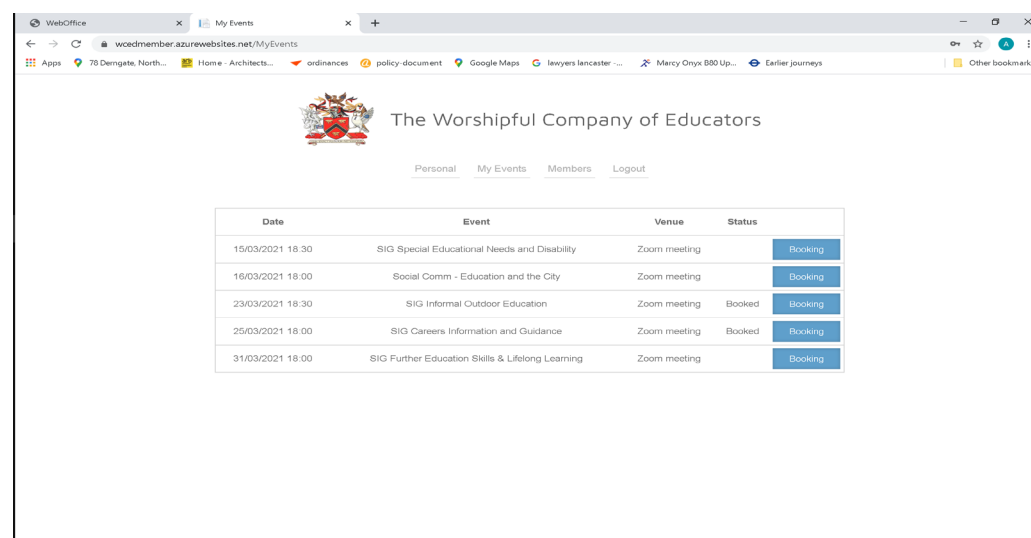
To log into the Portal for the first time, follow the instructions below



**6.5** You will need your email address – i.e. the one you have submitted and that the Company holds as your contact email. You will also need your password which is set initially as **SURNAMEYYYY** i.e. your surname in capitals and year of birth e.g. **SMITH1968**.

Once you are logged in you can change the password on the “Personal” section, far right of page, if you wish to. If you forget your password, after it is changed from the initial format, you can make contact using the front entry page “Forgotten Password” to organise a reset.

**6.6** Below is an example of the first page you will see each time you enter the Members’ Web Portal, showing calendar information and links to other pages.



## Content checking

**6.7** Please check that the personal information on the Database is correct, reviewing the sections about you and your partner – a Member’s example is noted below. You do not have to complete the partner section if you do not wish to. If that is the case please leave the sections blank. Please **MAKE SURE to SAVE** changes as you go, by pressing the blue save button in the corner.

The screenshot shows the 'Member Profile' page for 'The Worshipful Company of Educators'. The page is organized into three main columns. The left column is for the 'Member' profile, the middle for the 'Partner' profile, and the right for contact and login information. The Member section includes fields for Title (Miss), Forenames (Alice), Initials (AR), First Name (Alice), Surname (HYNES), National Honours, Post Nominal (FCIS, MARM, MInstAM, FALA, FES, FRSA), and Position (Director of APC Futures Limited). A photo of a woman is shown below these fields. The Partner section has fields for Title (Mr), Forenames (Paul), Email (paul@the.co.uk), First Name (Paul), Surname (CASTELL), National Honours, and Post Nominal. The right-hand sidebar contains fields for Member No. (1200), Position (Assistant), Post Name (Miss A.C. Hynes), House Name, No + Street / Road (54 Oakhill Gardens), Village / Suburb, Town / City (Luton), County / State (Bedfordshire), Postcode (LU2 4EJ), Country (UK), Home Phone (01525 53654), Office Phone (0744205208), Fax, Mobile (0744205208), Email (a.hyn@the.co.uk), Username (a.hyn@the.co.uk), Password, and Repeat Password. A blue 'Save' button is located at the bottom right of the form.

**6.8** Please check this shows your title and full name. We are not at present collecting “nationality” data so please leave that blank and also any other section where you have no information to give. The “National honours” field is reserved for items such **OBE, CBE, DL**. The “Post-nominals” field can contain academic awards such as **PhD**, Profession designation and fellowships such as **FCIS, FRSA**.

**6.9** The “Position” field can contain details of your current job/employment such as **Head teacher; Professor of Applied Mechanics; Director of Student Services; CEO Smith & Brown Training Services; Retired Bursar; School Governor; Education Consultant**, or other current position, especially in relation to being involved in the Company.

**6.10** The “Dietary issues” field can contain information about health or food preferences such as **Nut allergy; Dairy-free; Gluten-free; Vegan; Vegetarian.**

**6.11** In the block above the “Dietary issues” field, you can upload a passport-sized photograph of yourself. If you are having any difficulty uploading a photograph, assuming you are happy to share it, you can email a file containing the image to the Clerks’ Office and it will be added for you.

**6.12** Next, please complete some brief information to introduce yourself to other Members. This short biographical profile is only **300 CHARACTERS long**, including spaces, so you need to make a simple, short background note about yourself. You may need to review and précis further when putting together this text as the box cuts out at character 301. The Master, Richard Evans, has kindly allowed us to share his details as an example see:

<https://educatorscompany.files.wordpress.com/2020/12/master-details-correct.png>

**6.13** Please next check your contact information, which is on the far right of the page. In the field called “Post Name” please put your name as it would appear on a letter addressed to you eg **Mrs J B Smith**. The description of your “post” as in “job” should be put on the left side section in the “Position” field: see above.

**6.14** There are then seven fields on address information - postcode and country are self-evident. The first block is used for house name e.g. **The Haven**; the second block for Number and Street/Road e.g. **35 Privet Drive**; the third block for the local area e.g. Village/Suburb **Hogsmead**; the fourth block for the main town or city e.g. **Milton Keynes** and the fifth one for the county or state e.g. **Buckinghamshire**; and finally the postcode or zip code and country.

Phone numbers for home, office and mobile and your email are also obvious items to add in the blocks that follow. We do not use Fax number now.

Please check the Database has the main email address you wish to use for communications with the Company. Username should be same as that main email. The bottom of this column is also the place to change your password, if necessary.

**6.15** **MAKE SURE to SAVE** as you leave the page or your changes will not be made to the Database – see **blue SAVE button** bottom right.

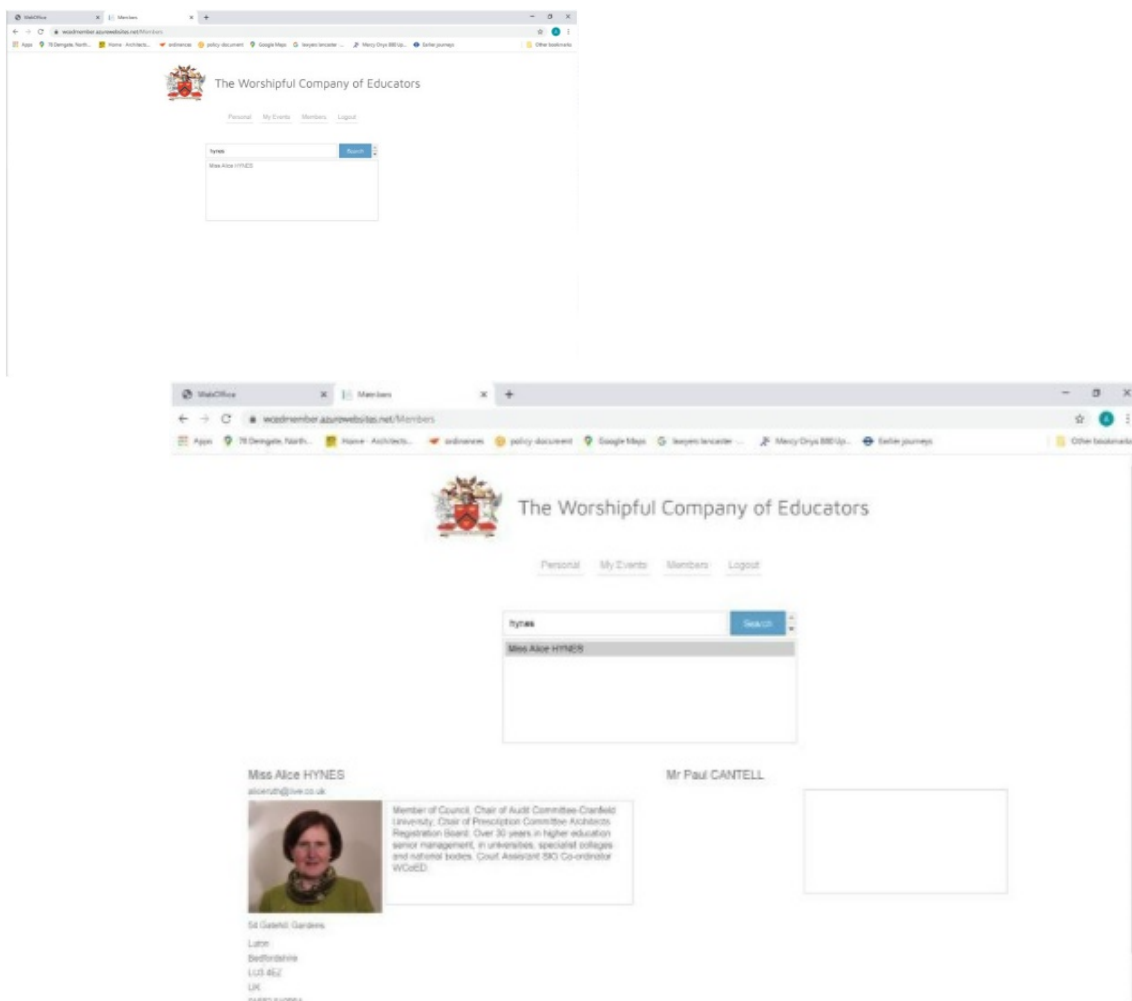
**6.16** A Member’s details in terms of contact information – i.e. email, address, photo, biographical details - only become visible on the Members’ Web Portal

once you have given the Clerks' Office your GDPR permission: see information above in HB Section **6a** Data Protection & GDPR.

**6.17** If you have difficulty in putting in or checking your material, please contact the Clerks' Office and ask the Clerk or the Assistant Clerk for help – via [clerk@co-educators.com](mailto:clerk@co-educators.com)

## Finding out about other members

**6.18** On the Members' Web Portal, as well as managing your own information, you are also able to see information about other Members of the Company and in most cases their contact details. Click onto "Members" on the top banner and insert the surname of the person you want to know about in the box which appears. If they are on the Educators' Database, their record will appear in the box below. You can click on it and be taken to their record – such as the Master's example above in paragraph **6.12** or Court Assistant Alice Hynes below.

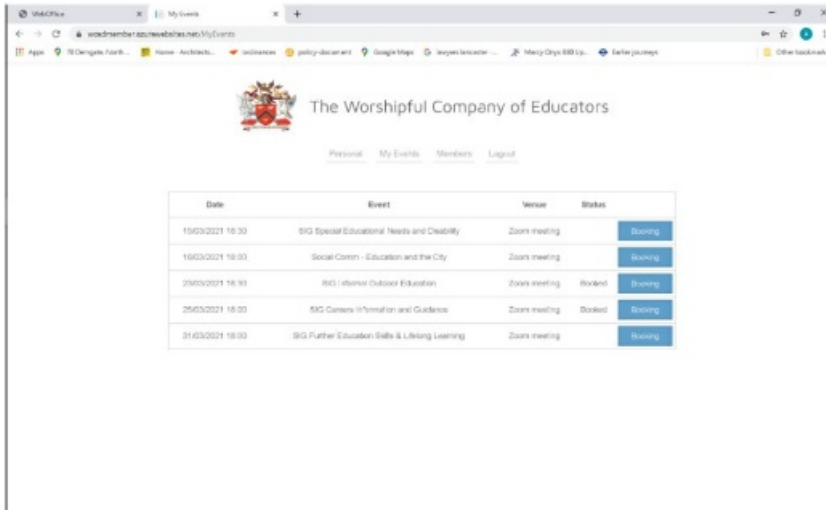


**6.19** Please use this facility whenever possible, rather than contacting the Clerk for information on a Member. Of course, if the information you are looking for is not disclosed, you will need to contact the Clerks' Office via the [clerk@co-educators.com](mailto:clerk@co-educators.com)

## Events

**6.20** You are also able to see forthcoming events, so that you can log them into your diary. In some cases, you will also be able to book them and track your booking. More information on this process is in the Members' Handbook HB Section **19** Company Activities.

**6.21** When you enter the Members' Web Portal you can see "Events" on the main banner at the top of the page. On the entry page you will also be able to see a listing of events currently in the calendar, taking place in the near future. Those available for booking are marked. If you click on the one that interests you, You will see a booking strip where you can tick for your own attendance. You can also book in a guest – but check that the event permits it. If guests are welcome, there will be a blank section for extra names to be added.



The screenshot shows a web browser window displaying the 'My Events' page of 'The Worshipful Company of Educators'. The page features a navigation menu with 'Personal', 'My Events', 'Members', and 'Logout'. Below the menu is a table listing upcoming events with columns for Date, Event, Venue, Status, and a 'Booking' button.

Date	Event	Venue	Status	
15/03/2021 18:30	SIG Special Educational Needs and Disability	Zoom meeting		Booking
16/03/2021 18:00	Social Comm - Education and the City	Zoom meeting		Booking
25/03/2021 18:30	SIG Informal Outdoor Education	Zoom meeting	Booked	Booking
25/03/2021 18:00	SIG Careers Information and Guidance	Zoom meeting	Booked	Booking
31/03/2021 18:00	SIG Further Education Skills & Lifelong Learning	Zoom meeting		Booking

**6.22** When you have submitted, by pressing the update and save button, a confirmation email will be sent to you automatically by the system.

Attend	M	F	Title	Forename	Surname	National Honours	Post Nom	Dietary	Notes	Appointment	Cost (£)	Paid
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Miss	Alice	HYNES		FCIS, MAPM, M			Assistant	0	<input type="checkbox"/>

Event - SIG Further Education Skills & Lifelong Learning Date - 31/03/2021 Total Cost: £0

To make booking - tick the relevant [Attend] box  
 To cancel booking - untick the relevant [Attend] box  
 To add more guests enter the first guest and press [Update and Save]

Bank Transfer to Sort 40-33-14 A/C 319100633 Ref (Name+Event Date)  
 Cheque

[Back to My Events](#) [Update and Save](#)

Attend	M	F	Title	Forename	Surname	National Honours	Post Nom	Dietary	Notes	Appointment	Cost (£)	Paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Miss	Alice	HYNES		FCIS, MAPM, M			Assistant	0	<input type="checkbox"/>

Event - SIG Careers Information and Guidance Date - 25/03/2021 Total Cost: £0

To make booking - tick the relevant [Attend] box  
 To cancel booking - untick the relevant [Attend] box  
 To add more guests enter the first guest and press [Update and Save]

Bank Transfer to Sort 40-33-14 A/C 319100633 Ref (Name+Event Date)  
 Cheque

[Back to My Events](#) [Update and Save](#)

## Section 7 Dress Code and Etiquette



In November 2018 a banquet was held at Mansion House to celebrate the Worshipful Company of Educators being granted a Royal Charter.

Image with the kind permission of Gerald Sharp Photography, from whom copies can be obtained using this link: <https://sharpphoto.co.uk/p900815584>

### **Dress Code**

#### ***White Tie***

**7.1** White Tie is the most formal dress code, often reserved for the Lord Mayor's Banquet and only very rarely called for by our Company. White tie means for men a plain white bow tie, dress shirt with a collar that does not turn down except for two small wings, a white waistcoat, a black tailcoat, and dress trousers; national dress, or mess dress if a member of HM Armed Services, is allowed. It is perfectly acceptable for Liverymen and guests without white tie to attend in black tie with a white dress shirt and black dinner jacket, plus black waistcoat or cummerbund. Decorations should be worn, but this will usually be specified in the invitation. Mansion House staff reserve the right to refuse admission to anyone wearing a coloured shirt or coloured bow tie.

**7.2** Ladies should wear a long dress, evening skirt, or evening trousers and an evening top; shoulders should be covered. Do ensure that you are comfortable sitting down in your outfit. Cocktail dress length does not normally accompany white tie. Evening bags should be small and elegant.

#### ***Livery Dinners — Black Tie***

**7.3** The dress code at Livery Dinners is black tie for gentlemen; for ladies, a long or cocktail dress or an evening top with a long skirt or trousers, is appropriate. Black tie means a plain, black bow tie worn with a white dress shirt and, if wished, either a black waistcoat or a cummerbund. National dress is acceptable and serving officers of HM Armed Services will usually wear mess uniform.

***Morning Dress***

**7.4** At some day-time City events it is traditional (although rarely compulsory) for gentlemen to wear morning dress. If you choose to, please select a black morning coat and a BLACK waistcoat for these events. Traditionally, ladies wear a hat if a gentleman is in morning dress but, once again, it is not compulsory. However, it is considered polite to wear a hat if Royalty is present.

***Livery Suppers — "Business Attire"***

**7.5** We used to say, "business suits" as against "attire" but our interpretation has not changed. Gentlemen are expected to wear business suits and ties, rather than jackets and ties, or suits but no tie. For ladies, the equivalent "smart day wear" is appropriate, or a cocktail dress.

***Other Livery Events — "Smart Casual" or "Business Casual"***

**7.6** Reflecting the relaxation in dress code over recent years, this can be interpreted as anything but jeans, T-shirts, shorts and trainers or flip flops. Dress for particular Company Social events is made clear in the joining information.

**Etiquette at Livery Functions**

**7.7** The Company normally arranges three or four formal Livery dinners per year, usually held in the Hall of a fellow Livery Company. At an Educators' function all Members are required to wear a black academic gown, without a hood, or any degree colours. This applies even if you do not hold a university degree. The Clerk can advise you on where to acquire a gown for this purpose, if you do not have one. Please note: **ONLY Members wear a plain black academic gown without hood or decorations; guests do not.**

**7.8** Your invitation will usually give you two times, for example "6.30 for 7.00". The Hall staff will not thank you for arriving earlier than the first time given. Better to arrive slightly later, to avoid everyone trying to leave their coats in the cloakroom at the same time - but not too late. You should be in the Hall and ready to go into dinner by the second time given.

***On arrival***

**7.9** On arrival at the Hall, leave your coat and bag at the cloakroom. Usually there is a table in the entrance hall or lobby where you can collect your copy of the seating plan. This will have your name on the front, and a symbol against your name on the seating plan itself.

**7.10** Once you have your seating plan, move towards the Receiving Line. The Beadle will take your name and announce you. Guests will need to announce their name clearly to the Beadle or show him their name on the front of the seating plan. The receiving line normally consists of the Master and the Wardens. All will be delighted to greet you, but please reply briefly. From the Receiving Line, move into the Reception Room, where you will enjoy a drinks reception until called into dinner.



Liveryman Gloria McGregor(left) with Renter Warden Sandra Holt (right)  
at the Reception at their Declaration Ceremony in the Painter Stainers' Hall 2013

***Dinner is announced***

**7.11** The Beadle will announce that dinner is served. He will do this by banging his gavel and making the announcement. All Liverymen, Freemen and their guests are asked to move into the dining hall promptly, so that dinner can be served without delay. Please leave your glass in the Reception Room or return it to a waiter. Use your seating plan to locate your place and remain standing behind your chair.

### ***Procession of the Top Table***

**7.12** When all are standing at their places, the Beadle will announce the entrance of the Master, Wardens, the Principal Guest(s), the Clerk and the Chaplain, if attending. They will then process into the Hall. The procession to the top table will be accompanied by a musical accompaniment and slow rhythmic clapping by the Members, standing in their places. Once the procession has arrived, the Beadle will announce Grace by the Chaplain if present, or a person nominated by the Master if not. After saying “Amen” please take your seat. Gentlemen should first help the lady to their right to her seat.

### ***During Dinner***

**7.13** The menu, wines, and order of proceedings are printed in the menu card. This is your handy guide to what happens next. If you have informed the caterers of a dietary requirement, they will have this information. If, despite this you have a problem, please make this known to the waiting staff. It is traditional to delay starting each course until the Master has started eating. The Clerk will usually start to eat just as soon as the Master does, so you may take your cue from the Clerk.

**7.14** Standard good manners apply during dinner. Please do not use a telephone or take photographs, stand up and wander around, or talk during speeches or musical performances. This includes not walking about to talk to people. In addition to pre-dinner drinks, different wines may be served with different courses, a “Loving Cup” may be circulated and port or other digestif may be served. You may therefore wish to pace yourself accordingly – water is available in plenty.

### ***The Rose Water Ceremony***

**7.15** The Rose Water Ceremony is not included at all dinners but it is useful to know about it. The rose dishes containing iced rose water will be brought around by the waiting staff. The rose water is designed to refresh, and to aid digestion (but it is not to be drunk). It is not an aid to hygiene. You should dip the corner of your table-napkin into the rose water and pat or gently rub the damp corner behind your ears. Please do not dip your fingers in the rose water.

### ***The Loving Cup Ceremony***

**7.16** The ceremony of the Loving Cup is traditional at livery dinners. It dates back to late Anglo-Saxon times, when there was considerable treachery at court and having a person to protect your back was considered advisable. It is not yet clear how this ceremony may change in a post-Covid livery world.



The Loving Cup Ceremony in progress at a Company Dinner

**7.17** Your neighbour with the Cup in hand will rise and turn around to face you. Rise from your chair and bow to the cup-holder, who will also bow, take the lid of the Cup in your right hand and raise it high with a flourish. Your neighbour will drink and then wipe the rim of the Cup with the attached table-napkin. Replace the lid and take the Cup from your neighbour. Bow to one another again.

**7.18** Now turn to your neighbour on your other side, whilst your previous neighbour turns around to guard your back. Your new neighbour will rise and you will bow to one another. They will now raise the lid, and you will drink. Wipe the rim, and they will then replace the lid and take the Cup from you. Bow to one another once again. They will then turn to their other neighbour, whilst you turn to face your original neighbour, thus protecting the back of your second neighbour whilst they are drinking. You tap your original neighbour on the back and say “all done” or some such, and they will sit down. When your second neighbour passes on the Cup, you may sit down.

**7.19** No more than three people should be standing at any time. Do try to learn this ancient ritual. If you are uncertain what to do, just ask another Member to talk you through, as you do it. There is a first time for everything!

### ***The Toasts***

**7.20** At the Educators we sing the first verse of the National Anthem, but for the toast to The Royal Family we just have the tune. Before the toasts, you will be offered a Port or possibly Madeira. You should refrain from drinking this until the first toast is given. Once everyone has had a glass poured, the decanters will be placed at the ends of the tables. These should be passed only to the left.

**7.21** The toasting procedures vary between different livery companies but generally it is as follows:

- The Beadle will ask everyone to stand, and remain standing, for three toasts.
- Do not pick up your glass until the toast is given.
- The Master announces the Loyal Toast by saying, "*The Queen*". Leave your glass on the table whilst Members and guests sing the first verse of the National Anthem.
- The Master will then say, "*The Queen*" and that is the signal for you to raise your glass and respond with "*The Queen*" and sip from your glass.
- The second toast is to The Royal Family. The procedure is the same, but the National Anthem is played and there is no singing.
- The Master reads out the following: "*The Prince of Wales, The Duchess of Cornwall and the other Members of the Royal Family*".
- Members and guests repeat "*The Royal Family*" and sip from their glass.
- The third toast is to The Lord Mayor and City of London Corporation.
- Members and guests repeat "*The City*", take a sip, and then sit down.
- When new Freemen, Liverymen or Court Assistants are being admitted the Beadle will announce that the Master "*wishes to take wine with...*" said people and they will stand along with the Master and take a sip of wine together.
- When particular Guests are present, at an indicated time as appropriate, The Principal Guest Speaker gives the toast to "*The Company*", to which the Master replies, or on other occasions it is the Master who gives the toast to "*The Company*" saying "*The Worshipful Company of Educators – may it flourish root and branch*".
- Members respond "*The Company*".

### ***The Speeches***

**7.22** What speeches are given depends on the occasion, but remember: No phones, No photos and No leaving the Hall during the dinner except in an emergency.

### ***Entertainment***

**7.23** Any entertainment at a dinner is normally provided by singers and musical accompaniment. It is polite to look at the singers and not speak during this time, unless it is to compliment the quality of singing to your neighbour. Please do not get up and wander around during the entertainment. If in urgent need, please leave before it starts, and do not re-enter until the entertainment has finished.



The Lectern used for declaration ceremonies and speeches at Educators' dinners, designed by a student at the Building Crafts College, Stratford, and gifted by Liveryman Ann Bell and Liveryman Stanley Cornford.

### ***The final toast***

**7.24** After the entertainment or at the end of the speeches, the Beadle will announce the Master, who will give the Master's toast to the Company. On some occasions, the guest speaker may do this and the Master will respond.

### ***Sung Grace***

**7.25** Grace is usually sung at the end of the meal at Livery Dinners and Mansion House banquets, often using a hymn from the 1545 *Laudi Spirituali*, with the words shown on the Menu. Freemen and Liverymen are encouraged to learn both tune and words, although the latter may well be printed on the menu. There is usually musical accompaniment for the sung grace.

### ***Leaving the Dining Room***

**7.26** The Beadle may announce that "the Master invites us all to join him in a *Stirrup Cup*", or "to please make way for the Master, Wardens and their Principal Guest(s)." This is the cue for all to stand and clap in time as the Master, Wardens and Principal Guest(s) leave the hall. When they have left, you are encouraged to leave promptly so that the staff can clear the room. You may then either go home or remain for further convivial drinks with the Master, which is known as a "*Stirrup Cup*" and, if available, will be announced as such.

## Company etiquette and good fellowship behaviour

**7.27** The Company has expectations that its Members will maintain high standards of good manners and polite behaviour. These engender mutual respect and good fellowship between the wide range of people who are involved with the Educators and their diverse backgrounds. This includes such matters as the judicious use of language and self-control to prevent behaviour which may cause offence - even if inadvertently - or may cause the occasion to be spoiled for others or be hurtful for an individual. We want to make all Members and our guests welcome and avoid any situations which might cause embarrassment – for the person themselves owing to lack of knowledge (e.g. misunderstanding protocols) or for someone else present feeling ill at ease (e.g. unsuitable language).

**7.28** If something does happen where you feel that good fellowship behaviour has unfortunately slipped, you may choose to address it at the time, depending on the circumstances. However, it is also appropriate to mention it afterwards to the Clerk or speak to the Beadle, either quietly when you can catch them at the event, or by making private contact afterwards. Misunderstandings can happen, and one clear message all Educators recognise is that - the more they learn the more there is to know!

**7.29** Elsewhere in the Handbook, you will find advice on the use of information technology, management of data (HB Sections **6 and 22**), communication and the avoidance of lobbying or taking the Company's name in vain, HB Section **23**, and generosity to others and charitable contribution, HB Sections **5 and 20**.



[Election and Awards Dinner in Painter Stainers' Hall 2018](#)

## Section 8 - Having a Buddy

**8.1** To help newly approved Freeman to feel at home with us in the Company and to support them to enjoy their membership from the beginning, we have introduced a “Buddy” System. If they wish, each new applicant can be provided with a contact or “buddy” to keep in touch with them during the initial few months up to their Declaration Ceremony and for the first year or so of their membership. We try to match new Freeman with a buddy who lives in the same part of the country, or who shares some common background. The main purpose is to answer questions and make regular contact, so that the new Member feels welcomed and their questions are answered.

## Part 2 The City and Livery traditions

Section 9 - The City of London

Section 10 - The Lord Mayor and other City Officials

Section 11 - The Wards and Ward Cubs

Section 12 - Livery Companies

Section 13 - City and Livery Activities

- a. City Briefings
- b. Lord Mayor's Show
- c. Livery Events

Section 14 - Becoming a Freeman of the City of London

## Section 9 - The City of London

**9.1** The City of London is a city, ceremonial county and local government district that contains the historic centre and the central business district of London. It constituted most of London from its settlement by the Romans in the 1st century AD to the Middle Ages, but the modern city named London has since grown far beyond the City of London boundary. The City or the “Square Mile” is now only a tiny part of the metropolis of London. The Municipal Corporations Act of 1835 gave the City special dispensation to develop into the City of London Corporation. Administratively, it forms one of the 33 local authority districts of London; however, the City of London is not a London borough, a status reserved for the other 32 districts. It is also a separate ceremonial county, being an enclave surrounded by Greater London, and is the smallest ceremonial county in the United Kingdom.



An aerial photograph of the Square Mile

**9.2** The City of London Corporation is unique in the UK and has some unusual responsibilities for a local council, such as being the police authority – see <https://www.cityoflondon.gov.uk/about-us>. The Corporation is headed by the Lord Mayor of the City of London (an office separate from, and much older than, the Mayor of London) – see <https://www.cityoflondon.gov.uk/about-us/about-the-city-of-london-corporation/lord-mayor>. The City is made up of 25 wards, with administration at the historic Guildhall. Other historic sites include St Paul’s Cathedral, The Royal Exchange, Mansion House, The Old Bailey, and Smithfield Market. Although not within the City, the adjacent Tower of London is part of its old defensive fortifications. Bridges under the jurisdiction of the City include London Bridge and Blackfriars Bridge.

**9.3** The City is one of the world's primary business hubs and financial centres and the home of The Bank of England. The City has a resident population of about 9,000 but over 500,000 are employed in The Square Mile. The majority of those jobs are in the financial, professional and associated business services sectors. The legal profession also forms a major component of the City. For more about the City see HB **24** FAQs.

## Section 10 - The Lord Mayor and Officers of the City

### The Lord Mayor

**10.1** The title Lord Mayor of the City of London was introduced in 2006 to avoid confusion with the Civic Mayor of London. However, the legal and commonly used title remains Lord Mayor of London. The position of Mayor dates from 1189. The first Lord Mayor was Sir Thomas Legge, installed in 1344; since that date there have been two female Lord Mayors, the first was installed in 1983.

**10.2** The election of the Lord Mayor and Sheriffs takes place at Common Hall in Guildhall. There are two Common Halls each year – one principally to elect the two Sheriffs on Midsummer Day (24th June), and the other to elect the Lord Mayor each Michaelmas Day (29th September) or the nearest weekday. The two are very similar in format, but, prior to the election of the Lord Mayor, there is a church service at St Lawrence Jewry. All Masters of livery companies process at both ceremonies. Liverymen of at least one year's standing vote, by a show of hands, for two Aldermen (who have also served as Sheriff), from which the Court of Aldermen will then choose one to become the Lord Mayor. The names are announced by the Common Serjeant. The Lord Mayor is sworn in on the day before the Lord Mayor's Show in November. The ceremony is known as the "Silent Ceremony" because, aside from a short declaration by the incoming Lord Mayor, no talking occurs during the ceremony. The ceremonies are entertaining and informative and they are followed by celebratory lunches in the various Livery Halls.

**10.3** The Lord Mayor's Show is held on the day after taking office; the Lord Mayor, preceded by a procession, travels to the Royal Courts of Justice on the Strand to swear allegiance to the Sovereign before the Justices of the High Court – See also HB Section **13b** The Lord Mayor's Show. The role is for one year and during that year the Lord Mayor resides at Mansion House; it is a non-salaried (pro bono) position.

**10.4** The Lord Mayor's main role is to represent, support and promote the businesses and residents of the City of London. Today these businesses are mostly in the financial sector, and the Lord Mayor is regarded as the champion of the entire UK-based financial sector, regardless of ownership or location, throughout the country. As leader of the Corporation of the City of London, the Lord Mayor serves as the key spokesman for the local authority and also has important ceremonial and social responsibilities. The Lord Mayor spends a

considerable amount of time travelling the world publicising the City and being an ambassador for the financial sector. The Lord Mayor is non-affiliated politically, typically delivering many hundreds of speeches and addresses per year and attending many receptions and other events in London and beyond. The Lord Mayor also supports many charitable causes and acts as a spokesperson for the Livery.

**10.5** The Worshipful Company of Educators is proud that three Lord Mayors are Members of the Company. They are Sir John Stuttard JP (Lord Mayor 2006-07), Sir Andrew Parmley (Lord Mayor 2016-17), and Sir Peter Estlin KStJ (Lord Mayor 2018-19).



Mayors - Sir John, Sir Peter and Sir Andrew at Mansion House 2018

Image with the kind permission of Gerald Sharp Photography, from which copies can be obtained using this link: <https://sharpphoto.co.uk/p900815584>

## The Sheriffs

**10.6** This is the oldest Office in the City dating from the 7th century. Two Sheriffs are elected each June: one is an Alderman and the other is known as the Non-Aldermanic Sheriff. If an Alderman is seeking to be Lord Mayor they have to have been a Sheriff. The Sheriffs support the Lord Mayor during their year; they attend the judges at the Old Bailey and officially open the Courts each day. During their

year in office they reside at the Old Bailey. The appointment of these two Sheriffs is by the City, not by the Monarch.

## The Aldermen

**10.7** Every City Ward elects an Alderman who is a member of the Court of Aldermen, from which future Sheriffs and Lord Mayors of the City of London are selected. Whilst the Court of Aldermen is focused on progression to and support for the Mayoralty, they also oversee the creation of new livery companies and guilds and maintain an historic link to the Livery. Aldermen are elected for six years from their date of election, so there is no single date on which they are all elected.



The Common Council in session

## Common Councillors

**10.8** The Court of Common Council. There are 100 Common Councillors representing 25 wards of the City of London (see <https://democracy.cityoflondon.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=00> ). Each ward elects between two and 10 Common Councillors, depending on the size of the electorate. Candidates must be Freemen of the City. The Common Councillors are elected every four years.

Every year the Common Councillors elect **The Chief Commoner** from their ranks. This role is as a figure-head and represents them within the City of London Corporation, championing the rights and privileges of Common Councillors. From time to time some of our Members are Common Councillors.



Common Councillor, Liveryman and Middle Warden 2020-21  
of The Worshipful Company of Educators, Mrs Caroline Haines

## Other Functionaries

### *The Recorder of London*

**10.9** The Recorder is the City's legal officer and a member of the Court of Aldermen, being the senior judge at the Central Criminal Court (The Old Bailey). The Recorder is appointed by The City of London Corporation with the approval of the Lord Chancellor.

### *The City Remembrancer*

**10.10** The Remembrancer is the City's most senior Ceremonial Officer and represents the City in Parliament. The Remembrancer is one of four law Officers of the City and has a seat in the House of Commons opposite the Speaker.

### *The Ale Conners*

**10.11** Four Ale Conners are elected at Common Hall each year and have the duty of testing the wholesomeness of the ale. This ancient custom still continues: the quality of the ale is tested by wearing leather trousers and sitting on a wooden stool soaked in ale. If the trousers stick the ale is not good quality as there is too much residual sugar in the brew.

### *The Bridge Masters*

**10.12** Until 1855 the Bridge Masters were responsible for the upkeep of, and rent from, the five City bridges. Today, this is an honorary and ceremonial role. Two Bridge Masters are elected each year.

***The Town Clerk***

**10.13** This is a salaried position, and the Town Clerk acts as the Chief Executive Officer for the City of London Corporation. They are responsible for the efficient running of the City of London Corporation.

***The Chamberlain***

**10.14** The Chamberlain is the Chief Financial Officer of the City of London Corporation and has the role of supporting the Court of Aldermen, advising on the formation of new City livery companies. The Chamberlain also advises on Charters and Ordinances. The Chamberlain's Court is responsible for the admission of new Freemen to the City. See HB Section **14** Freedom of the City.

***The Swordbearer of London***

**10.15** The ceremonial role of carrying the Sword of State and the keys to the City of London Seal is carried out by the Swordbearer, who wears a Muscovy hat that has a special pocket in it to keep the keys to the Lord Mayor's seal of office.

***The Common Cryer and the Sergeant-at-Arms***

**10.16** This ancient office, which dates from before the 14th century, is ceremonial. The Common Cryer carries the great Mace of Government before the Lord Mayor.

***The City Marshal***

**10.17** Before the creation of the City Police, the City Marshal had responsibility for law and order. Today, the role is to escort military units that are allowed the privilege of marching in the City.

***The Pageantmaster***

**10.18** As the name suggests, this Officer is responsible for the planning and seamless delivery of the Lord Mayor's Show.

## Section 11 - The Wards and Ward Clubs

**11.1** The City of London Wards have their origins in the Middle Ages. At the time, small areas within a city were able to act as self-governing communities with their own assemblies.

**11.2.** Today, there are 25 wards in the City, and although their boundaries have changed throughout the centuries, they still maintain their geographic and administrative entities, together with their electoral and political duties. The work of the City Corporation is overseen by the Court of Common Council. See HB Section **10.8** Common Councillors.

**11.3** Every ward elects an Alderman who is a member of the Court of Aldermen, from which future Sheriffs and Lord Mayors of the City of London are selected – see also

<https://www.liverycommittee.org/about/clerks-associations-and-city-clubs/city-ward-clubs/>.

**11.4** The 25 wards of the City of London each have a Ward Club, although some wards share a club. The Ward Clubs provide a link between the electorate and the Court of Common Council since the Aldermen and Common Councillors are invariably members of the club for their ward. Ward Clubs organise the Wardmote (Ward Moot) at which candidates for election to the office of Common Councillor or Alderman are elected. It is the ward Beadle who opens and closes the Wardmote and in times past would have fined Freemen who failed to attend.

**11.5** Ward Clubs are membership organisations, each with their own customs, traditions, insignia of office, and fee and admission processes. They are now primarily places for social activity. There is no stipulation that members reside within a ward (or even within London), only that they have a direct or indirect interest in the civic, social or business affairs of the City. Sometimes there are links between Ward Clubs and specific livery companies, in particular those with halls situated within the ward boundaries. If you are interested in joining a Ward Club see -

<https://www.cityoflondon.gov.uk/about-us/voting-elections/ward-clubs> .

**11.6** Membership of a Ward Club provides an excellent means to learn about the history and governance of the City and allows the opportunity to meet some of the people who have influence over the way the City operates. In many respects a Ward Club is the same as any other social group: it has an elected committee and a broader membership. There is an Annual General Meeting, together with regular committee meetings and a variety of social events that range from outings or dinners, to talks and presentations. An annual carol service will usually be held in a church in the ward. A ward club civic luncheon is one of the few City events where morning dress is the appropriate dress code. See HB Section **7** Dress Code.

## Section 12 - Livery Companies

**12.1** The first livery companies or their predecessor guilds can trace their origins back to the 12th century. When some guilds introduced their own distinctive clothing and regalia – or livery – to distinguish their members from those in other guilds, they became known as livery companies. See also HB Section **24** FAQs.

**12.2** There are now 110 livery companies which, although they differ in size, structure and interests, share the same ethos: supporting their trade or profession, education, charity and fellowship, and working in the best interests of the communities in which they operate.

**12.3** For more information on the history and traditions of City of London livery companies see: <https://www.liverycommittee.org/make-a-difference/a-guide-to-livery-companies-and-guilds/> and <https://www.liverycommittee.org/wp-content/uploads/2020/06/City-Livery-Brochure.pdf>.

**12.4** The Worshipful Company of Educators is the 109th livery company to be granted this status by the City of London. It was founded in 2001. The Company provides a forum through social events, seminars, meetings and occasions to bring together members of the education world.

**12.5** The Company also operates a charitable fund to support individuals and projects that develop the process of learning and its management, encouraging and rewarding those individuals through appropriate grants, awards and medals.

**12.6** If you would like to know more about how the Educators' Company grew see:

<https://educatorscompany.org/history-of-the-company-of-educators/> and HB Section **24** FAQs.

## Section 13 - City and Livery Activities

### a. City Briefings

#### City Briefings

**13.1** City Briefings are aimed particularly at new Liverymen and Freemen; partners are also welcome, as are Court Assistants and Liverymen of longer standing, who have not previously been to a Briefing. The Briefing gives a short introduction to the work of the Corporation, especially the relationship with the livery companies. The presentation is given by an Assistant Town Clerk and a member of the Livery Committee. There is an opportunity to ask questions of the speakers and the Briefing is followed by a light finger buffet, which provides the chance to mix with other Liverymen and Freemen. There are three Briefings a year, held in Guildhall. There is a charge and the session runs for about three hours. See <https://www.liverycommitteecourses.org/city-briefings.php>

#### Typical briefing Programme

**13.2** Programme and timings normally run along these lines:

- Welcome: from the Chairman of the Livery Committee
- The Freedom of the City of London: from Murray Craig, Clerk to the Chamberlain's Court
- The role of the City of London Corporation: Town Clerk's Department
- Livery companies, their membership, and activities
- A talk about being an Alderman
- Panel discussion with Q and A
- Closing remarks: Chairman of the Livery Committee

For more information please contact the Course Administrator at [livery.courses@cityoflondon.gov.uk](mailto:livery.courses@cityoflondon.gov.uk).

## b. The Lord Mayor's Show

### The Lord Mayor's Show

**13.3** The Lord Mayor's Show, when the new Lord Mayor "shows" himself or herself to the people, is one of the best-known annual events in London as well as one of the longest-established, dating back to the 16th century. A new Lord Mayor is appointed every year and the public parade that takes place at their inauguration ceremony reflects the importance of the role of The Lord Mayor of the City of London as one of the most prominent offices in England.

### Pageantry

**13.4** The Lord Mayor's Show is centred on a street parade, which in its modern form is a combination of traditional British pageantry and elements of carnival. On the day after being sworn in, the Lord Mayor, his Chaplain, the Sword Bearer, Common Cryer and the Serjeant at Arms along with other dignitaries travel in procession led by the State or "Golden" Coach.



Past Lord Mayor Sir Andrew Parmley (2016-17), in the State Coach.

The procession starts at Guildhall and travels via Mansion House and St Paul's Cathedral to the Royal Courts of Justice where the new Lord Mayor swears allegiance to the Crown.

### Timing and order of ceremony

**13.5** The Lord Mayor's Show is held on the morning of the second Saturday in November and is a highlight of City proceedings. The procession travels for three

miles along the route and it takes about an hour for all the participants to pass. Every year Mansion House produces an app which enables you to find out who is processing and the order. The whole occasion has a feeling of carnival and is highly recommended. You can see Pikemen and Musketeers, the Household Cavalry and the 25 Aldermen, as well as hundreds of other floats representing livery companies, businesses, schools and clubs related to the City and the Lord Mayor.

### **The Worshipful Company of Educators**

**13.6** The Company may take part in the Lord Mayor's Show procession at the invitation of the Lord Mayor, when the Master and Wardens for that year, the Clerk and the Beadle, will process. On those occasions there is an opportunity for some Members to join the Master and represent the Company. Information about the event each year is provided by the Clerk in the weekly Newsletter about a month before.



The Master Educator Susan Fey OBE (2017-18)  
and two fellow Educators preparing to parade in the 2017 Lord Mayor's Show

## c. Livery Events

### Other City Organisations

**13.7** On Admission to the Freedom of the City, you are invited to join The Guild of Freeman of the City of London and the City Livery Club. Both organisations organise social events in and around the City and have Special Interest Groups.

#### *The Guild of Freeman*

**13.8** The Guild of Freeman is open to all Freeman of the City and has over 2000 members. It is a welcoming association where Freeman can support the City by contributing to its welfare, celebrating its heritage and helping to shape its future, while enjoying an active social programme. If you are interested in joining the Guild, see <https://www.guild-freemen-london.co.uk/>

#### *The Guild of Young Freeman*

**13.9** The Guild of Young Freeman of the City of London is an organisation made up of and run for young people who share an interest in the rich history and traditions of the City of London. All Freeman of the City under 40 are welcome to join, whether or not they belong to a livery company; membership of the Guild currently numbers some 100 young professionals and has an active social programme. For more information, see <https://youngfreemen.org/>

#### *City Livery Club*

**13.10** Liverymen looking for links with other organisations within the City might also consider joining the City Livery Club, which was founded in 1914. The Club offers a private daytime Club for Liverymen and members of related City organisations where they can meet, dine, and exchange views. The Club also provides a broad programme of events both formal and informal, with various special interest “sections” for History & Antiques, Investments, Motoring, Music, Wine, Golf, Aero, Photography, Under 40s and Women in the Livery. The Club has reciprocal arrangements with several other clubs in London, across the UK and around the world.

If you are interested in joining the City Livery Club see - [City Livery Club](#).

**13.11** Below is a list of some of the City occasions that you may be able to attend. Some are arranged via the Company and some are available to all. The website [www.cityoflondon.gov.uk/events](http://www.cityoflondon.gov.uk/events) will help you find out more information.

Examples are –

- February – The Lord Mayor’s Big Curry Lunch
- Easter - The United Guilds Service: the 110 livery companies attend a service in St Paul’s Cathedral
- Shrove Tuesday – The inter-Livery Pancake Races
- May - The annual Livery Crafts Fair
- May – Beating the Bounds and the Tower Hill Battle is an entirely friendly exchange commemorating a riot in 1698. The Parish boundaries are beaten with branches annually and every 3rd year the battle is re-enacted.
- Midsummer’s Day - The Election of Sheriffs (Liverymen only)
- Summer - Doggett’s Coat and Badge Race on the river
- July - Commercial Vehicles come to join the ancient ceremony of Marking of Carts.
- Michaelmas – Election of Lord Mayor (Liverymen only)
- Autumn - The Sheep Drive across London Bridge
- November – Annual musical festival
- November - The Silent Ceremony held in Guildhall when the Lord Mayor hands over the badge of office to the next Lord Mayor.
- 2nd Saturday in November - Lord Mayor’s Show
- Remembrance Service at St. Paul’s and wreath-laying at the Royal Exchange Memorial to London Units
- December - Annual Banquet at Guildhall

### **Other Livery Company Events**

**13.12** A number of events organised by the Company are open to those from other livery companies and, reciprocally, in most of the Clerk’s weekly Newsletters you will also find announcements about occasions set up by other livery companies, which you have the opportunity to attend as well. Some examples are:

- An inter-livery bridge tournament run by the Worshipful Company of Makers of Playing Cards
- A tour of the history of the City of London, as told through its Stained Glass from The Worshipful Company of Glaziers
- The Annual Aske lecture hosted by The Worshipful Company of Haberdashers
- The Worshipful Company of Carmen Car Club hosting a Vintage Car Display at the “Marking of Carts” event with invited Liverymen who own a vintage car (pre-1939)
- Gala Opera Evening at Drapers’ Hall.

## Section 14 - Becoming a Freeman of the City of London

**14.1** The medieval term “Freeman” meant someone who was not the property of a feudal lord but enjoyed privileges such as the right to earn money and own land. Town dwellers, being protected by the charter of the town or city, were often free – hence the term “Freedom” of the City. The Freedom of the City of London was, in the earliest times, an essential requirement for all who wished to carry on business and prosper in trade within the Square Mile. As a result, the privileges attached to Freedom were eagerly sought, while the duties and obligations of Freemen were faithfully observed. It is one of the oldest traditional ceremonies still in existence, believed to have been first conducted in 1237.



The Clerk to the Chamberlain’s Office, Mr Murray Craig, presenting The Freedom of the City of London and City Rules to Mrs Janet Reynolds, now Worshipful Company of Educators Liveryman and Lower Warden 2020-21

**14.2** A fee or fine would be charged and in return the livery companies would ensure that the goods and services provided would be of the highest possible standards. In 1835, the Freedom was widened to incorporate not just members of livery companies but also people living or working in the City or those with a strong London connection.

**14.3** Today, most of the practical reasons for obtaining Freedom of the City have disappeared. It nevertheless remains as a unique part of London's history, and it is still closely associated with membership of the City livery companies. When you have received the Freedom of a livery company you are required to obtain the Freedom of the City of London if you want to proceed to the Livery of a livery company. The Freedom of the City is also a prerequisite for those wishing to stand for election within the City. Freedom may be sought by Redemption (i.e. through a payment, the most common) or by Patrimony (i.e. where a parent has previously been admitted to the Freedom). You are eligible for the Freedom of the City of London if you are above the age of 18 years, are not an undischarged bankrupt and have not been convicted of a major criminal offence. Applicants need not disclose convictions which are spent under the Rehabilitation of Offenders Act 1974.

**14.4** The process to gain Freedom of the City of London is reasonably straightforward: you need to make an appointment with the Chamberlain's Court - **020 7332 1008, 020 7332 1369 or 020 7332 3055**, requesting an appointment, making it clear you are wishing to make an application to obtain the Freedom of the City of London. The Chamberlain's Court is accessed via the North entrance to Guildhall, off Aldermanbury, London EC2. At this time you will need to produce:

- a. Your Freedom of the Educators' certificate;
- b. Identity documents (the Chamberlain's Court will tell you what it needs).

**14.5** The Chamberlain's Court currently charges £100. If it is satisfied with your credentials, you then make another appointment for the formal ceremony. It takes about half an hour for the Freedom of the City Ceremony itself. You can take along family and friends to the formal ceremony, it is a special occasion and business attire should be worn. You may also purchase other items that indicate you are "*Free of the City of London*".

**14.6** At the Ceremony in Guildhall you will declare:

**Declaration of Freedom of The City of London**

*“I (names in full) do solemnly swear that I will be good and true to our Sovereign Lady Queen Elizabeth the Second; that I will be obedient to the Mayor of this City; that I will maintain the Franchises and Customs thereof, and will keep this City harmless, in that which in me is; that I will also keep the Queen’s Peace in my own person; that I will know no Gatherings nor Conspiracies made against the Queen’s Peace, but I will warn the Mayor thereof, or hinder it to my power; and that all these points and articles I will well and truly keep, according to the Laws and Customs of this City, to my power.”*

**14.7** After this declaration you sign the Freeman’s Declaration Book. *“The Copy of the Freedom”*; a parchment document with your name inscribed upon it, is presented to you by the Clerk to the Chamberlain’s Court, together with a copy of the *“Rules for the Conduct of Life”*, The Red Book. This dates from the mid-18th century, but its core principles of good, moral and considered behaviour still apply today. The right hand of fellowship will be extended to you and you will be greeted as a *“Citizen of London”*.

## **Part 3 The Worshipful Company of Educators**

### Section 15 - The Company Structure

- a. The Master and Officers
- b. The Court and the Annual Assembly
- c. The Committees
- d. The Clerk, Assistant Clerk and other positions

### Section 16 - The Coat of Arms

### Section 17 - Becoming a Liveryman

### Section 18 - Progression Declaration ceremonies

### Section 19 - Company Activities

- a. Master's Programme
- b. Social Programme and other Events
- c. Special Interest Groups (SIGs) and Discussion Groups
- d. Making bookings for Company Activities

### Section 20 - Charitable Activities, Contributions and Volunteering

### Section 21 - Company Finances

### Section 22 - Educators' Website and Information Technology

### Section 23 - Company Publicity and Communications

### Section 24 - Frequently Asked Questions (FAQS) and Glossary

## Section 15 - The Company Structure

### **a. The Master and Officers** – see *Bylaws* 50-58

**The Master** - see *RRP 2021* 171-173

**15.1** By custom, the Master Educator serves as the Chairman of the Court and the Chief Officer of the Company. In the Educators, as with other City livery companies, the term “*Master*” is used irrespective of the gender of the office holder. Our Master is appointed for one year only, wearing the Master’s gown and badge of office as required and as appropriate. The Master is responsible to the Court, which manages the business of the Company. The Master undertakes such financial responsibilities as are laid down in the Company’s *RRP 2021* 1-55, and speaks at formal and informal events on behalf of the Company, as well as engaging with external bodies with respect to education. There are various other roles, including promoting and directing fundraising alongside the Chairman of the Educators’ Trust. The Master also chairs the Annual Assembly, the Court and the Finance and General Purposes Committee and is able to attend, on *ex officio* basis, all committees of the Company.



The Master Educator Richard Evans 2020-21, speaking at the Court Dinner at Apothecaries Hall in May 2021.

The Master represents the Company at external events, in particular to promote the relationship of the Company with the City of London, and attends all statutory events in the City. At all public and formal occasions, it is polite and a mark of respect to address the Master as “*Master*”, even if you know them personally.

**The Past Masters and the Immediate Past Master** - see *RRP 174-177*

**15.2** Rather obviously, the Immediate Past Master (IPM) is the person who was Master the previous year. By virtue of the Bylaws, the Immediate Past Master is also “The Deputy Master”; who, in the absence of the Master, chairs meetings. The IPM is on the Court and chairs the Nominations Committee. The previous four Past Masters prior to the Immediate Past Master are full voting members of the Court but all Past Masters are able to attend Court and contribute to the discussion. As with the Master, it is polite to address the Immediate Past Master by that title, as it is also custom to address any Past Master as “Past Master” followed by their surname.

**The Wardens** - see *Bylaws 53-58, RRP 178-182*

**15.3** The Company has four Wardens, who are Liverymen, and who are elected by the Court on the recommendation of the Nominations Committee. The Wardens are members of Court and by custom take responsibility for one of the Company Committees for the whole three years of their period as a Warden – though formally being appointed each year. There are three Wardens sequentially moving towards Mastership - the Upper Warden, the Middle Warden and the Lower Warden – see the picture below **15.13**. Wardens are generally addressed by their titles at Court and at formal functions, but it is not necessary to use the title in conversation. The Renter Warden heads up the Social Committee, serves for two years with a possible two-year extension, and is normally outside the Mastership succession process. The Renter Warden uses a Company email which is: [renterwarden@co-educators.com](mailto:renterwarden@co-educators.com).

**The Chaplain** – see *Bylaw 62, RRP 199-202*

**15.4** The Court appoints a Chaplain to provide such pastoral and liturgical support as the Court may require for the Company and its Members. The Chaplain does not have a vote at Court, but is closely involved with many of the occasions and ceremonies during the Company year. The Chaplain is available to support any Members, of any creed or none, or their families, should they feel it would be helpful. The Chaplain opens each Court meeting with a short reflection,

organises, conducts and participates in the Company's religious services and is responsible for Grace at Company dinners.

**The Treasurer** - see *Bylaw 60, RRP 2-4*

**15.5** The Treasurer has overall responsibility for the Company's financial systems and the probity of the Company's financial management. The Treasurer works closely with the Clerk and other officers to safeguard the interests of the Company. They are responsible for preparation of Company financial statements. They provide budget and cash flow forecasts and advise Court on the appointment of auditors or examiners and the investments of the company. See also HB Section **21** Company Finances.

**The Beadle** - see *Bylaw 61, RRP 2-4*

**15.6** The position of Beadle is an historic one and was, in the past, summarised as a 'policeman, friend, social worker and communicator'. Some of these attributes remain to this day! The role now is primarily ceremonial: supporting the Master, Wardens and Court at Court Meetings and Church Services, as well as Company banquets, dinners and other events. The Beadle is responsible to the Clerk, thereby ensuring that Company functions run smoothly, on time and delivered as planned and will advise on matters of protocol, as well as acting as Toastmaster. The Beadle can be seen carrying the Staff of Office when leading the Master's procession at all Company events. Mr Ted Prior is our current Beadle and the fourth in our history. Ted has been our Beadle since 2015.

**Almoner** - see *Bylaw 63, RRP 205-207*

**15.7** The Company has established the role of Almoner, appointed by Court. A Liveryman or Freeman of the Company, the Almoner is in contact with Members at times of illness, bereavement, or other concern, as well as with Members who, for whatever reason, are no longer able to take an active role in the affairs of the Company. Liveryman Mr Geoffrey Edwards is our current Almoner. The Almoner can be contacted via the Clerk.

**The Official Reviewer of Governance** - see *RRP 205-207*

**15.8** The Court appoints as Official Reviewer of Governance either one senior Member or two senior Members who shall act together. Those appointed have extensive expertise in governance and legal matters. The Reviewer submits an annual report on all matters relating to the governance of the Company, to the

Finance and General Purposes Committee and the Court at their summer meetings each year. The Reviewer is entitled to see all minutes and reports and attend the meetings of any committee, sub-committee or special interest group. Such attendance may take place for no reason other than to keep in touch with the way in which the Company's governance arrangements are working or to assist with the resolution of a problem that has been noted.

**The Archivist** - see *RRP 208-210*

**15.9** The Archivist is a Liveryman or Freeman, appointed to the Office by the Court to ensure the safe and secure storage of the Company's archive. The Archivist reports annually to the Finance and General Purposes Committee.

**The Editor** - see *RRP 211-213*

**15.10** The Editor is appointed by the Court as the person responsible for the Company Journal, "*The Educator*". The Editor's role ensures that the material published is appropriate, interesting to Members and sufficient to function as a document of record of the Company's activities and progress. Past Master Max Weaver is our current Editor. The Editor can be contacted via the Clerk.

## b. The Court and Annual Assembly

**The Annual Assembly** – see *Bylaws 17-27, RRP 328-357*.

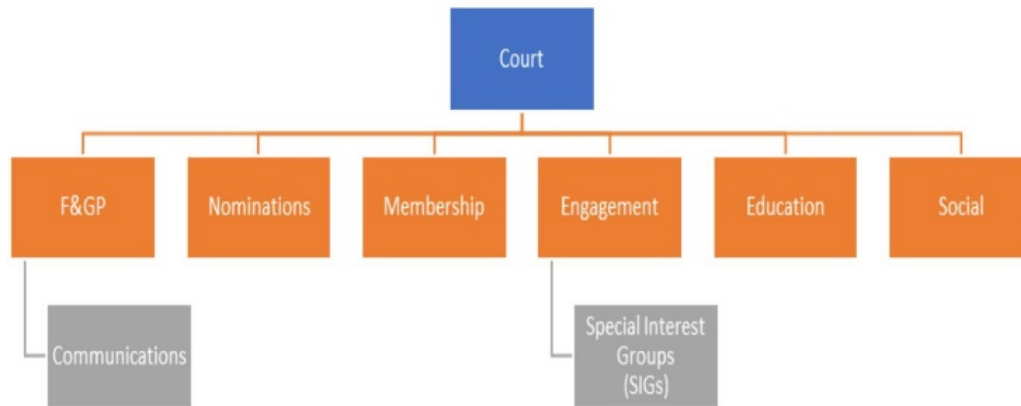
**15.11** The Annual Assembly of the Company is held in June and is very broadly equivalent to an AGM of shareholders in a joint stock company. The Annual Assembly is when the new Master and the Wardens for the next year are formally affirmed, having been elected by the Court. They then make the appropriate declarations and are installed. The Annual Assembly is an event where all Members, including Freemen, may attend (space permitting) and at which Liverymen can participate and vote.

### ALL LIVERYMEN meeting in ANNUAL ASSEMBLY

- Bylaw 20: chaired by the Master or a Warden
- Bylaw 46: elects COURT ASSISTANTS as nominated by the Court
- Bylaw 51: AFFIRMS the results of the Election Court

### THE COURT

- Bylaw 51: at its Election Court Meeting elects (on the recommendation of the Nominations Committee) **MASTER, DEPUTY MASTER, WARDENS and TREASURER**
- Bylaw 51: appoints other **OFFICERS**
- Bylaw 28: **MANAGES THE BUSINESS OF THE COMPANY**
- Bylaw 42: forms **COMMITTEES**
- Bylaw 49: normally accepts Committees' recommendation as to their own membership



Diagrams above with kind permission of Past Master Max Weaver (2003-2004)

The Annual Assembly is followed by an annual Banquet which any Member may attend – see HB Sections **7** and **19** on etiquette and event bookings. The full Procedure can be found in the *Annual Assembly Procedure* detailed in *RRP 2021* 328-357.

**The Court** – see *Bylaws 38-49, RRP 171-196*

**15.12** The Court is the managing body for the Company with the Bylaws stating – “*The business of the Company shall be managed by the Court.*” The Court is broadly equivalent to a Board of Directors and it has the legal and financial responsibility for the Company. The detail of the arrangements for the Court, its committees and the key officers are shown in the *Charter and Bylaws* and the *Revised Responsibilities and Procedures 2021*.

**15.13** The Court consists of the Master and the Upper, Middle, Lower and Renter Wardens, the Immediate Past Master, the previous four Past Masters, the Treasurer, and the Court Assistants. All other Past Masters may attend Court but may not vote. Attendance at Court but without voting rights also applies to a number of other officers and the committee secretaries. Court Assistants are elected for five years and may stand again as ruled in Bylaw 46. The Upper, Middle and Lower Wardens are in a line of progression to become the Master. The Renter Warden is a full member of Court but, though permitted via Bylaw 56, would not normally progress through the other Warden roles and become Master. Each of the other Wardens serves for one year and installation marking the progression process takes place at the Annual Assembly. The Nominations Committee proposes candidates for Court Assistant to the Court, which then

nominates them for election at the Annual Assembly. Only members of the Court may be nominated for the Master and Warden positions. The Nominations Committee is made up of the most recent five Past Masters and chaired by the Immediate Past Master.



The Court for 2018-19 – the Master, Wardens, Court Assistants and the Clerk.  
On front row Renter Warden Janet Reynolds, Lower Warden Roy Blackwell, the Immediate Past Master Susan Fey OBE, Master Educator (2018-19) Dr Elisabeth Goodwin, Upper Warden Pamela Taylor and Middle Warden Richard Evans and the Clerk at that time Misha Hebel.

**15.14** The work of the Court is also assisted by other Officers of the Company who are appointed by the Court on advice from the Nominations Committee. They include the Chaplain, the Clerk, the Almoner and the Beadle. The Master, the Wardens, the Clerk and the Beadle wear distinctive gowns and a Badge of Office when attending Court or other formal ceremonies. Members of the Court wear silver badges and Past Masters are distinguished by a gold badge with coloured enamelling. A Warden's badge is silver, with coloured enamelling. The Master's Badge is elaborate and is sometimes referred to as the '*Master's Jewel*'.



The Master's Badge

### **c. The Committees** – see *Bylaws* 49, *RRP* 112-168

**15.15** The Company's committees are established by the Court and details of their terms of reference, powers and composition are shown in the *RRP 2021* 112-168.

**15.16 The Finance and General Purposes Committee**, also known as "F&GP", is chaired by the Master. Working with the Treasurer and the Clerk, the Committee is responsible for advice to Court on budgets, finances and policies and a range of other matters – see HB **21** Company Finances. The F&GP has reporting to it a Public Relations and Communications sub-committee – see HB Sections **22** and **23** on communications issues. See *RRP* 124-143 and with respect to relevant procedures *RRP* 1-66.

**15.17 The Education Committee** is chaired by a Warden and is responsible for the series of Master's Seminars, links with other livery companies on education matters and the provision of advice as appropriate to the Lord Mayor and City Corporation. See *RRP* 143-148.

**15.18 The Engagement Committee** is chaired by a Warden and is responsible for maximising and developing opportunities for the involvement of Members in the activities of the Company. Its remit includes oversight of the Special Interest Groups. See *RRP* 149-154.

**15.19 The Membership Committee** is chaired by a Warden and is responsible for recruitment of new Members, including the recruitment process, as well as with the progression from Freeman to Liveryman. See *RRP* 155-159 and with respect to relevant procedures *RRP* 76-99.

**15.20 The Nominations Committee** is chaired by the Immediate Past Master and is comprised of the most recent five Past Masters. It is responsible each year for nominating the Master and Wardens (and thus the Chairs of other Committees), Court Assistants and other Officer appointments, and for overseeing the progression to Master. See *RRP* 113.

**15.21 The Social Committee** is chaired by the Renter Warden and is responsible for an annual programme of social events to promote fellowship and contact, as well as the opportunity for collective visits to unusual locations.

The Renter Warden's email is: [renterwarden@co-educators.com](mailto:renterwarden@co-educators.com). See *RRP* 160-163.

### Secretaries to Committees

**15.22** Committee secretaries are Freemen or Liverymen. They are appointed by the Court for three years with a possible extension of a further three years. They organise the administration of their committee and its meetings and prepare agendas and minutes in a Company house style that is promulgated by the Clerk. If you would like to know more about the work covered, committee secretaries can be contacted via the Clerk or Assistant Clerk. They attend Court meetings and may speak as appropriate, but have no vote. Committees can set up sub-committees, specific groups or short life working groups - see HB Section **19** on Company Activities and HB Section **23** on Company Publicity and communications.



The Clerk Christian Jensen, the Master Educator Richard Evans and the Beadle Ted Prior at the Court Dinner at Apothecaries Hall in May 2021.

#### d. The Clerk, Assistant Clerk and Other Positions

**The Clerk** – see *Bylaw 59, RRP 5,6*

**15.23** The Clerk is the salaried chief executive of the Company, appointed by the Court. The Clerk carries a number of duties and administrative responsibilities. These are defined in *Bylaw 59* and with more detail throughout *RRP 2021*.

*Bylaw 59* states:

*“There shall be a chief executive of the Company, appointed by the Court, who shall be entitled ‘The Clerk’, who may or may not be a member of the Company, and who shall have, and be responsible to the Court for, such duties, responsibilities and conditions of appointment as the Court shall determine, including:*

- (a) ensure the keeping of the financial accounts of the Company and shall bank all receipts and make all payments from the Company's bank accounts (as the Company Accounting Officer);*
- (b) maintain the Register of the Freedom and Livery (as the Company Registrar);*
- (c) ensure that The Ordinances are published to the Members of the Company;*
- (d) subject to the direction of the Master, issue summonses to all meetings of the Court and minute all of its meetings;*
- (e) implement all decisions made by the Court;*
- (f) organise the statutory meetings of the Company;*
- (g) ensure the compilation and safekeeping of minutes of General Meetings and meetings of the Court and its committees;*
- (h) arrange for such other administration of the Company's affairs as shall be necessary;*
- (i) ensure the safekeeping of the Company's property; and*
- (j) carry out such further duties as the Court from time to time may prescribe."*

**15.24** The Clerk reports to the Master and works closely with the other Wardens. All other volunteers (apart from the Wardens) working in the Company office are also responsible to the Clerk. The Clerk has a formal role at the official ceremonies of the Company and with the Master represents the Company at a number of City of London functions and ceremonies. The Clerk acts as the Company's Accountable Officer and as its Data Controller. The Clerks' Office maintains close contact with Clerks of other Liveries.

**15.25** Appointed in August 2018, Christian Jensen became the third Clerk of the Worshipful Company of Educators. With experience as an Army Officer and as a City Trader in the banking sector, he continues service with the Territorial Army alongside his role as Clerk. For more about Christian see HB Section **24** FAQs. Together with Assistant Clerk, they comprise "*The Clerks' Office*".

### **The Assistant Clerk**

**15.26** The Assistant Clerk is a salaried part-time role, reporting to the Clerk. The Assistant Clerk supports the Clerk in the administration of the Company and in order to provide a professional, proactive and responsive service to the Company and its Members, in accordance with the values and ethos of the City and the Livery.

**15.27** Johanne Moss was appointed Assistant Clerk of the Company in April 2021. Alongside this position for the Educators, she continues with her role as Parish Administrator for St James Garlickhythe. She also brings her previous experience

of a career in retail and marketing. For more about Johanne see HB Section **24** FAQs.

### **Other Company Positions**

**15.28** The Company also appoints members to other positions. It has an Armed Forces Adviser who acts as the military liaison officer for the Company with the three services, the Defence Academy and the Cadet Vocational Qualification Organisation. The Master may also appoint a Master's Adviser – see *RRP* 203-204. Other positions support particular Company activities, for example the Webmaster, and relationships with other livery organisations – See HB Section **19** Company Activities and HB Sections **22, 23** concerning communications.

### **Other Company appointments**

**15.29** The Company has appointed an accountancy firm to help manage its financial affairs and also appoints independent examiners to review its Annual Report and Financial Statements, tendering regularly for these commercial services. See the Company website for current appointments.

**15.30** The Company has a current relationship with the Worshipful Company of Plaasterers. They provide space in their Hall for the Company's formal dinners and events, as well as supplying their caterers. Other Halls have been used in the past, changing as the Company has grown.

**15.31** The Court or its committees may also at various times establish particular Task Groups to undertake projects within the Company. An example is a group working to establish the Membership Database. The Court or its committees may also identify particular additional roles that are needed. Examples are the Company Adviser roles connecting us to Livery Schools Link and to the Livery Companies Skills Council; the Webmaster, who is linked to the PR and Publicity Committee; and the SIG Co-ordinator linked to the Engagement Committee and the work of the Special Interest Group.

### **Other Company Members and Stakeholders**

**15.32** A select few individuals are appointed as **Honorary Freemen** or **Honorary Liverymen** and may participate in the life of the Company. The position of such Honorary Freemen and Liverymen is defined in Bylaws 2 and 6d. Honorary Liverymen are not part of the formal Livery Membership count, but they have the same rights within the Company as other Liverymen by virtue of this position.

These are distinguished people, normally from the world of education, who are invited to join the Company because we wish to recognise their particular achievements and benefit from their experience. On advice from the Membership Committee, the Court at its discretion decides on those to be invited to join the Company as Honorary Freemen or Honorary Liverymen with the respective membership relationship. They are not asked for quarterage but we hope for their support in other ways.

**15.33** The Court may, at its discretion, permit Members who live abroad or are retired and by virtue of circumstance are unable at present to play a full part in the Company, to become **Associate Members** – see *Bylaw 2c*. Associate Members do not have voting rights and cannot serve on the Court. They continue to make quarterage payments.

**15.34** Liverymen or Freemen who, for unavoidable reasons, have resigned as Company Members, but who have a continuing interest in the work and wellbeing of the Company, may be appointed as **Friends of the Livery** – see *RRP 97-99*. On advice, the Court, at its discretion, decides on those to be recognised as Friends and the respective relationship with the Company.

## Section 16 – The Coat of Arms



### **Grant of Arms**

**16.1** The Worshipful Company of Educators was granted its Coat of Arms (sometimes called the Armorial Bearings) in February 2014. We were granted livery status at a special Court of Aldermen, when the Lord Mayor presented the Company with its Letters Patent. The Windsor Herald presented the new Armorial Bearings at the celebration Banquet which was held at Mansion House. The design and production of the Bearings had been overseen by Past Master Professor Raymond Clark OBE.

### **An Explanation of the iconography**

**16.2** The dragon supporter on the left of the shield represents the City of London; in one claw an abacus is held, representing mathematics in education and the contribution of accountant Sir John Stuttard, as Past Master and former Lord Mayor. On the right stands an owl representing wisdom and under its wing is a representation of swords on a Scallop, again acknowledging a benefactor, Alderman Sir Paul Judge. Scallops are a symbol of pilgrimage. Both of the

animal supporters stand on red books representing learning, as do the three square caps referencing the academic traditions. The eagle on the helm acknowledges the contribution of Professor Franklin, the Foundation Master: it is taken from his family arms and stands for wisdom and understanding, with the claw holding a torch for learning. The blue amulets on its wings represent good fortune and protection from harm. The mouse hanging by his tail from the beak of the owl is a pun on the modern way of learning via a computer and mouse.

**16.3** The motto PER DOCTRINAM AD LUCEM translates as ‘through learning to light.’ The Livery Badge (see **17.4** below) is given to Members on becoming a Liveryman. It is a capital Sigma interlaced with a quill pen and it represents the arts and sciences as the basis of learning and the past and the future as the foundation of understanding.

**16.4** A more detailed explanation of the Blazon and the elements of the Armorial Bearings can be found in the HB Section **24** FAQs.

#### **NOTE**

**The Coat of Arms or any part of the Armorial Bearings cannot be used or reproduced in any form unless by authority from the Master and the Clerk**

#### **FAQ – What is the official Blazon of the Worshipful Company of Educators?**

**Arms:** Gules on a Chevron Or a Chevron Sable between three Mortarboards Or

**Crest:** Upon a Helm with a Wreath Or Gules and Sable An Eagle with wings elevated and displayed proper each wing charged with an Annulet Azure holding in the dexter foot a Torch Gules inflamed Or

**Mantle:** Sable and Gules lined Or

**Supporters:** On the dexter a dragon wings elevated and addorsed Argent holding in the dexter foreclaws an Abacus Azure the beads Gules and on the sinister a Barn Owl wings elevated and addorsed proper the wings charged with an Escallop Azure charged with two Swords in saltire proper hilts and pommels Or and holding in the beak by the tail a Mouse Sable each statant upon a Book Or bound Gules

**Motto:** PER DOCTRINAM AD LUCEM (through learning to light)

## **Section 17 - Becoming a Liveryman**

**17.1** If you find the Company to your liking, and you have been a Freeman for at least one year and have shown evidence of interest in and a range of support for the activities of the Company, you can apply to become a Liveryman. The application form to put yourself forward to become a Liveryman can be found here [Application for Transfer to the Livery 11-04-17](#).

**17.2** To do this you must have gained the Freedom of the City of London. To become a Freeman of the City, you first need to make an appointment with the Chamberlain's Court via email [chamberlains.court@cityoflondon.gov.uk](mailto:chamberlains.court@cityoflondon.gov.uk) or call on 020 7332 3055 – See HB Section **14** becoming a Freeman of the City of London.

**17.3** Having spent time as a Freeman, you will be aware of the obligations of being part of a livery company, and it is certainly expected that someone joining the Company will intend to do so for life. Becoming a Liveryman entitles you to vote at the Annual Assembly, to be nominated for the Court and potentially to become, in time, a Warden and Master. You will also be entitled to attend Common Hall and vote for the Lord Mayor and the Sheriffs. For more information on the role of Liverymen in the City see HB Sections **9 – 14** and HB Section **24** FAQs.

**17.4** Once “clothed” as a Liveryman at the Declaration Ceremony (see HB Section **18**) you should wear a Livery badge on your gown to distinguish yourself from Freeman. The Livery badge is a capital Sigma interlaced by a Quill Pen, nib downwards. The badge represents the arts and science as the basis of knowledge and the past and future as the foundations of understanding. Other Company accessories, available to Freeman and Liverymen, such as ties and lapel pins can be purchased from the Clerk. [clerk@co-educators.com](mailto:clerk@co-educators.com) See also the Company website <https://educatorscompany.org/company-accessories/>.



The Livery Badge



The Lapel Pin

## Section 18 - Declaration Ceremonies, Livery and The Court and Wardens

### **Liverymen**

**18.1** The biography included with your Livery application form will be used to introduce you at the Declaration Ceremony for Liverymen. At the Ceremony, you are required to wear your plain black academic gown, which should be also worn at future formal events but is not required for Company or City seminars or social activities. Once clothed as a Liveryman you should wear a Livery pin on your gown to distinguish yourself from Freemen. The ceremony is similar to that used for the Freedom of the Educators Ceremony; the *Procedures for the Declaration* can be found in the *RRP 2021* 384-396.

### **The Annual Assembly and the Declaration Ceremonies of the Court and Wardens**

**18.2** The Annual Assembly is held in June: this is the Annual General Meeting of the Company during which the retiring Master installs the new Master. Before the Annual Assembly commences, the outgoing Master delivers a report of the year and the Treasurer presents the accounts. The election results are then considered and appropriately affirmed, establishing the Court for the coming year. In accordance with procedures, there is the affirmation, and installation of the new Master and Mistress/Consort, (where the Master has identified someone for this role), takes place alongside new Wardens and Officers of the Court. The Past Master is installed as the Immediate Past Master and this formal Ceremony is followed by the Installation Dinner.

**18.3** The full procedure can be found in the *Annual Assembly Procedure* detailed in *RRP 2021* 328-357.

## Section 19 - Company Activities

### Preamble

**19.1** Freemen can attend events and meetings such as the Annual Assembly, formal dinners, seminars, discussion evenings, social events and other activities including Special Interest Group. This forms a varied programme of activities organised across the year. At these occasions you will have the chance to meet other Members and their guests. Some of these events are also held in interesting places such as ancient and modern livery halls, Guildhall and occasionally Mansion House.

### a. Master's Programme

#### The Master's Seminars

**19.2** As part of the theme which each Master chooses for their Year, around half a dozen formal seminars are arranged that are also supported by the Education Committee. They give an opportunity to bring in inspiring and noteworthy speakers and there is the chance to ask questions and debate the topics being presented.



A happy Master's Weekend in Montpellier

## The Master's Weekend

**19.3** The Master normally hosts a long weekend, organised by the Renter Warden with some support from the Social Committee. Locations are selected for the opportunities they provide to visit places of beauty and interest. The weekend is usually based in a hotel in the UK or sometimes abroad and the event normally runs from Thursday to Monday. Master's Weekends have been held in various places in the UK and abroad including Northamptonshire, Montpellier, Malvern and Oxford.

## The Master's Progress

**19.4** A recent innovation by Past Master Susan Fey to stimulate interest in different UK regions has been the Master's Progress. It involves a shortened weekend - Friday and Saturday nights ending with breakfast on the Sunday morning - staying in a UK location with opportunities to explore the local area. We have help in setting up arrangements through a Member living in that area. Master's Progresses have visited such places as Stratford-upon-Avon, Durham, Newcastle, Lincoln, Chepstow and Ely. The choice of having a Progress or not is down to each Master and depends on the balance of the year's programme as a whole.

## The Annual Franklin Lecture

**19.5** Many of the City livery companies host annual lectures as part of their charitable purposes and in honour of noteworthy members. Our Annual Lecture is named after Professor Raoul Franklin CBE, the founding Master of the Company of Educators and Vice-Chancellor of City University for 20 years. Normally occurring in the Spring Term, it provides for the Company an annual showcase for Members and guests from the world of education and the wider community, with the lecture given by a prestigious speaker. The full list of Franklin Lectures with speakers and lecture titles can be found [here](#).



Professor Raoul Franklin CBE at The Inaugural Lecture which was held in November 2001.

## b. Social Programme and other Events

**19.6** The Social Committee organises a range of events throughout the year, normally aiming for one each month, excluding August. The programme in the past has involved visits to interesting and educational venues, often with fascinating speakers or tours, and frequently ending with the chance to eat together and socialise. These occasions provide informal opportunities to get to know fellow Members and gain access to locations that otherwise might not be open to the general public. The charges are kept low (but cover costs) and are normally in the range £10 to £40 per person; partners and guests are welcome. Spaces are sometimes limited and, if that is the case, then a first come, first served, system is usually operated.



Educators on a London walking tour with Past Master Dr Martin Gaskell DL (2016-17).

**19.7** Events are run at different times and days of the week to appeal to as many Members as feasible. Examples of past events have included quiz nights, visits to museums like the Science Museum, historic places like Bletchley Park, theatres and backstage tours, supper in the Tower of London, walking tours of London and much more. Recently all events have been online using Zoom but have included well-received activities such as a guided cheese tasting; a treasure hunt; a magician; a ‘Desert Island Discs’ session; the annual quiz; a tour from the top of a London Bus; as well as fascinating interviews and opportunities for conversation. The Company’s Renter Warden manages these events, so for more information please email [renterwarden@co-educators.com](mailto:renterwarden@co-educators.com).

## c. Special Interest Groups (SIGs) and Discussion Groups

**19.8** The Company has a wide range of Members from many different educational sectors and with a variety of experience including teaching, governance, research and policy. Members come from commercial, private as well as public sectors, and not-for-profit environments. To accommodate this breadth of membership, the Company has a range of Special Interest Groups, at present numbering 10, and occasionally sets up discussion groups. Special Interest Groups (SIGs) have SIG Leads who organise events and presentations each year - do make contact with them to get involved with a SIG that interests you. See also - <https://educatorscompany.org/special-interest-groups-sigs-2/>

**19.9** Current SIGs are:

\* **Arts and Cultural Education (SIG ARTS)** - SIG Lead: Dr Steven Berryman

[sigarts@co-educators.com](mailto:sigarts@co-educators.com)

<https://educatorscompany.org/special-interest-group-arts-and-cultural-education-sigarts/>

\* **Careers, Information and Guidance (SIG CIG)** - SIG Lead Caroline Haines

[sigcig@co-educators.com](mailto:sigcig@co-educators.com)

<https://educatorscompany.org/careers-information-and-guidance-sig-cig/>

\* **Education in the Criminal Justice System (SIG ECJS)** - SIG Lead Prof.

James Crabbe [sigecjs@co-educators.com](mailto:sigecjs@co-educators.com)

<https://educatorscompany.org/education-in-the-criminal-justice-system-sig-ecjs/>

\* **Further Education, skills and lifelong Learning (SIG FESL)** - SIG Co-Leads:

Susan Fey OBE and Michael O'Reilly [sigfesl@co-educators.com](mailto:sigfesl@co-educators.com)

[https://educatorscompany.org/d\\_sig-fesl/](https://educatorscompany.org/d_sig-fesl/)

\* **Higher Education (SIG HE)** - SIG Lead: Prof. Benedikt Loewe

[sighe@co-educators.com](mailto:sighe@co-educators.com)

<https://educatorscompany.org/special-interest-group-higher-education-sighe/>

\* **Informal Outdoor Education (SIG IOE)** - SIG Lead: Paul Batterbury

[sigioe@co-educators.com](mailto:sigioe@co-educators.com) [https://educatorscompany.org/f\\_sig-ioe/](https://educatorscompany.org/f_sig-ioe/)

\* **Multi Academy Trusts (SIG MAT)** - SIG Lead Norman Rose

[sigmat@co-educators.com](mailto:sigmat@co-educators.com) [https://educatorscompany.org/g\\_sig-mat/](https://educatorscompany.org/g_sig-mat/)

\* **Military Education (SIG ME)** - SIG Lead: Prof. Simon Denny

[dennysj12@gmail.com](mailto:dennysj12@gmail.com)

<https://educatorscompany.org/special-interest-group-sig-military/>

\* **Special Educational Needs and Disability (SIG SEND)** - SIG Lead: Helen

Simon [sigsend@co-educators.com](mailto:sigsend@co-educators.com) [https://educatorscompany.org/i\\_sig-send/](https://educatorscompany.org/i_sig-send/)

\* **School Improvement and Leadership (SIG SIL)** - SIG Co-Leads Dr Susan

Cousin and Alan Yellup [sigsl@co-educators.com](mailto:sigsl@co-educators.com)

[https://educatorscompany.org/j\\_sig-sil/](https://educatorscompany.org/j_sig-sil/)

## d. Making Bookings for Company Activities

**19.10** Activities are normally advertised through the Educators' weekly Newsletter (see HB Section **23** Company PR and Publicity). The description explains the event, gives dates and timing, confirms who may attend, who to contact about booking and whether there are any charges involved. Some free events on Zoom may simply have a link shown for you to use to attend. Others may have number limits or payment, so require more formal commitment.

**19.11** The Members' Web Portal on the Company's website enables you to book and register for an event. When you enter the Portal, you can see a listing of events in the calendar for the near future. Those available for booking are marked. If you click on the one that interests you, you will see a booking strip where you can tick for your own attendance. You can also book in a guest, but check whether the event permits that. When you have submitted your booking a confirmation email will be sent to you by the system. For more detail on how to do this and screenshot to help you see also HB Section **6b** Database.

## Section 20 - Charitable Activities, Contributions and Volunteering

### Introduction

**20.1** A wide range of opportunities are available, through the auspices of the Educators, which allow members to get involved with different charitable activities and also with the work of the Company itself. As a new Freeman you should find your Buddy helpful in explaining more about the following opportunities and help you make relevant connections in relation to your interest and the experience you could bring to the Company. Various forms of volunteering are available, many of which will help you get to know your fellow Members, as well as learning more about the traditions of the Livery world.

### Volunteering for the Educators

**20.2** If you would like to give support to the Clerks' office, including the organisation of Educators' formal dinners, public occasions or Master's events, please contact the Clerk. There are also opportunities to be a member of an Educators' committee and contribute to its work. Committee members have set periods of office so vacancies appear most years – you can learn more about what this involves by contacting the particular committee chair or secretary or the Clerk/Assistant Clerk. Another helpful role you can play is to encourage others from amongst your professional contacts, who might be able to contribute and benefit from involvement with the Educators, to consider applying to become a Freeman of the Company themselves. Do direct them to our website page <https://educatorscompany.org/become-a-freeman/> where they can also find an application form. Further guidance on criteria for consideration and the application process can be obtained from the Clerk or the Assistant Clerk at [clerk@co-educators.com](mailto:clerk@co-educators.com).

### Educators' Choir

**20.3** Among the membership of the Company are a number of musicians and singers who perform at some of the dinners during the year and take part in the Annual Thanksgiving Service and Carol Service. There are usually one or two rehearsals in London prior to a performance for those able to attend. All Members of the company with skill and interest in performing are most welcome to join the Choir. Those giving service in this way make a big difference to our more formal occasions and can be assured of a very appreciative reception from the rest of the Company. You can learn more about what this involves by contacting Liveryman Enid Weaver, who leads the Choir, via the Members' Area/Web Portal

or contact the Clerk/Assistant Clerk.



Some Choir members with Liveryman Enid Weaver on left

### **School Governor Volunteering**

**20.4** The Company has partnered with Governors for Schools to encourage Educators to apply their skills and experience of education to school governor roles across England. Governors for Schools is a national charity dedicated to recruiting skilled individuals to become effective school governors and place them into suitable school governor vacancies. Click [here](#) to read more about Governors for Schools and how to put in an application, or contact Liveryman Ann Bell to discuss these opportunities. Ann's details are on the Members Area/Web Portal.

### **Public Speaking Competitions and The Sheriffs' Challenge**

**20.5** For the past 13 years the Company has held a public speaking competition for year 10 and 11 pupils attending schools in the London area. This is organised by Liveryman John Dewhurst. In addition, the Educators are heavily involved with The Annual Sheriffs' Challenge. This was started by Liveryman and Former Lord Mayor Peter Estlin. The Sheriffs' Challenge links the Educators with all the Financial Services Liveries which sponsor the teams of Year 12 students from participating schools. The aim is to give 6th form pupils in London schools an opportunity to hone their public speaking skills in a formal City setting by delivering a team presentation, competitively, on a topic relating to the City of London or the business/wider world. It is a feature of the Livery Year, and since 2019 the event has been organised by the Worshipful Company of Educators providing a high-profile public occasion, with competitive heats, culminating in

the Sheriffs and Judges presiding at the final at the Old Bailey. Masters from the FSG Liveries act as judges and the Sheriffs present the cup to the winning team.

For details of past events see the website <https://educatorscompany.org/public-speaking-competition/> For more information on how you might get involved with either of these annual events, please contact Immediate Past Master Pamela Taylor, whose details are on the Members' Area/Web Portal.



Masters Progress Newcastle 2019 with Past Master Susan Fey OBE (2017-18) & Liveryman Ann Bell



Social event tour of Harrow School with Immediate Past Master Pamela Taylor (2019 – 20 ) & Past Master David Taylor (2008-09)

## Livery Schools Link

**20.6** If you are interested in helping schools whether primary, secondary or special, there are opportunities to be involved with Livery Schools Link. The Company is very involved with Livery Schools Link (LSL), a charitable organisation with membership open to all livery companies, companies without livery and guilds in the City of London. Since its establishment in 2000, three Past Master Educators have been Administrators of LSL and Past Master Dr Elisabeth Goodwin is the current Chairman. The purposes of LSL are:

- a) to support schools in developing young people's skills for work and life;
- b) to make young people aware of the wide range of employment and training opportunities which are represented by livery companies and their members;
- c) to help raise the aspirations of young people;

d) To encourage livery companies and their members to get actively involved in helping achieve links between them and schools.

**20.7** More details about Livery Schools Link and its current activities, including on volunteering opportunities, can be found on [www.liveryschoolslink.org.uk](http://www.liveryschoolslink.org.uk)

Volunteers are needed in the following areas:

- giving careers talks to schools (virtual or in a school);
- talking to schools about their current needs, typically other than finance, that they need help with;
- contacting schools to attend the annual education conference run by LSL, The Educators' Company and The Actuaries' Company;
- Helping plan and work on the Educators' stand at the Livery Showcase, which Livery Schools Link runs over two days each year. One day is for secondary schools, Years 8 and 9, and the other is for primary schools years 5 and 6.

If you are interested in knowing more about Livery Schools Link, what it does and how the Educators work with LSL, please contact Past Master Dr Elisabeth Goodwin, whose details are on the Members' Area/Web Portal.

### **Livery Education Conference**

**20.8** This conference has been running for eight years and is designed to provide an opportunity for head teachers, teachers, senior staff and Masters of livery companies to consider ways of working together. In 2020, 100 delegates, drawn from senior staff in schools and Masters of livery companies, met at Merchant Taylors' Hall to discuss issues of common interest around the topic of education. In 2021 the conference was virtual, and we are likely to consider hybrid events in future. The conference is a collaboration between Livery Schools Link, The Worshipful Company of Actuaries and The Worshipful Company of Educators.

### **Livery Companies Skills Council**

**20.9** The Livery Companies Skills Council evolved from an initiative in 1993 by the then Lord Mayor to establish a forum amongst the livery companies to promote vocational education and training and to represent the concerns of the companies to Government and policy makers. Our current representative is Past Master Dr Elisabeth Goodwin. See <https://www.liverycommittee.org/charities-and-education/education/livery-companies-skills-council/>

If you are interested in knowing more about the Livery Companies Skills Council, please contact Past Master Dr Elisabeth Goodwin, whose details are on the Members' Area/Web Portal.

## Section 21 - Company Finances

### Introduction

**21.1** The Worshipful Company of Educators is one of the most recent livery companies, and unlike some of the more ancient companies has not secured several hundred years of membership contributions and legacies. It does not, for example, have its own Hall which can be let out for income generation – rather it has to hire those of other companies for its formal dinners etc. It has not, as yet, had time to build up a significant financial surplus and make judicious long-term investments to provide other income streams. Nor has it benefited from large legacies from Liverymen in the distant past. The majority of its Members are on relatively modest salaries, including those who are now on retirement incomes; so, compared to some other companies, few of our Members are in high-paying City of London occupations. That said, there is a different kind of richness in the fellowship and mutual support to be found in the Company, as well as the same concern for charitable giving and contribution to broader society which is a key feature of all livery companies.

### Income and Expenditure

**21.2** The financial good order of the Company is governed by a number of its Bylaws and several sections of the Revised Responsibilities and Procedures of the Company (see HB Section 3 on Charter, Bylaws and Revised Responsibilities and Procedures.) The annual subscription, known as “*quarterage*”, is the fundamental source of income for the Company; it covers the costs of the office and the small meeting room and the salaries of its paid staff – the Clerk and Assistant Clerk. The Company also charges “*finer*” which are, for example, payments made on entering the Company as a Freeman, on moving up to be a Liveryman or after relevant service if you are elected as a Court Assistant. For more information about quarterage and fines see HB Section 4 Quarterage and Fines.

**21.3** All the Company’s Officers and activity leads are volunteers, save the Clerk, the Assistant Clerk and the Beadle. Members are expected to undertake charitable giving, according to their circumstances (see HB Section 5 Charity and the Educators’ Trust) and a small annual charge is made by the Company to the Trust for the administration of the Trust. Company events, including formal dinners, social events and seminars are charged for where appropriate and seek to ensure their costs are covered, as there is limited scope for cross-subsidy – see HB Section 19 Company Activities. A number of events during the year are free,

however. Charges for food provided at Company occasions are mainly passed on at cost to those attending.

### **The Court and its Finance and General Purposes Committee**

**21.4** The Company of Educators is a Body Corporate under its Charter, and its business is managed by a group of elected Members called “The Court”. As shown in the Revised Responsibilities and Procedures, the Court is accountable for the good financial order of the Company and it is assisted in this work by a Finance and General Purposes Committee (F&GP), which is chaired by the Master. The Company’s powers, the functions of the Court and F&GP Committee are described in detail in the *Bylaws* and *RRP 2021*.

**21.5** The Court sets the policy for these activities and receives recommendations from its various Committees. However, it is in the F&GP Committee where much of the detailed examination and consideration of financial matters is undertaken, including the provision of an approved budget. The Committee gives advice to the Court on the Company’s general and financial policies and on the development of the Company. Any matters not in the remit of another Company committee are passed to the F&GP Committee. Specifically, as described in the *RRP 2021*, it has the following terms of reference:

*“124. The membership of the Committee shall comprise the Master, Immediate Past Master, Wardens, Treasurer, Chairman and Secretary of the Trust Fund, the Secretaries of Committees, the Editor, and the Cadet and Forces Liaison Officer(s), with the Clerk as Secretary.*

*125. The Master shall serve as Chairman of the Committee.*

*126. The Committee is responsible for advice to the Court on the Company’s general and financial policies and on the development of the Company.*

*127. No budget shall be submitted to the Court without the approval of the Finance and General Purposes Committee;*

*128. In particular, the Committee shall:*

*128.1 report on the financial position of the Company;*

*128.2 recommend an annual budget to be presented by the Treasurer to the Court;*

*128.3 monitor the Company’s financial performance against the Budget;*

*128.4 oversee the Company’s investment policies and performance; and*

*128.5 ensure that the Financial Regulations are followed.*

129. *In addition, the Committee is responsible for the approval of arrangements for:*
- 129.1 *the Company's major events; and*
  - 129.2 *communications within and from the Company.*
130. *The Committee shall consider all matters that do not lie within the remit of other Committees.*
131. *The Committee shall undertake any other activities that the Court may require or that the Committee might deem relevant.*

For more information about banking, insurance, procurement, assets and gifts, see *RRP 6-25* and *HB Section 3*. On *RRP 129* see also *HB Section 23* on Company Publicity and Communications.

## The Treasurer

**21.6** The Treasurer's role is established in the Bylaws and detailed in the Revised Responsibilities and Procedures, being appointed by the Court. The Treasurer has overall responsibility for the Company's financial systems and for the probity of the Company's financial management, working closely with the Clerk, the Company's accountants and other officers to safeguard the interests of the Company. He or she is a Liveryman with suitable experience in a financial role and normally serves for a two-year period with a possible extension for a further two years. Together with the accountants appointed by the Company, the Clerk manages the income and expenditure of the Company, supervised by the Treasurer.

**21.7** The Treasurer compiles the Company budgets in consultation with the Clerk, the accountant and the independent examiners to produce the Annual Report and Financial Statements, in each case for presentation first to the F&GP Committee and then the Court for final approval. For more information about the role of the Treasurer on auditing, investment, cash flow, and strategic planning – see *Bylaw 60* and *RRP 2021 2-3* together with *HB Section 3* and *HB Section 15*.

## Clerk and Assistant Clerk

**21.8** The Clerk and the Assistant Clerk are employees of the Company and deal with the day-to-day processing of any purchases on behalf of the Company in line with the requirements detailed in the *RRP 2021*, for example getting quotations for items purchased. They work with the Treasurer and the Company's accountants to manage the financial affairs of the Company and secure its income. For example, they also process payments to suppliers or for Company

expenses etc. On request, they also provide information to the Company's independent examiners - See HB section **15.23-15.27**.

**21.9** You can also buy Company accessories, such as badges, ties etc. from the Clerk see <https://educatorscompany.org/company-accessories/> and you can see the order form at <https://educatorscompany.files.wordpress.com/2020/11/company-order-form-nov-20-fillsign.pdf>.

For more information on the role and work of the Clerk, see HB Section **3** Revised Responsibilities and Procedures and HB Section **15** on Company Structure.

### **Annual Accounts**

**21.10** The Annual Accounts are produced for the consideration and approval of Court and are subject to a process of independent external examination. The Company's turnover is approximately £170k and it aims to generate a small Surplus each year. For more information about the current Company accountants and independent examiners, contact the Clerks' Office or check the Company website. The Annual Accounts are received by the Annual Assembly and are shared electronically with the Members at that time.

## Section 22 – Educators’ Website and Information Technology

### Website

**22.1** The Worshipful Company of Educators has a public website - <https://educatorscompany.org/>. You may well have come across it when you were considering whether to join, as it is a key source of information about the Company. Application forms for those seeking to become Freemen of the Company are available through the site.

**22.2** The website provides the public face of the Educators and among other background information you can find up-to-date material on:

- the current Master and Wardens, and other Company Office holders;
- directions to the Clerks’ Office and other meeting venues;
- recent press releases and social media activity;
- the calendar of events and activities including important occasions such as the annual Franklin Lecture, our formal dinners, Master’s Seminars etc;
- access to publications such as “The Educator” journal;
- charitable activities and awards that have been made;
- access to the Members’ Area/Web Portal;
- information about other Company activities such as special interest groups (SIGs), links to schools including becoming a school governor, and other livery information;
- opportunities to purchase relevant Educators’ accessories;
- contact information for the Company.

**22.3** A number of areas mentioned elsewhere in this Members’ Handbook link to pages on the Company’s website. If you have any queries about the website or its contents, please contact the Clerks’ Office on [clerk@co-educators.com](mailto:clerk@co-educators.com) and, if they cannot resolve them directly, they will relay them to the Company’s Webmaster.

### Information Technology

**22.4** The Company makes broad use of a number of software platforms, with the majority of its work based on the suite of *Microsoft* facilities set up for educational use. There are several specific email addresses that are used for certain officers such as the Clerk, the Assistant Clerk, the Renter Warden and the SIG Co-ordinator, which are regularly monitored. *Dropbox* and *Sharepoint* are used for regular administrative work. As a Member you may be asked for your availability through a *Doodle* poll and you may need to use *Google* forms for Member surveys or data collection e.g. for GDPR. For the most part,

communication with you is through the one specific email address that you have lodged with the Clerk on the Company Database at your application and which you should update as necessary - see HB Section 6 Data.

**22.5** The Company regularly uses *Zoom* for online meetings, presentations and event activity and often records these for Members to view subsequently. This is especially helpful for you if you missed something you wanted to hear through a diary clash or you want to follow up questions with the presenter. Some more complex material is also held using *Vimeo*. Some SIGs and working groups also make use of *Slack* as a structure to hold material and chat. A variety of other social media, e.g. *Twitter*, is also used (see also HB Section 23 Company Publicity and Communication).

## Section 23 - Company Publicity and Communications

### The Educator



**23.1** The Company publishes a regular journal, **The Educator**, which is issued in hard copy to every member and sent by post. Back copies in PDF format are made available on the Company website. It is a digest of the range of activities undertaken by Company Members and in particular the various key officers, including the Master, for the year concerned. It also contains reports of presentations and speeches made at dinners and other public occasions, accounts of visits and indications of future plans. Occasionally more learned articles, book reviews or commentary on recent educational issues are also featured. If you would like to contribute to the publication, please contact The Editor, Past Master Max Weaver, via [clerk@co-educators.com](mailto:clerk@co-educators.com).

### Extracurricular/The weekly Newsletter

**23.2** The Clerk issues a weekly Newsletter, normally at the end of the working week but sometimes on a Saturday, which goes out by email to all Members. It contains information about any upcoming events inside the Company and how to get involved. Additionally, it shows opportunities for participation in occasions run by other livery companies or within the City – in some cases these have charitable or fundraising aspects. The newsletter also includes regular communications from the Master. If you wish to place information about a Livery

event in the Newsletter or have material you feel would be useful for others in the Company to know about, please pass your “copy” to the [clerk@co-educators.com](mailto:clerk@co-educators.com); however, the Newsletter is not a place for general personal adverts or items along the line of “for sale and wanted”!

**23.3** Noting the points in HB Section **1** Being a member of the Worshipful Company of Educators, Members need to recognise the line between useful opportunities for Educators and self-promotion or lobbying. The final arbiter on Newsletter content is the Clerk.

**Public Relations and Communications Sub-committee** - See *RRP 2021* 132-143.

**23.4** The Company has a PR and Communications Sub-committee of the Finance and General Purposes Committee which is chaired at present by Professor James Crabbe and which considers ways in which the excellent work of the Company is presented and made known to the largest possible audience of interested parties, including potential donors, Liverymen and Freemen. The Sub-committee also has specific responsibility for the oversight of the Company website <https://educatorscompany.org/>, other forms of electronic communication, publicity material such as information leaflets and media releases, and the co-ordination of any Company response to public consultation exercises. The Sub-committee reports regularly on five themes:

- communication with Members of the Company;
- communication with other livery companies and with the City;
- communication with educators and bodies concerned with educators;
- communication and liaison with The Educators’ Trust, and
- communication with the public.

## Press Releases

**23.5** The Company issues regular press releases about its work, which are also held on the Company website. These are normally prepared by the Clerk and the Webmaster and issued under the authority of the Master.

## Communications etiquette

**23.6** As you will see from HB Section **1** Becoming a Freeman, the Company has expectations on polite behaviours, including judicious use of language, mutual respect, and recognition of diversity and equality, to ensure that material exchanges in oral or email mode do not cause offence, even inadvertently. Equally, the Company is a space which recognises academic freedom to debate controversial subjects openly and honestly together and, with the breadth of

input and views, it provides an environment to hear different perspectives. The Company is a non-political environment. It must not be used in order to lobby for particular positions or put forward, under the name of the Educators, views held by a sub-set of members, even if ardently held. Members may of course respond to consultations as individuals or in relation to their normal employment but must not use their membership of the Company to promote their views; nor should groups of Members give input as if from the Company.

**23.7** It is therefore important that Members do not seek to write or claim to be speaking on the Company's behalf unless clearly authorised to do so by virtue of their office in the Company – e.g., as appropriate, the Master Educator in any year. Rarely, it may also be as a result of a specific request approved by the appropriate authority on advice from the Clerk. In particular, attention is drawn to the explicit restriction on the use or reproduction of the Company's Coat of Arms, which may not be placed on any document, e.g. letterhead, card, or otherwise used without the explicit permission of the Clerk – see HB Section **16** The Coat of Arms and *RRP* 100.

### **Publications by members**

**23.8** Many Company Members are writers and researchers in their own right and often have articles or books in print which may be of interest to fellow Educators - a list of recent publications is held by the Clerk  
<https://educatorscompany.org/members-publications/>.

### **Other Social Media**

**23.9** The Company operates its own Twitter account with messaging and retweets made by the Clerk; it also has an account on LinkedIn  
<https://www.linkedin.com/company/worshipful-company-of-educators/about/> and a page on Wikipedia  
[https://en.wikipedia.org/wiki/Worshipful Company of Educators](https://en.wikipedia.org/wiki/Worshipful_Company_of_Educators)

## Section 24 – Frequently Asked Questions (FAQs) and Glossary

### Frequently Asked Questions (FAQs) – The Company

1. *What is a Livery Company?*
2. *What is the history of the Worshipful Company of Educators?*
3. *What is The Royal Charter?*
4. *What are quarterage, the admission fee and fines?*
5. *What are Bylaws and Ordinances?*
6. *Why are some of our charges called “quarterage” and “fines”?*
7. *What is The Educators’ Trust?*
8. *Who is our Clerk?*
9. *Who is our Assistant Clerk?*
10. *What should I wear to a Company function or event?*
11. *Why do the Educators wear academic gowns?*
12. *What are the expected behaviour and etiquette at a formal Company function or event?*
13. *What is The Loving Cup?*
14. *What does “The Master” or “Master Educator” mean?*
15. *What is meant by the Master’s Consort?*
16. *What does “Warden” mean?*
17. *What is a Court Assistant?*
18. *What are the roles of The Clerk, The Almoner, The Beadle, The Treasurer and others of our Company Officers?*
19. *What are the Master’s Seminars?*
20. *Tell me more about our Coat of Arms - What are the official Blazon and Motto of the Worshipful Company of Educators?*
21. *May I use The Coat of Arms on a document I am writing?*
22. *What is “The Livery Pin”?*
23. *Are there any Company accessories?*
24. *What is a Buddy?*

### Frequently Asked Questions (FAQS) - London and The City

101. *What is “The Square Mile”?*
102. *What is the difference between The Lord Mayor and The Mayor of London?*
103. *When is the Lord Mayor’s Show? Can I take part?*
104. *What is the Court of Aldermen?*

- 105. What are the roles of the Sheriffs, the Aldermen, the Common Councillors and other City Officials?*
- 106. What is Common Hall?*
- 107. What is Common Council?*
- 108. Would I find attending a City Briefing useful?*
- 109. What is a Ward Club?*
- 110. What is St James Garlickhythe?*
- 111. Where can I find out more about the City and its historic sites?*

## **Glossary**

- G1. What do these abbreviations mean?*
- G2. What does the term “The Freedom” mean?*
- G3. What does the term “The Livery” mean?*
- G4. What does the term “mistry” mean?*
- G5. What does “Declaration” mean? G6. What does “Member” mean?*
- G7. What does “Honorary Freeman” or “Honorary Liveryman” mean?*
- G8. What does “Associate Member” mean?*
- G9. What does “Friend of the Livery” mean?*
- G10. What does the term “by Patrimony” mean?*
- G11. What does the term “by Redemption” mean?*
- G12. What does the term ‘Clothed’ mean?*
- G13. What does the Company motto ‘Per doctrinam ad lucem ’ mean?*
- G14. What does the term “Blazon” mean?*
- G15. What if I feel I can no longer be involved in the Company, owing to a change of circumstances? Can I leave?*

## Frequently Asked Questions (FAQs) – The Company

### 1. *What is a Livery Company?*

1.1 The first livery companies or their predecessor guilds can trace their origins back to the 12th century. When some guilds introduced their own distinctive clothing and regalia – or livery – to distinguish their members from those in other guilds, they became known as livery companies. There are now 110 City of London livery companies which although, they differ in size, structure and interests, share the same ethos: supporting trade, education, charity and fellowship, and working in the best interests of the communities in which they operate. Almost all are styled the 'Worshipful Company of...' their respective craft, trade or profession.

1.2 'The Great Twelve' livery companies are listed below in order of precedence, as decided by the Lord Mayor of London in 1515. Please note that the Merchant Taylors and the Skinners alternate from 6th to 7th annually as decreed by the Lord Mayor Billesden, in 1484, as a result of a continual battle over precedence. This still stands today and is from where the phrase 'at sixes and sevens' is thought by some to originate.

1.3 The links below will take you to more information about the oldest livery companies' fascinating histories:

1. [Mercers](#)
2. [Grocers](#)
3. [Drapers](#)
4. [Fishmongers](#)
5. [Goldsmiths](#)
- 6./7. [Merchant Taylors](#)
- 6./7. [Skinners](#)
8. [Haberdashers](#)
9. [Salters](#)
10. [Ironmongers](#)
11. [Vintners](#)
12. [Clothworkers](#) See HB Section **12**.

### 2. *What is the history of the Worshipful Company of Educators?*

The Worshipful Company of Educators is the 109th livery company and was founded in 2001 as the Guild of Educators, becoming the Company of Educators in 2009 and then the Worshipful Company of Educators in 2013. It obtained its Royal Charter in 2017 See HB Section **15**.

### 3. What is The Royal Charter?

This is an instrument of incorporation granted by the Queen which confers on the Company independent legal personality and defines its objectives, constitution and powers to govern its own affairs. Having become a full livery company on approval of the Court of Aldermen, The Worshipful Company of Educators was granted its Royal Charter on 11 October 2017 by the Queen. See HB Section **2**.

### 4. What are quarterage, the admission fee and fines?

Quarterage is an annual subscription charge which applies to all Members of the Company. The admission fee is a specific “fine” charged at the point of admission to the Company as Freeman. There are other fines applicable on progression to becoming a Liveryman and becoming a Warden. There is no difference between quarterage for Freemen and that for Liverymen. See HB Sections **2, 4 and 15**.

### 5. What are Bylaws and Ordinances?

The term “*Bylaws*” comes from wording in our Charter and is an alternative spelling for “*Byelaws*”. It refers to the various rules which govern the operation of the Company and the actions of its Members. We are also permitted under our Charter to have “*Ordinances*” which provide a form of authoritative order, but at present none have been created or approved. The Court has approved a “*Revised Responsibilities and Procedures*” document which provides detail in relation a number of activities of the Company – See HB Section **1**.

### 6. Why are some of our charges called “quarterage” and “fines”?

Guilds were so-called because members were required to pay gold (money) for their continuing membership of their organisation. The membership subscription for City of London guilds and livery companies is called quarterage and was, historically, collected on the Quarter days (Lady Day, Midsummer, Michaelmas and Christmas). A “fine”, which, used in this sense, is a fee paid for a privilege, is a single sum paid for each step in advancement, and varies within the Company according to the grade concerned. See HB Section **4**.

### 7. What is The Educators’ Trust?

The Company has established a charity entitled The Educators’ Trust Fund (formerly The Guild of Educators’ Trust Fund) which, in 2004, was registered with the Charity Commission with number 1104355 and, in 2016, was itself incorporated as a Charitable Incorporated Organisation under the Charities Act 2011. See Section HB **5**.

### **8. Who is our Clerk?**

Christian Jensen became the third Clerk of the Worshipful Company of Educators in August 2018. Christian was educated at the City of London School. After Sandhurst he joined in 1991 the 4th/7th Royal Dragoon Guards. He completed 5 years as an Army Officer, including a year's attachment to the Canadian Army in Ontario, before leaving as a Captain. Christian then joined a Swedish Bank as a trader in the Money Markets department, before moving to a Swiss bank and Equity Trading. Moving again in 2001, he joined a smaller Swiss bank and spent 17 years there, 16 of them happily until he was replaced by an Algorithm and decided to seek employment in a more traditional profession as Clerk to the Educators. After leaving the Royal Dragoon Guards, Christian joined the Territorial Army and commanded a Squadron in the Honourable Artillery Company between 2004 and 2009. He was deployed to Iraq in 2010. Currently he works one day a week for HQ London District in Horse Guards. Christian and his partner Olivia live in Twickenham and they have a poodle called Monty, who enjoys "Zoombombing" Educators' meetings!

### **9. Who is our Assistant Clerk?**

Johanne Moss was appointed Assistant Clerk of the Company in April 2021. Sitting alongside this, she continues with her role as Parish Administrator for St James Garlickhythe, the Educators' church – a job that she took on a trial "just helping to get things sorted" basis, several years ago. She is also their Parochial Church Council Secretary which, she now realises, is a job for life. Before these commitments, Johanne had a successful career in retail management. Starting as a school leaver, she was employed as a product allocator and advanced through the ranks, before finally ending up as a Director of Sourcing. In between, she specialised in buying and merchandising, with a specific focus on womenswear and accessories. Johanne absolutely loved her time in retail, but is equally happy to have moved on to pastures new. Johanne lives in Blackheath, South East London, with a very incompatible pairing of a rescue cat, Spot, and a rescue pigeon, Harry.

### **10. What should I wear to a Company function or event?**

The nature of the event and how formal it is defines what should be worn. There is considerable guidance in HB Section 7 to help navigate the complexity of white tie/ black tie/ business, casual etc. Distinctively for the Educators, our Members wear black academic gowns to formal dinners (their guests do not) and our officials such as the Master, the Wardens and the Clerk wear their formal Company gowns. See HB Section 7 and the picture in HB Section 15.

### **11. Why do the Educators wear academic gowns?**

When the Guild of Educators was first registered, it was suggested to the City that Members of the Educators should all wear black academic gowns on all formal occasions. This related back to the custom of the medieval guilds where the wearing of academic and legal gowns developed from the robes worn by monks - the originators of the professions of the clergy, medicine, education and the law. The City was content as it encouraged its companies to develop their own traditions. Robing across the livery companies is a symbol of being recognised as a full practitioner in the trade or profession concerned. When we became a full livery company, we purchased special Master's, Wardens' and Beadle's gowns.

### **12. What are the expected behaviour and etiquette at a formal Company function or event?**

Standard good manners apply during all Company functions. Please do not use a telephone or take photographs, stand up and wander around, or talk during speeches or musical performances. In addition to pre-dinner drinks, different wines may be served with different courses, a "Loving Cup" may be circulated, and port or other digestif may be served. This all depends on the occasion; but please remember that if a formal dinner, you will need to wear your black academic gown. See HB Section 7 for more information about the protocol and dress requirements.

### **13. What is The Loving Cup?**

This ancient custom supposedly originates from the Anglo-Saxon times when King Edward the Martyr was stabbed in the back while drinking a toast from a two-handed goblet that had been offered to him. Today we stand to guard the back of the person receiving the loving cup, an ancient tradition that has passed down over the centuries across the livery companies. For a more in-depth explanation, see HB Section 7.

### **14. What does "The Master" or "Master Educator" mean?**

The Master is the elected officer who heads each livery company and during the one-year term is the most senior officer of the company. One company has the Master in this role for two years and the Saddlers have a Master and a Perpetual Master. Some livery companies use terms such as Grand Master, Company Admiral, Permanent Master, Prime Warden or Upper Bailiff. The Master Educator is elected annually by the Court and serves for 12 months from June each year as the Chief Officer of the Company. The title of "Master" is used whatever the gender of the person in the role. See HB Section 15.

### **15. What is meant by the Master's Consort?**

In our Company we give the spouse or partner of the Master the title of "Mistress" or "Consort" – respective to the gender/preference of those involved - thus "The Mistress Educator" or "The Master and her Consort". See HB Section **15**.

### **16. What does "Warden" mean?**

A Warden is a Liveryman elected by the Court on the recommendation of the Nominations Committee, to be one of the Company's senior leaders. It is the way we plan for succession to the Mastership, with individuals progressing in annual stages through from Lower Warden to Middle Warden to Upper Warden and then to Master. In our Company the Renter Warden does not progress, but holds the Office for a maximum of five years, normally chairing the Social Committee. Other livery companies have similar procedures but may use different terms, e.g. the Weavers have "Bailiffs". See HB Section **15**.

### **17. What is a Court Assistant?**

A Court Assistant is a Liveryman who has been elected by the Annual Assembly to be a member of the Court, having been nominated by the Court, following the recommendation of the Nominations Committee. We have up to 20 Court Assistants and they are appointed for periods of five years. In fact, the full name of the Court is "*The Court of Assistants*" although, as seen from Bylaw 30, it is not just made up of the Court Assistants. See Section HB **15**.

### **18. What are the role of The Clerk, The Almoner, The Beadle, The Treasurer and other of our Company Officers?**

There are a number of different office holders who volunteer within the Company, some of whom are appointed by the Court. Information on who is who can be found on the Website and their roles are summarized in Part 3 of this Handbook. *Revised Responsibilities and Procedures 2021* gives specific definitions and responsibilities in certain cases. See HB Section **15**.

### **19. What are the Master's Seminars?**

The annual series of Master's Seminars has been something of a flagship for the Company. The format for each year is decided by the current Master. The seminars form part of a co-ordinated themed programme, looking at different aspects of a topic or looking at the theme in different areas of education. Speakers at these events are acknowledged experts in their field.

For 2020/21 the Master, Richard Evans, chose as his theme '**Vision 2030**'

In 2019/20 the Master, Pamela Taylor, had as her theme '**Education for Life**'

In 2018/19 the Master, Dr Elisabeth Goodwin had as her theme **'It All Adds Up'** about mathematics.

### **20. Tell me more about our Coat of Arms - What are the official Blazon and Motto of the Worshipful Company of Educators?**

Officially the College of Arms describes our “heraldic achievement” (the coat of arms plus other heraldic elements) as follows. See also HB Section **16**.

**Arms:** Gules on the Chevron Or a Chevron Sable between three Mortarboards Or  
**Crest:** Upon a Helm with a Wreath Or Gules and Sable An Eagle with wings elevated and displayed proper each wing charged with an Annulet Azure holding in the dexter foot a Torch Gules inflamed Or. **Mantle:** Sable and Gules lined Or  
**Supporters:** On the dexter a dragon wings elevated and addorsed Argent holding in the dexter foreclaws an Abacus Azure the beads Gules and on the sinister a Barn Owl wings elevated and addorsed proper the wings charged with an Escallop Azure charged with two Swords in saltire proper hilts and pommels Or and holding in the beak by the tail a Mouse Sable each statant upon a Book Or bound Gules **Motto:** PER DOCTRINAM AD LUCEM (through learning to light)

### **21. Can I use The Coat of Arms on a document I am writing?**

**NO!** The Company Coat of Arms is strictly for use on Company business only, with the Clerk and the Master normally the only ones authorized to use it. In some circumstances use by others may be considered but it must never be used unless by specific authority and permission from the Master. See HB Section **16**.

### **22. What is “The Livery Badge”?**

Once “clothed” as a Liveryman at the Declaration Ceremony, (see HB Section **18**), you should wear a Livery badge on your gown to distinguish yourself from Freeman. The Livery badge is a capital Sigma interlaced by a Quill Pen, nib downwards. The badge represents the arts and science as the basis of knowledge and the past and future as the foundations of understanding.

### **23. Are there Company accessories?**

Accessories are available to purchase from the Clerk for use by Members. They include a tie, name badge, brooch, lapel pin, cuff links and for Liverymen the Livery Sigma badge.

### **24. What is a Buddy?**

A Buddy is an experienced Member of the Company who is allocated to an Admitted Freeman to help them settle in and be welcomed to the Educators during their first year or so in membership. See HB Section **8**.

## Frequently Asked Questions (FAQs) - London and The City

### **101. What is “The Square Mile”?**

This is a colloquial term for The City of London and its boundary shape within the footprint of London. The City of London is widely referred to simply as “The City” or “The Square Mile”, as it is 1.12 square miles in area. See HB Section **9**.

### **102. What is the difference between The Lord Mayor and The Mayor of London?**

The title “Lord Mayor of the City of London” was introduced in 2006 to avoid confusion with the Civic “Mayor of London”. The former is an apolitical role and the holder of the title changes annually on election by the Court of Aldermen. The latter is an elected public political position as the Head of the Executive of the Greater London Authority, currently Mr Sadiq Khan. However, the legal and commonly used title for the former remains Lord Mayor of London. The position of “Mayor of London” was first introduced in 1189 and the first “Lord Mayor” was Sir Thomas Legge in 1344. The Lord Mayor of London has particular privileges and obligations. See HB Section **10**.

### **103. When is the Lord Mayor’s Show? Can I take part?**

It is always on the second Saturday in November. It is useful to note that “The Lord Mayor’s Show” is not intended as a “show” as in spectacle, but rather a requirement for the Lord Mayor to “show” him or herself. The Company may not always be asked to take part in the procession as its composition normally relates to the particular Lord Mayor concerned. The Clerk will alert Members to any opportunity via the Newsletter. Members taking part to represent us may wear one of the Company’s formal gowns that would normally be used by a Warden. See HB Section **13**.

### **104. What is the Court of Aldermen?**

The Court of Aldermen is focused on progression to and support for the Mayoralty. It also oversees the creation of new livery companies and guilds and maintains an historic link to the Livery. Aldermen are elected for six years from their date of election, so there is no single date on which they are all elected.

### **105. What are the roles of the Sheriff, the Aldermen, the Common Councillors and other City Officials?**

There are a large number of different office holders in the City of London, many of which positions date back centuries. Several of the more unusual are described in the Part 2 of this Handbook. It is often claimed that the Sheriff is the oldest

office in the City, but before the creation of ‘Mayor’ (from the French), London was run by a Bishop and Portreeve. The latter transmuted into Sheriff (Shire-reeve). What is critical is that the Sheriff came to be appointed by the City and not by the Monarch. See HB Section **10**.

### **106. What is Common Hall?**

The City of London Common Hall meeting (“The Hustings”) is held twice a year in the historic Guildhall, once to elect the Sheriffs (in June) and once to elect the Lord Mayor (in September). Liverymen of at least one year’s standing are invited to attend Common Hall; at the June meeting there are also elections for the Bridge Masters, Ale Conners and Auditors. See HB Section **10.2**.

### **107. What is Common Council?**

The Court of Common Council is an elected governing body of the City of London Corporation. See HB Section **10.8**.

### **108. Would I find attending a City Briefing useful?**

Yes. These events explain the Role of the Lord Mayor, the Square Mile and the workings of the livery companies. See HB Section **13**.

### **109. What is a Ward Club?**

These are associated with wards which are the administrative divisions of areas of the City of London or Square Mile. <https://www.cityoflondon.gov.uk/about-us/voting-elections/ward-clubs> See HB Section **11**.

### **110. What is St James Garlickhythe?**

The Church of St James Garlickhythe (<http://www.stjamesgarlickhythe.org/>) is a Church of England parish church in the Vintry Ward of the City and close to the Company’s office in Little Trinity Lane. It has often hosted the Company’s Annual Service and several other occasions in the life of the Company.

### **111. Where can I find out more about the City and its historic sites?**

The following links provide more information about the City, its historic sites and other institutions:

Mayor of the City of London - see <https://www.cityoflondon.gov.uk/about-us/about-the-city-of-london-corporation/lord-mayor>.

Mayor of London – see <https://www.london.gov.uk/about-us/mayor-london/mayor-and-his-team>

Guildhall – see <http://www.guildhall.cityoflondon.gov.uk/>

Mansion House – see <https://www.cityoflondon.gov.uk/about-us/about-the-city-of-london-corporation/mansion-house>

St Paul’s Cathedral – see <https://www.stpauls.co.uk/>

The Royal Exchange – see <https://www.theroyalexchange.co.uk/>

The Old Bailey – see <https://www.cityoflondon.gov.uk/about-us/law-historic-governance/central-criminal-court>

Smithfield Market – see <https://www.smithfieldmarket.com/>

The Bank of England – see <https://www.bankofengland.co.uk/>

The Tower of London – see <https://www.hrp.org.uk/tower-of-london/#gs.3o2oy3>

Blackfriars Bridge – see [https://en.wikipedia.org/wiki/Blackfriars\\_Bridge](https://en.wikipedia.org/wiki/Blackfriars_Bridge)

London Bridge – see <https://www.visitlondon.com/things-to-do/london-areas/london-bridge/london-bridge-guide>

Tower Bridge - <https://www.towerbridge.org.uk/>

## Glossary

### **G1. What do these abbreviations mean?**

**CIO** - Charitable Incorporated Organisation

**F&GP** - Finance and General Purposes Committee

**FE** - Further Education

**GDPR** - General Data Protection Regulation

**HE** - Higher Education

**IPM** - Immediate Past Master

**PM** - Past Master

**RRP** - Revised Responsibilities and Procedures

**SIG** - Special Interest Group

**LSL** - Livery Schools Link

**SEND** - Special Educational Needs and Disabilities

**WCoE** - Worshipful Company of Educators

### **G2. What does the term “The Freedom” mean?**

The term is used as a short version of “The Freedom of a livery company” or similarly “The Freedom of the City of London” and is a reference to the rights of an individual or describes a group of those with those rights, i.e. a Freeman or Freemen. For example – “John Brown has applied for The Freedom.”; “The Freedom gathers for the Annual Assembly”.

### **G3. What does the term “The Livery” mean?**

This can be confusing. The term can be used as a short version of “The Livery of a livery company” and refers to an individual company’s liverymen. It is also used as a description of the particular livery company, as well as the livery companies as a community in the City of London. The context will demonstrate the meaning being used. For example - “Susan Jones is on the Livery of the Educators.” (i.e. she is a Liveryman); “The Livery organises an annual banquet” (i.e. the Company); “The Livery at the Lord Mayor’s Show forms a wonderful procession” (i.e. the livery companies in general).

### **G4. What does the term “mystery” mean?**

It’s not about anything “mysterious” as we now use the term or something “ineffable”. It is an archaic spelling of the word “mystery” meaning simply a medieval term for “trade”, “craft” or “professional techniques and tools”. See HB Section **1**.

### **G5. What does Declaration mean?**

As an Admitted Freeman you will need to declare formally your public commitment to the Company and sign the Register. This is known as Declaration and takes place at the Declaration Ceremony. See HB Section **2**.

### **G6. What does “Member” mean?**

The term “Member” refers to both Liverymen and Freemen of the Company as defined in our *Bylaws*, whose responsibilities are described in our *RRP*. At present we are permitted by the Court of Aldermen to have up to 300 Liverymen on our Company Register. There is no cap on the number of Freemen permitted. See HB Section **15**.

### **G7. What does “Honorary Freeman” or “Honorary Liveryman” mean?**

7.1 There are a select few individuals who are appointed as Honorary Freemen or Honorary Liverymen and may participate in the life of the Company. Such Freemen or Liverymen are not part of the formal membership count, nor may they vote by virtue of this position. These are distinguished people, normally from the world of education, who are invited to join the Company because we wish to recognise their particular achievements and benefit from their experience.

7.2 Recent examples of our Honorary Freemen are *Baroness Floella Benjamin DBE*, member of the House of Lords and past Chancellor of the University of Exeter, and *Professor Michael Raymond Mainelli*, who has served as Sheriff of the City of London for 2019–2021. Honorary Liverymen also include our *Scriptor Emeritus* and Foundation Clerk *Mr Keith Lawrey*, and *The Very Revd. John Hall*, retired Dean of Westminster and sometime General Secretary of the Church of England Board of Education, subsequently Chief Education Officer of the Church of England.

### **G8. What does “Associate Member” mean?**

There are other individuals who, for example, have been Freemen or Liverymen and by virtue of circumstance are unable at present to play a full part and become **Associate Members** – see *Bylaw 2c*. They continue to make quarterage payments.

**G9. What does “Friend of the Livery” mean?**

Liverymen or Freemen who, for unavoidable reasons, have resigned as Company Members, but who have a continuing interest in the work and wellbeing of the Company, may be appointed by the Court as **Friends of the Livery**.

**G10. What does the term “by Patrimony” mean?**

This is the term given to the right to join a livery company because a parent is or was also a member. See HB Section 2.

**G11. What does the term “by Redemption” mean?**

This is the most usual way of joining a livery company, especially in the younger companies, and involves the payment of a “fine” (admission fee). See HB Section 2.

**G12. What does the term “Clothed” mean?**

“Clothed” means that when you have been admitted to the Company you are clothed as part of the Declaration Ceremony by putting on a black academic gown, as adopted for its “clothing” by the Company. This follows the past traditions of particular clothing being associated with particular professions – in our case the black gown brings associations with teaching and scholarship. See HB Section 2.

**G13. What does the term “Per doctrinam ad lucem” mean?**

We had a competition amongst the Members for our motto and the following was chosen: *Per doctrinam ad lucem* (Through learning to light).

**G14. What do the terms “Blazon”, “Crest” and “Supporter” mean?**

A “Blazon” is a heraldic term for the correct and detailed description of armorial bearings or coats of arms. The “Crest” is a component of a heraldic display, consisting of the device borne on top of the helm. “Supporters” are the figures or objects, often mythical animals, usually placed on either side of the shield and depicted as holding it up – in our case a dragon and an owl.

**G15. What if I feel I can no longer be involved in the Company, owing to a change of circumstances? Can I leave?**

Membership of any livery company is considered to be a lifetime commitment, and this is why we ask you to think carefully before you join. However, we realise life has its good times and its bad times and that circumstances can change. So, if you have problems which may affect your membership status, it is always best to talk to the Clerk immediately. He will discuss your situation sympathetically and in confidence, and may be able to refer you to another Member who is equipped

to assist, or to an agency which can support you in a more practical way. If you have temporary financial difficulties, we have an Almoner's Fund and can sometimes arrange help with your quarterage on a short-term basis, or we can allow you to switch to instalment payments. You should note that we cannot 'suspend' membership and, if you do decide to leave the Company and then wish to rejoin, you will be expected to reapply and go through the joining process again.

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<https://sharpphoto.co.uk/p900815584>

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The Members' Handbook will be updated annually; if you have suggestions for additions, improvements or wish to alert us to an error please contact the Chair of the Membership Committee.

Janet Reynolds Lower Warden and Chair of Membership Committee supported by Annie Eggar and Alice Hynes August 2021

**END OF MEMBERS' HANDBOOK Version 1 - as at August 2021**