



The Worshipful Company of Educators

Members Handbook

Preface

This handbook is intended as a source of reference for both existing and prospective Members of the Worshipful Company of Educators.

- Part 1 describes the principal objects of the Company and recounts its history.
- Part 2 describes the many and varied activities that are open to Members.
- Part 3 outlines the obligations both financial and in terms of conduct that are expected of Members.
- Part 4 provides a guide to the Company's governance and the roles of its officers.
- Part 5 describes Company communications including the Members' web portal.

The appendices list the Company's principal officers and describe the traditions, procedures, ceremonies, dress codes and other protocols associated with membership. There is also a glossary to explain terms that Members may come across together with an introductory guide for those seeking to become Freeman and Liverymen of the Company.

The handbook and the Educators' website will help readers to learn more about the life and work of the Company. For a more detailed view of the Company's governance, Members should consult the Educators' Charter and Bylaws (available on the website [here](#)) and the latest edition of a Company document entitled Responsibilities and Procedures (available in the Members Area). In the event of any inconsistencies or ambiguity, these documents take precedence over the handbook.

Acknowledgements

Warm thanks are offered to the many Members who contributed to the writing and editing of this handbook over the years, especially Freeman Matt Fossey, Court Assistants Annie Eggar and Alice Hynes and Past Masters Max Weaver, Dr Martin Gaskell DL, David Taylor, Pamela Taylor and Peter Williams CBE, together with Members of the current Communications Committee, particularly Liveryman Ian Long.

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Part 1: Introduction to the Company

The Worshipful Company of Educators is one of the 114 Livery Companies of the City of London. Some of today's Livery Companies derive from the medieval guilds and professions who were responsible for the regulation of their trades. Others, including the Educators, have more modern origins but have adopted the traditions of the older guilds.

Founded as a guild in 2001, the Educators provides a forum through its social events, visits, seminars, meetings and dinners to bring together members of the education world. It operates a charitable fund to support individuals and projects that assist the process of learning and its management. Each year, the charity encourages and rewards individuals through the award of grants and medals.

The Educators is the 109th company to be granted its livery status by the Corporation of London and its objects according to its Charter are:

“(i) To raise awareness of, and to promote, the education profession, and to uphold its standards of excellence and integrity; (ii) To promote, administer and contribute to the Educators’ Trust Fund”.

The Charter provides the Company with 13 other Powers, enabling it to conduct its financial affairs and organise its work. They refer to various forms of educational activity as well as an expectation 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.”

A Brief History of the Educators

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, 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 leaders from various sectors of the education profession.

Becoming a guild was the first part of a three-stage process that led to becoming a full livery company. The second stage was 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, a banquet was held at Mansion House to celebrate receipt of the Charter, attended by three former Lord Mayors who are also Liverymen of the Company.

Charitable giving

Charitable activity is a long-standing feature of the livery companies of the City of London. Collectively they regularly donate over £70 million to charities each year. In the tradition of other livery companies The Worshipful Company of Educators established a registered charitable incorporated organisation now called The Educators' Trust (Reg. No 1179353).

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. Many of those who choose education as a profession have a desire to improve the lives of others. While the profession itself may not offer the richest of financial rewards, the principle of charitable contribution is important to us, whether donations are large or small.

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.

(Dr Jennifer Somerville, Chairman of the Educators' Trust)

It is usual that new Members donate to the Educators' Trust on becoming a Freeman. Annually, the Educators' Trust Chairman sends a letter of appeal for contributions to all Company Members and there is an expectation that Members 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.

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 annually; 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 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 and welcomes Members who wish to help with its activities. Every now and then there is the opportunity to become one of the Trustees.

Part 2: Company Life and Activities

There are a broad range of activities open to Members of the Company that vary from formal functions and dinners held in some of the ancient livery halls, and on occasion, in Guildhall and Mansion House. The Company organises lectures and seminars held in-person and online together with more informal social events and visits where you will have the chance to meet other Members and their guests.

Various roles and titles are referenced below – you can find out more on the people and structure of the Company in Part 4 (Governance and Company Structure) and Who's Who in Appendix 1.

The Franklin Lecture

Many 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 (1935-2021), the founding Master of the Company of Educators and Vice-Chancellor of City University for 20 years. Normally occurring in the Spring Term, the lecture 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 Master's Seminars

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 & Liaison 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.

The Master's Weekend

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 Friday to Sunday. These have been held in various places in the UK and abroad including Aldeburgh, Epping Forest, Montpellier, Malvern, Derry/Londonderry and Rutland.

Special Interest Groups

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. To accommodate this breadth of membership, the Company has a range of Special Interest Groups (SIGs), with SIG Leads who organise events, talks and presentations each year. As the composition and the activities of SIGs changes from year to year, please see the Company website and newsletters for further details and feel welcome to contact the appropriate SIG Lead, SIGs Co-ordinator or the Education & Liaison Committee for further details (see Appendix 1).

Social Programme

The Company's Social Committee organises a range of events throughout the year under the guidance of the Renter Warden. The programme has involved visits to interesting and educational venues, often with interesting speakers, 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 public.

Examples of past events include visits to the Freud Museum, St. Paul's Cathedral, the London Archives, Bletchley Park, supper in the Tower of London, a tour of the Francis Crick Institute, a visit to the Coventry Peace and Reconciliation Centre, a walking tour of Roman London and many more. Events are run at different times and days of the week to appeal to as many Members as feasible. The charges are kept low (normally in the range £10 to £40 per person) and partners and guests are welcome.

Educators' Choir

Company Members 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 with skill and interest are most welcome to join the Choir. Those giving service in this way enhance formal occasions and Members 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 currently leads the Choir, via the Company web portal or through the Clerk's office.

Livery Dinners

The Company normally arranges three or four formal Livery dinners per year, usually held in the Hall of a fellow Livery Company. There is a dress code and etiquette for these events that is outlined in more detail in Appendix 3.

Volunteering for the Educators

Through the auspices of the Educators, a wide range of opportunities are available which allow Members to get involved with different charitable activities and with the work of the Company itself. These help Members to get to know each other and to learn more about the traditions of the Livery. 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 committee chair or secretary or Clerk's office.

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.

School Governor Volunteering

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. Feel free to contact Liveryman Ann Bell to discuss these opportunities. Ann's details are on the Company web portal.

Public Speaking Competition, London Careers Festival and The Sheriffs' Challenge

The Company has held a public speaking competition since 2010 for pupils in year 10 and 11 attending schools in the London area. This is organised by Liveryman John Dewhurst.

The London Careers Festival (LCF) is an annual event open to primary and secondary schools, sixth forms and colleges. The Livery Showcases span two days. One day is for primary school groups, and the other for secondary school groups up to Year 9. The Company has a stand at the Showcase and welcomes volunteers. This is organised by Liveryman Andrew Harland.

In addition, the Educators are heavily involved with The Annual Sheriffs' Challenge. This was started by Liveryman and former Lord Mayor Peter Estlin. Livery Companies sponsor the teams of Year 12 students from participating schools with the aim to give sixth 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. This is organised by Past Master Roy Blackwell.

Livery Schools Link

If you are interested in helping schools whether primary, secondary or special, there are opportunities to be involved with Livery Schools Link a charitable organisation with membership open to all livery companies, and guilds in the City of London (see www.liveryschoolslink.org.uk).

Its purposes are to support schools in developing young people's skills for work and life; make young people aware of the wide range of employment and training opportunities which are represented by livery companies and their members; help raise the aspirations of young people; encourage livery companies and their members to get actively involved in helping achieve links between them and schools.

Volunteers are needed in the following areas to:

- give careers talks to schools virtually or in a school;
- talk to schools about their current needs, typically other than finance, that they need help with;
- encourage schools to attend events such as the Livery Education conference and the Livery Showcase;
- help plan and work on the Educators' stand at the Livery Showcase (see above on London Careers Festival), which the Livery Schools Link runs over two days each year. One day is for pupils in years 8 and 9 in secondary schools, and the other is for primary school pupils in years 5 and 6;

The Company has been involved with Livery Schools Link since its establishment in 2000. If you would like to help, please contact Past Master Roy Blackwell who is the current Chair.

Livery Education Conference

This conference has been running since 2014 and is designed to provide an opportunity for head teachers, teachers, senior staff and Masters of livery companies to consider ways of working together. The conference is a collaboration between Livery Schools Link and The Worshipful Company of Educators.

Livery Companies Skills Council

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.

<https://www.liverycommittee.org/charities-and-education/education/livery-companies-skills-council/>

Other Livery and City Events

There are a number of Livery and City events that you may wish to attend, many of which are open to those from other livery companies. Some examples include an inter-livery bridge tournament run by the Worshipful Company of Makers of Playing Cards; The Worshipful Company of Coopers' Cask Race and the Inter-Livery Golf Croquet Day organised by the Worshipful Company of Glovers. Some opportunities are advertised through the Company weekly newsletter. In addition, the websites <https://liverycommittee.org/calendar-events/> or www.cityoflondon.gov.uk/events will help you find out more information about some city-wide events that take place during the year.

City of London Ward Clubs

The City of London wards have their origins in the Middle Ages when small areas within a city were able to act as self-governing communities with their own assemblies. Today, there are 25 wards which have (or share) Ward Clubs which are membership organisations, each with their own customs and traditions.

They are 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. Being a Freeman of the City of London and an Educator is likely to provide that qualification. Membership of a Ward Club provides an excellent means to learn about the history and governance of the City and is the same as any other social group with committee meetings and a variety of social events that range from outings or dinners, to talks and presentations. A list of the City of London Ward Club websites can be found on the [Livery Committee website](#).

Part 3: Commitments and Obligations

The Worshipful Company of Educators is a new livery company built on ancient traditions and seeking to make a positive contribution to a modern world. Many of those seeking to join this Livery Company are stepping into this world for the first time, having already forged a successful professional career. While the Company may have similarities with their own professional bodies, clubs, learned societies or charities, there are some significant differences that prospective and new Members need to be aware of.

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.

Declaration Statements

In making your Declaration as a Freeman and becoming a Member of the Worshipful Company of Educators (i.e. an Educator), you publicly declare a series of statements about your future commitments and conduct. You declare these in public and as an oath that includes obligations to be:



loyal to our sovereign lord, King Charles and to his heirs and successors:

Whatever your place on the political spectrum, this is an expectation of commitment to the realm and the person of His Majesty. At Company dinners and on other occasions there are toasts to the King and the Royal Family. There is an expectation of respect being given to these traditions in behaviour and attitude.



faithful in all lawful things to the Master and Court of Assistants:

There is an expectation of respect and active support for the Master of the Company, and those who comprise the Court of Assistants.



obedient to the Company's Charter, Bylaws and Ordinances:

Company organisational arrangements are detailed in the Court-approved document *Responsibilities and Procedures* (R&P). These are updated from time to time. 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.



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. The glossary in Appendix 2 defines these terms.



true to the art and mystery of the profession known as education:

The medieval concept of mystery refers to the way in which guilds and livery companies were a repository of special expertise required to undertake a particular profession. Nowadays, it also refers to the understanding and adherence to regulatory standards associated with education profession (see also glossary).



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.

Financial Obligations

The Worshipful Company of Educators is a comparatively recent livery company, and unlike some of the more ancient companies has not been in receipt of several hundred years of membership contributions and legacies. It does not have its own Hall, rather it has to hire those of other companies for its formal dinners and other events. Consequently, it has not built up a significant financial surplus or developed income streams from other investments. Unlike some other Livery Companies, few of its Members are earning salaries from working in financial services or the Law and a proportion of Members are now on retirement incomes.

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. There is an expectation that Members will engage in charitable giving, appropriate to their means.

All the Company's officers and activity leads are volunteers, save the Clerk, the Assistant Clerk and the Beadle. A small annual charge is made by the Company to the Trust for the administration of the Trust and although some Company events are free of charge, formal dinners, social events and seminars are charged for to ensure that all costs are covered.

Fines

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 Warden. The Clerk will issue requests for payment and provide receipts as required.

Quarterage

The annual subscription, known as quarterage, is the principal source of income for the Company. 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 expected by bank transfer, cheque, standing order or online (e.g. GoCardless). Rates are set annually by the Court and Members are advised each year and published on the Company website.

Collectively, quarterage, fines and charges for dinners and Company events go to meet the operating costs of the Company. These include the costs of running the office, the company's administration, printing, postal and IT costs, the cost of auditing of Company finances and the salaries of its paid staff – the Clerk and Assistant Clerk.

Conduct

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.

The Company expects its Members to behave lawfully and practise financial probity. and are not permitted to use their "Freedom" for self-publicity or business promotion purposes. Educators should also adhere to the Nolan principles that were a set of ethical standards expected of those working in public life, first set out in 1995 by Lord Nolan in his report of the Committee on Standards in Public Life, namely:

- ❖ Honesty
- ❖ Openness

- ❖ Objectivity
- ❖ Selflessness

- ❖ Integrity
- ❖ Accountability

- ❖ Leadership:

See: <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

The Company expects its Members to 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 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 seek to make all Members, and our guests welcome and avoid any situations which might cause embarrassment – for the person themselves. If something does happen where you feel that good fellowship behaviour has unfortunately slipped, you may choose to address it at the time, and/or to mention it afterwards to the Clerk or the Beadle.

Discontinuing Membership

Membership of any livery company is a lifetime commitment, and this is why we ask you to think carefully before you join.

If you have problems which may affect your membership status, it is always best to talk to the Clerk who will discuss your situation sympathetically. 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.

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. The Court, at its discretion, decides on those to be recognised as Friends and the respective relationship with the Company.

Part 4: Governance and Company Structure

By virtue of the grant of a Royal Charter, the Company is, in law, a corporate body. The Company of Educators is also registered as a Livery Company with the City of London Corporation. Its **Charter and Bylaws** provide the ‘governing instrument’ or ‘constitution’ of the Company. The **Responsibilities and Procedures**, as approved by the Court, cover in further detail the Company’s powers, terms of reference, ceremonial procedures, finance, data and employment arrangements, among a wide range of organisational matters. The Court is the managing body for the Company and is broadly equivalent to a Board of Directors having the legal and financial responsibility for the Company.

Company Officers

The Master Educator

The Company’s Master - a title used irrespective of the post holder’s gender - holds office for one year attends all statutory events in the City of London and represents the Company at external events, engaging with external bodies on behalf of the Company and promoting the relationship of the Company with the City of London.

The Master Educator can attend on ex officio basis, all committees of the Company. The Master is responsible to, and serves as the Chairman of, the Court, the body which manages the business of the Educators. The Master also chairs the Annual Assembly, the Finance & Operations Committee and represents the Company at City events and functions.

As a point of protocol, 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 Master’s Badge is elaborate and is sometimes referred to as the ‘Master’s Jewel’.



Past Masters

The Immediate Past Master (IPM) is the person who was Master the previous year. By virtue of the Bylaws, the IPM 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.

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. They are distinguished by a gold badge with coloured enamelling.

The Wardens

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 Company committee for the three years of their time as a Warden. Appointed formally each year at the Annual Assembly, the Upper Warden, Middle Warden and Lower Warden sequentially move towards Mastership, subject to election. They are generally addressed by their titles at Court and at formal functions, but it is not necessary to use their titles 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. A Warden’s badge is silver, with coloured enamelling.

Court Assistants

Court Assistants are elected for five years at the Annual Assembly. Only members of the Court may be nominated for the Master and Warden positions. Court Assistants wear silver badges.

The Court

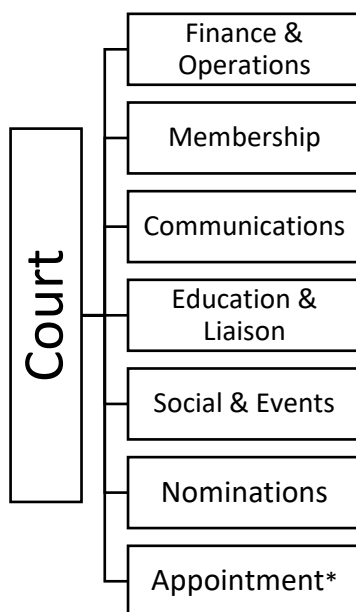
The Court consists of the Master and the Upper, Middle, Lower and Renter Wardens, the Immediate Past Master, the previous four Past Masters, the Treasurer, and the Court Assistants. Their roles and those of other Officers of the Company are described in the following paragraphs. The Master, the Wardens, the Clerk and the Beadle wear distinctive gowns as well as their Badge of Office when attending Court or other formal ceremonies.

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. They, together with committee secretaries and all other Past Masters may attend Court but may not vote.

The Committees

While the Court is accountable for the good financial order of the Company it is assisted in this work by a range of committees who, with a few exceptions listed below, are chaired by one of the wardens.

Figure 1: The Court & its Committees



* Committee convened solely for the appointment of the Clerk

The Finance and Operations Committee (F&O), is where much of the detailed examination and consideration of financial matters is undertaken, including the provision of an approved budget. Chaired by the Master, the Committee gives advice to the Court on the Company's financial policies and matters of property and rentals. It advises on HR policy matters receiving reports from the Advisor on Governance and the Educator's Trust.

Comprising the most recent five Past Masters and chaired by the Immediate Past Master, the Nominations Committee recommends to the Court the candidates for Master, Wardens, Treasurer, Chaplain, Almoner and Editor.

The Membership Committee oversees the recruitment process for the Freedom of the Company; advises the Court on recruitment, induction and engagement as well as advising on and overseeing transfer to the Livery.

The Communications Committee oversees the creation, editing and publishing of online and offline communications relating to the activities of the Company including 'The Educator', handbook and website.

The Education & Liaison Committee manages the Company's educational projects, including the Master's Seminars and the Franklin Lecture. It also oversees and supports the Company's Special Interest Groups and the Company's military affiliations. The Committee advises Court on, and liaises with, inter-livery and City initiatives.

The Social & Events Committee is chaired by the Renter Warden and is responsible for an annual programme of social events and oversee the Master's Weekend and other Master's events not covered by the Education and Liaison Committee.

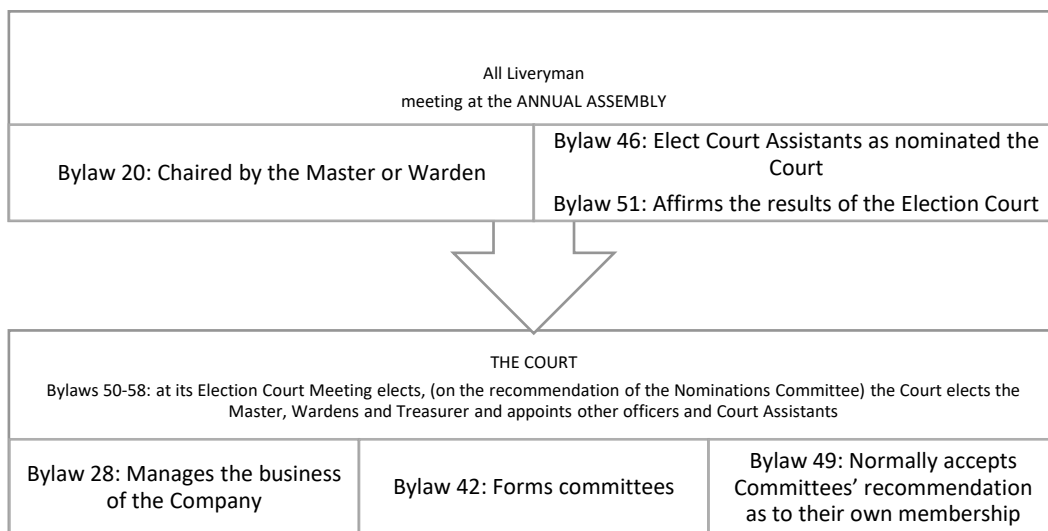
Committees can set up sub-committees, specific groups or short life working groups. Committee secretaries are Members who are appointed by the Court and organise the administration of their committee. They attend Court meetings and may speak as appropriate but have no vote.

Annual Assembly

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. All Members can attend, space permitting, and Liveryman can vote. It is also the occasion when the following year's Master and the Wardens for the next year are formally affirmed and installed, having been elected by the Court.

The Ceremony is followed by the Installation Dinner which any Member may attend. The diagram below indicates the principal business undertaken at the Annual Assembly.

Figure 2: The Principal Functions of the Annual Assembly



Clerk & Assistant Clerk

The Clerk is the salaried chief executive of the Company, who has an extensive range of responsibilities. These include the keeping of the Company's financial accounts, implementing all decisions made by the Court and organising the statutory meetings of the Company, acting as the Company's designated accounting officer and its Data Controller. The Clerk reports to the Master and works closely with the other Wardens. All other volunteers (apart from the Wardens) are 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 City of London functions and ceremonies.

The Assistant Clerk of the Company - a post first instituted in April 2021 - assists the Clerk in their duties and responsibilities. The Clerk's Office maintains close contact with Clerks of other Liveries.

Chaplain

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.

Treasurer

The Treasurer has overall responsibility for the Company's financial systems and the probity of the Company's financial management. The post holder is responsible for preparation of Company financial statements providing budget and cash flow forecasts advising the Court on the appointment of auditors or examiners and the investments of the company.

The Beadle

The position of Beadle is an historic one and was, in the past described as a 'policeman, friend, social worker and communicator'. 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.

Almoner

The Company has established the role of Almoner who is in contact with Members at times of illness, bereavement, or other concern, as well as with Members who are no longer able to take an active role in the affairs of the Company. The Almoner can be contacted via the Clerk.

Advisor on Governance

The Court appoints either one or two senior Members as an Advisor on Governance who submits an annual report on all matters relating to the governance of the Company, to the Finance & Operations Committee and the Court at their summer meetings each year.

Archivist

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 & Operations Committee.

Editor

The Editor is appointed by the Court as the person responsible for the Company journal, *The Educator*. The Editor 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.

Military Liaison Officer

The Company also appoints a Military Liaison Officer to foster and maintain the Company's links with approved military partners and oversees the military awards approved by the Court.

Relationships with other organisations

The Company appoints an accountancy firm to help manage its financial independent examiners to review its Annual Report and Financial Statements, tendering regularly for these commercial services. The Court may also enter into a standing relationship with a qualified solicitor for legal advice as and when necessary.

From time to time the Company may enter into formal relations with other organisations which can be termed affiliations for the mutual benefit for the Company and the affiliate.

Honorary Members

A select few individuals are appointed as Honorary Freemen or Honorary Liverymen and may participate in the life of the Company. 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 achievements and benefit from their experience. On advice from the Membership Committee, the Court 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.

Part 5: Communications

Expectations of Members

As was mentioned in Part 3 of the handbook, becoming a Freeman places expectations on Members on polite behaviours, including the 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.

The Company recognises the need for the academic freedom to hear different perspectives and to debate controversial subjects openly and honestly with the breadth of input and views. However, the Company is a non-political environment. It must not be used to lobby for 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.

Similarly, it is 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. Occasionally, it may be because of a specific request approved by the appropriate authority on advice from the Clerk.

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.

Principal Modes of Communication

The Communications Committee has the remit to oversee the Company's online and offline communications. Some of the current principal modes of communication with members and the wider world include:

Electronic Newsletter

One of the most useful sources of information about the day-to-day activities of the Company is the weekly newsletter, normally sent by email to all Members. It includes regular communications from the Master and is the go-to listing of all Company events, describing the events, providing dates and timing, confirms who may attend, who to contact about booking and whether there are any charges involved. The newsletter also provides information about events and activities of other Livery Companies that have been shared with the Clerk. 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. However, the newsletter is not a place for general personal adverts and the final arbiter on content is the Clerk.

Website

The Worshipful Company of Educators has a public website <https://educatorscompany.org/>. As with all websites, it is subject to periodic updates. It currently contains information about the history of the Company, membership, contact information, a printable calendar of planned events, a link to the Educators' Trust website, a members' area and links to enable members to book events and purchase accessories.

The Educator

The Company publishes a regular journal, The Educator. It is a digest of the range of activities undertaken by Company Members, 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. Back copies in PDF format are made available on the Company website. If you would like to contribute to the publication, please contact The Editor via clerk@co-educators.com or editorial@co-educators.com

Social Media

- The Company operates a LinkedIn account: <https://www.linkedin.com/company/worshipful-company-of-educators/about/>
- The Company also has a Wikipedia entry: https://en.wikipedia.org/wiki/Worshipful_Company_of_Educators

Press Releases

The Company issues occasional 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.

Video-conferencing

The Company regularly uses Zoom or Teams 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.

Software Platforms & Email

Most of the Company's administration and communication is based on the suite of Microsoft facilities set up for educational use including an increasing use of SharePoint. Dropbox is also 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. There are several specific email addresses that are used for certain officers such as the Clerk, the Assistant Clerk, the Master and Wardens and the SIG Co-ordinator, which are regularly monitored. 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.

Database

The Educators have a Members' 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 (see also Data Protection and GDPR below). Data you have provided during your application and Declaration process is used to create your initial record in the Database. Through the Members' Web Portal, Members can access the Database and update their information, find out about each other and book onto events.

The Members' Web Portal

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

The web portal enables you to book and register for a Company 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 and receive a booking confirmation by email. 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 Members' Web Portal also enables you to manage your own information and see some information about other Members of the Company and 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. 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 email address clerk@co-educators.com.

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. 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

Data Protection and GDPR

As a Company member you are required to confirm your position on how the Company may hold and use your personal data. The Company's privacy notice describes how the Company manages your information and how it complies with GDPR requirements and can be found at the following website:

<https://educatorscompany.org/wp-content/uploads/2020/10/data-protection-e28093-members-privacy-notice-notice-final-23-sept.pdf>

Appendix 1. Who's Who 2025-2026

Master	David Wootton CBE DL
Senior Warden	Anthony McClaran
Middle Warden	Louise Starling
Lower Warden	Richard Logue
Renter Warden	Michael O'Reilly
Immediate Past Master	Catherine McGuinness CBE
Almoner	Geoffrey Edwards
Archivist	Symeon Ververidis
Assistant Clerk	Johanne Moss assistantclerk@co-educators.com
Beadle	Ted Prior
Chairman of the Trust Fund	Jennifer Somerville
Clerk	Christian Jensen clerk@co-educators.com
Editor	John Thornhill
Livery Schools Link	Roy Blackwell
Treasurer	Justin van Wijngaar
<i>Special Interest Groups Co-ordinator</i>	<i>Crispin Reed</i>
<i>SIG Arts & Cultural Education Leads</i>	<i>Ruth Briant, Rachelle Goldberg & Stefania Passamonte sigarts@co-educators.com</i>
<i>SIG Careers Information and Guidance Lead</i>	<i>Elisabeth Goodwin sigcig@co-educators.com</i>
<i>SIG Employers & Educators Leads</i>	<i>Carole Campbell & Steve Wake</i>
<i>SIG Further Education, Skills & Lifelong Learning Lead</i>	<i>Michael O'Reilly sigfesi@co-educators.com</i>
<i>SIG Higher Education Lead</i>	<i>Bian Jing sighe@co-educators.com</i>
<i>SIG School Improvement and Leadership Leads</i>	<i>Susan Cousin & Alan Yellup sigsl@co-educators.com</i>

**Contact Details: Worshipful Company of Educators, 8, Little Trinity Lane, London EC4V 2AN
Tel: 0207 489 7779**

Appendix 2. Glossary and Notes

The following terms are defined in the context of the life and work of the Worshipful Company of Educators (WCoEd) and broader Livery traditions within the City of London

Accessories

WCoEd accessories currently include a tie, name badge, brooch, lapel pin, cuff links and for Liverymen the Livery Sigma badge. To see and order these, please see the Company website and search for 'accessories'.

Aldermen

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.

Assistant Clerk

Johanne Moss was appointed Assistant Clerk of the Company in April 2021 and assists the Clerk in his duties and responsibilities.

Sitting alongside this, Johanne is also 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 her rescue cat, Spot.

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.

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.

City of London

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.

The City is one of the world's primary business hubs and financial centres and the home of The Bank of England. It 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.

City Briefings

These 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 of London and its relationship with the livery companies. Find out more at: <https://liverycommittee.org/courses/>

City of London Corporation

The City of London Corporation is the governing body of the City of London. The Corporation looks after and promotes the City of London and is headed by the Lord Mayor with the Court of Common Council as its main decision-making body. The administration offices are located at Guildhall.

Clerk

The Clerk is the salaried chief executive of the Company, appointed by the Court who carries out a broad range of duties and administrative responsibilities.

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!

Clothed

When you have been admitted to the Company you are clothed as part of the Declaration Ceremony by putting on a black academic gown. This follows the tradition of particular clothing being associated with particular professions – in our case the black gown brings associations with teaching and scholarship.

Coat of Arms also known as its Armorial Bearings

The Worshipful Company of Educators was granted its Coat of Arms 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. See page 1 of the handbook for an image of the Company's Coat of Arms.

The iconography shows a 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.

The College of Arms describes the Educators' heraldic achievement (i.e. its coat of arms plus other heraldic elements) as follows:

- Arms: Gules on the Chevron Or a Chevron Sable between three Mortarboards
- 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
- 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 and holding in the beak by the tail a Mouse Sable each statant upon a Book Or bound

Please note that 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.



Common Councillors and Chief Commoner

The Court of Common Council is an elected governing body of the City of London Corporation. It is composed of 100 Common Councillors representing 25 wards of the City of London. 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 who represents them within the City of London Corporation, championing their rights and privileges.

Common Hall

The City of London Common Hall meeting (The Hustings) is held twice a year in the Guildhall. In June there are elections for the Sheriffs (together with the Bridge Masters, Ale Conners and Auditors). In September there are elections for the Lord Mayor. Liverymen of at least one year's standing are invited to attend Common Hall.

Court Assistants

A Court Assistant is a Liveryman of the Educators 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.

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.

Declaration

The Declaration is a public statement of commitment to the Company. Admitted Freeman make this at their declaration ceremony and sign the Company's register.

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.

Freedom

The term is used as a short version of The Freedom of a livery company or The Freedom of the City of London and is a reference to either to the rights of an individual or describes a group of those with those rights. For example – John Brown has applied for The Freedom of the City of London or The Freedom gathers for the Annual Assembly.

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 Freeman were faithfully observed. It is one of the oldest traditional ceremonies still in existence, believed to have been first conducted in 1237.

Friend of the Livery

Liverymen or Freeman 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.

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.

Honorary Freemen and Honorary Liverymen

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.

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 served as Lord Mayor of the City of London for 2023–2024. 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.

Livery Badge

Once “clothed” as a Liveryman at the Declaration Ceremony, you should wear a Livery badge on your gown to distinguish yourself from Freemen. 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.

Livery Company

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 111 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.

'The Great Twelve' livery companies were 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.

According to context, the term livery on its own can refer to the liverymen of a particular company or to livery companies as a community e.g. The Livery at the Lord Mayor's Show formed a wonderful procession meaning the livery companies in general.

Lord Mayor and the Lord Mayor's Show

The title Lord Mayor of the City of London was introduced in 2006 to avoid confusion with the Civic Mayor of London which is an elected public political position as the Head of the Executive of the Greater London Authority. The Lord Mayor changes annually on election by the Court of Aldermen and dates back to the

first Mayor appointed in 1189. The first Lord Mayor was Sir Thomas Legge in 1344. More details about both the history of the role and current Lord Mayor can be found at:

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

The Worshipful Company of Educators is proud that four Lord Mayors have been Members of the Company: Sir John Stuttard JP (Lord Mayor 2006-07); Sir Andrew Parmley (Lord Mayor 2016-17), Sir Peter Estlin KStJ (Lord Mayor 2018-19) and Professor Michael Mainelli (2023-24).

Taking place on the second Saturday in November, The Lord Mayor's Show dates back 800 years and is a requirement for the Lord Mayor to "show" him or herself. It is centred on a street parade with the procession starting at Guildhall and travelling via Mansion House and St Paul's Cathedral to the Royal Courts of Justice where the new Lord Mayor swears allegiance to the Crown. The Educators' Company sometimes takes part in this three mile procession depending on the Company's association with the Lord Mayor concerned. The Clerk will alert Members to any opportunity to participate in the Show via the Newsletter. Members taking part to represent the Company may wear one of the formal gowns that would normally be used by a Warden. Further details of the Show can be found at the following web page:

<https://www.cityoflondon.gov.uk/events/lord-mayors-show>

Note that in 2025, Dame Susan Langley took office and chose to be known as Lady Mayor.

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.

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".

Member

The term Member refers to both Liverymen and Freemen of the Company as defined in our Bylaws. 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.

Mistery

Archaic spelling of the word mystery which itself is a medieval term for trade, craft or professional techniques and tools.

Motto

The motto of the Worshipful Company of educators PER DOCTRINAM AD LUCEM translates as 'through learning to light.'

Patrimony

The term given to the right to join a livery company because a parent is or was also a member.

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.

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.

Redemption

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).

Royal Charter

This is an instrument of incorporation granted by the Monarch, 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 our late Queen, Elizabeth the Second.

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.

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 often hosts the Company’s Annual Service and several other services to support the life of the Company.

Sheriffs

This is the oldest Office in the City dating from the 7th century. Two Sheriffs are elected each June: typically 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.

Ward Clubs

These are associated with wards which are the administrative divisions of areas of the City of London or Square Mile.

Appendix 3. Dress Codes and Livery Dinner Etiquette

Educators' events may specify specific dress codes and the following section describes these more detail:

Black Tie

The dress code at Livery Dinners is black tie or is a long or cocktail dress; alternatively, an evening top with a long skirt or trousers. 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.

At Educators' functions 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.

Business Attire

Where business attire is requested, members are expected to wear a suit, shirt and tie; or suit and smart top or smart day wear dress. Shirt with no tie should be avoided for supper occasions.

Smart Casual or Business Casual

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

Morning Dress

At some day-time City events it is traditional (although rarely compulsory) for Morning Dress to be worn. Please select a black morning coat and a black waistcoat for these events. A hat may be worn with a dress and jacket, but it is not compulsory. However, it is considered polite to wear a hat if Royalty is present.

White Tie

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 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 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. Where a dress is worn to a white tie event it should be a long dress, evening skirt, or evening trousers and an evening top; shoulders should be covered. Cocktail dress length is not normally worn to a white tie event. Evening bags should be small and elegant.

Etiquette and Ceremonies at Livery Dinners

This section describes the practical arrangements and ceremonies that Members may like to be aware of to help the organisation and enjoyment of the evening.

Typical Arrangements from arrival to the start of the dinner

- 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 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.
- 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.
- 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.
- 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.

The Dinner

The menu, wines, and order of proceedings are printed in the menu card and is your guide for the sequence of events that evening. 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.

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 Loving Cup Ceremony

The ceremony of the Loving Cup is traditional at livery dinners. It dates to late Anglo-Saxon times, when there was considerable treachery at court and having a person to protect your back was considered advisable. Some aspects of the tradition and ceremony have been changing in this post-Covid livery world. 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.

- 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 (if the Cup contains “wine”) and then wipe the rim of the Cup with the attached table-napkin. Otherwise, instead of the drink a liqueur sweet may be used. Then, you replace the lid, take the Cup from your neighbour and bow to one another again.
- 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 or remove the sweet as appropriate. 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/taking the sweet. When your second neighbour passes on the Cup, you may sit down. No more than three people should be standing at any time.

The Rose Water Ceremony

This ceremony is undertaken less frequently. 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 and 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 Toasts

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. 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 King”. Leave your glass on the table whilst Members and guests sing the first verse of the National Anthem.
- The Master will then say, “The King” and that is the signal for you to raise your glass and respond with “The King” 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 King, The Prince and Princess of Wales, 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”.

Speeches and Entertainment:

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. 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.

At the Dinner’s conclusion

- 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.
- If there is a Sung Grace, it takes place at the end of the meal at Livery Dinners and Mansion House banquets, often using a hymn from the 1545 Laudi Spirituali. While 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.
- 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.

Appendix 4. Applications to become Company Freeman and Liveryman

Applications for the Freedom of the Company

Applicants to join the Company are interviewed by representatives of the Membership Committee. The Committee makes its decision on each application and recommends to the Court those to be admitted to the Freedom. They can then be described as “Freemen”.

When the Court has made its decision, applicants will be informed by the Clerk. Those admitted to the Freedom be asked to pay their admission fee (known as a fine), and their first annual subscription (known as quarterage) immediately, after which they will be invited to make a charitable donation to the Educators’ Trust.

Freemen will then need to declare their public commitment to the Company and sign the Register. This takes place at the Declaration Ceremony, to which Freemen may invite their family and friends. The Declaration Ceremony often takes place prior to one of the Company dinners. Those making their declaration are required to bring with them a plain black academic gown, without hood. Those not owning a gown will need to purchase one, as they are used regularly. The Clerks’ Office can advise on their purchase. Information about the applicant (take from their application form) will be used to introduce them at the Ceremony. They are then entered on the Register of Freemen.

If unable to attend on the date when invited, those offered the opportunity to join may be able to postpone making their declaration to a later date. However, they must complete the process within 12 months. The Membership Committee will consider extensions only in special circumstances, otherwise their admission will lapse, they will be removed as Freemen and a new application will be necessary to reactivate the process. The detailed procedure for the Declaration Ceremony can be found in *Rules and Procedures*.

Having a Buddy

To help newly approved Freemen to feel at home in the Company and to support them to enjoy their membership from the beginning, 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 Freemen 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.

Becoming a Liveryman

Those who have been active Freemen for suitable period and have shown evidence of interest in, and given support for the activities of the Company, can apply to become a Liveryman. This enables them to vote at our Annual Assembly and to be nominated for the Court. After one year as a Liveryman, they can also attend Common Hall and vote for the Lord Mayor and the Sheriffs. In the course of time, Liverymen may also become a Warden and Master of The Educators.

Freedom of the City of London

Those applying to be Liverymen of the Company of Educators are required to obtain the Freedom of the City of London. 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. Those wishing to make an application are advised to consult the relevant section of the City of London website whose current website address is:

<https://www.cityoflondon.gov.uk/about-us/law-historic-governance/freedom-of-the-city>

Application for Transfer to the Livery

Once Company Members have been made Freemen of the City of London, they can apply for transfer to the Livery. The biography included with your Livery application form will be used to introduce you at the Declaration Ceremony for Liverymen. The ceremony is similar to that used for the Freedom of the Educators Ceremony; the Procedures for the Declaration can be found in the *Rules and Procedures*.

At the Ceremony, you are required to wear your plain black academic gown. Once clothed as a Liveryman you should wear a Livery pin on your gown to distinguish yourself from Freemen. 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.

