



The Roman Catholic Diocese of Middlesbrough

SCHOOLS SERVICE

**Guidance Handbook for Foundation
Directors and Governors of Catholic
Academy Trusts and Catholic Schools
in the Diocese of Middlesbrough**

Foreword

Handbook for Foundation Directors and Governors of Catholic Academy Trusts and Catholic Schools in the Diocese of Middlesbrough



Dear Governor,

Our Catholic Schools are part of the rich inheritance that we cherish and value as members of our Church. Those of us who attended Catholic Schools recognise the great gift that was given to us through Catholic Education. So important is Catholic Education that the Church devotes one of its congregations (Ministries) to it.¹

“The Catholic School occupies an important place in the Church’s saving mission, since it offers a complete personal formation educating students in the fullness of the faith in a true Christian spirit. The Catholic identity of the school leads to the promotion of the whole human person, because it is in Christ, the perfect human being, that all human values find their fullest realisation and therefore their unity.”
(Declaration on Christian Education, Second Vatican Council)

One of the roles of a Bishop is to be “an authentic teacher in the Church”. I thank you for accepting the role of Governor / Director because in this way, you are helping me to fulfil this role and you align yourself alongside me in this task. This handbook is designed to help you fulfil your role as a Foundation Governor / Director in one of our Catholic Schools / Trusts. Please be assured that our Diocesan Schools’ Service will always be available to help and advise in any way.

I wish you every grace and blessing and I take this opportunity of thanking you for undertaking this vital ministry in your school.

Yours in joyful hope

Rt Rev Terence Patrick Drainey
Bishop of Middlesbrough

¹ If you want to look for yourselves just click on to this link - http://www.vatican.va/roman_curia/congregations/ccatheduc/documents/rc_con_ccatheduc_doc_20090505_circ-insegn-relig_en.html

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Section 1

The Bishop's Vision for Catholic Education

The Bishop to define His Vision for Catholic Education in the Diocese of Middlesbrough.

To make Christ known and loved, through the provision of excellent Catholic education, and schools intent on finding Christ in their daily lives and sharing that encounter with others.

1. To make Christ known and loved

All schools within the Diocese should place Christ and the teachings of the Catholic Church at the centre of all they do, and fulfil the Church's divine mission of *'helping all to arrive at the fullness of Christian life'* (Code of Canon Law, Can 794 §1).

In their work of love, schools and academies should offer *'to all, and especially to the poor and marginalised, the opportunity of an education, of training for a job, of human and Christian formation'* (The Catholic School on the Threshold of the Millennium, Congregation for Catholic Education, 1997 §15). Schools and academies should manifest a Catholic ethos which is evident and open to experience by all who enter.

2. To provide excellent Catholic Schools

All schools within the Diocese should provide the highest quality of Catholic education to children and young people, an education that develops the whole child. Highly effective Catholic leadership should drive policy and practice that are rooted in the Gospel values and reflect and embody the teachings of Christ and the Catholic Church. Young people should achieve well and enjoy their learning in Religious Education and be religiously literate and engaged. All who work in schools should ensure that all children and young people reach their academic potential.

3. To enable all to find Christ in their daily lives and share this encounter with others

All schools within the Diocese should put Christ at the centre of everything they do by integrating the teachings of the Catholic Church into every aspect of learning, teaching and the daily aspects of school life. Young people should contribute to and benefit greatly from the Catholic Life of the school and the provision for Collective Worship. The intent of the curriculum and its implementation, should impact by helping children and young people grow to their full human potential so that *'all may attain their eternal destiny and at the same time promote the common good of society'*(Code of Canon Law, Can 795). Leadership and teaching should enable young people to make links between activities and the teachings of Christ, i.e. linking climate issues to Creation and stewardship.

The Bishop's vision reflects the Church's recognition that Catholic schools play a deliberate and specific role in making Christ known and loved. It is incumbent on the Trusts to ensure that their vision, mission, policies and practices, along with those of individual schools, secure excellent Catholic schools that enable all to find Christ in their daily lives and to share that encounter with others.

Fundamentally, the Bishop provides Catholic schools so as they can play a central role in the Mission of the Catholic Church within the Diocese. Any threat to the continued existence and contribution of individual Catholic schools and Catholic education as a whole within the Diocese is a threat to the Mission of the Bishop as first educator and therefore to the Mission of the Catholic Church.

The Diocesan Trust Deed (Dated 2nd January 1928)

All the activities of the Diocese are regulated by the provisions of the Diocesan Trust Deed. While there are thirty clauses in it, only two of them relate specifically to education and schools. In broad summary they are:

Clause 3 - Trust for Schools

The Diocesan Trust "... may be used for schools in connection with the Roman Catholic Church in the Diocese as the Trustees ... think necessary or desirable or for such other religious educational or charitable purposes in the Diocese as they, with the consent in writing of the Bishop, shall think fit ... provided that the religious doctrines and practices to be taught and observed ... shall in all respects be according to the principles of, and subject to, the regulations and discipline of the Roman Catholic Church as interpreted by the Bishop.

The Trustees, (with the consent of the Bishop) may appoint ... and also revoke appointments of managers so that [they] shall be and remain Roman Catholics."

... The Trustees shall have full power (with the consent of the Bishop) to pull down alter, enlarge and rebuild any school or schools ..."

Clause 10 – Educational Fund

The Trustees shall apply the whole or any part of the [Diocesan] income ...in or towards the educational maintenance or benefit of Roman Catholic Students or the erection, enlargement, improvement, repair or support of any Roman Catholic colleges and schools in the Diocese, as the Trustees shall, with the consent in writing of the Bishop, from time to time determine.”

Under charity and education law, the school is regulated by its Trust Deed, and other governing documents must reflect those requirements. These clauses they make it clear that educational provision within the Diocese is under the control of the Bishop and those he appoints to serve in His schools in any capacity have the responsibility to act as his representatives.

The Diocesan Schools’ Service

The Bishop has a Canonical right to carry out a visitation or inspect any Catholic school in His Diocese at any time, either personally or, more usually, through his representatives.

Can. 806 §1. The Diocesan Bishop has the right to watch over and inspect the Catholic schools situated in His territory, even those established or directed by members of religious institutes. He has also the right to issue directives concerning the general regulation of Catholic schools.

All Catholic schools are subject to the jurisdiction of the Diocesan Bishop.

The Bishop has established His Diocesan Schools Service, led by the Director of Schools, also known as the Diocesan Schools Commissioner, to carry out His canonical responsibilities and to work His behalf to deliver His Vision.

The Director of Schools speaks with the voice of the Bishop and represents Him in all matters related to Catholic education in schools. This includes securing the Bishop’s oversight of the performance of His Trusts and their respective schools. To support this, a set of protocols has been established which identify working arrangements between the Diocese and the Bishop’s Catholic Academy Trusts.

In addition, the ‘Diocesan Essential Functions’ document outlines the non-exhaustive list of functions the Bishop has declared must be undertaken by the Diocesan Schools Service – *Appendix 1*

Contact details

The Schools Service Department is located at:

The Curial Office
50a The Avenue
Linthorpe

Middlesbrough
TS5 6QT

Tel: 01642 850515
Email educationadmin@rcdmidd.org.uk

Director of Schools	Kevin Duffy	directorofschools@rcdmidd.org.uk
Deputy Director of Schools	Kate Bailey	deputydirectorofschools@rcdmidd.org.uk
Director of Standards and Catholic Leadership Development	Emma Higgins	emma.higgins@rcdmidd.org.uk
Catholic Schools Inspection Coordinator	Peggy Swinhoe	c/o educationadmin@rcdmidd.org.uk
Schools Service Administrator	Katherine McKeown	educationadmin@rcdmidd.org.uk

The Diocesan Schools Service is here to support you in your ministry as a Foundation Director or Governor.

Memorandum of Understanding between the Catholic Church and the DfE

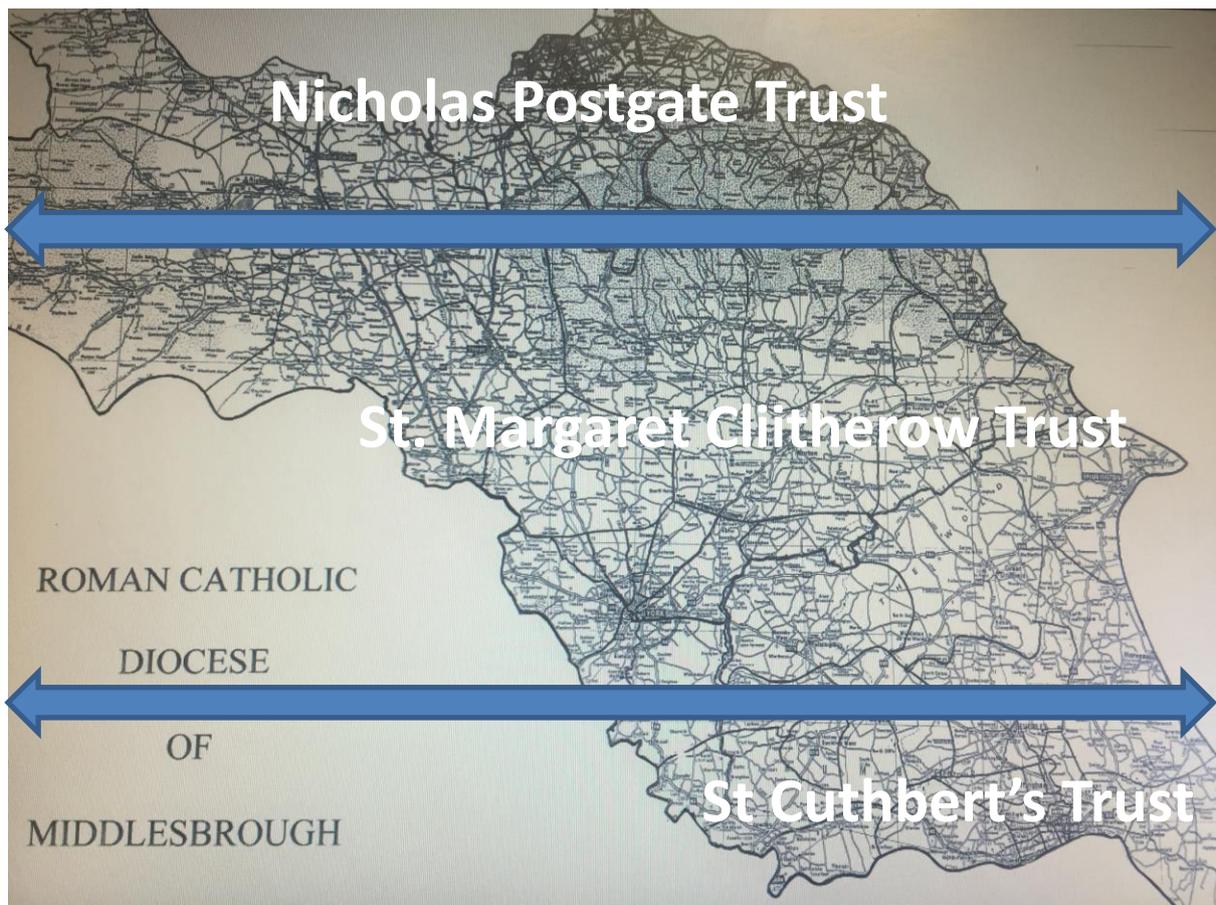
This document outlines the key principles for engagement between the Department for Education and Catholic Dioceses in relation to their schools and academies. The Diocesan Schools Commissioner must always be the first point of contact by the DfE in matters related to Catholic schools.

The current MoU can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/517424/Memorandum_of_understanding_between_the_Catholic_Church_and_DfE.pdf

Diocesan School Structures

In order to fulfil His Mission, the Bishop has created a structure for His schools across the Diocese. The schools sit within three Catholic Academy Trusts, mostly within defined geographical regions.



Nicholas Postgate Catholic Academy Trust (NPCAT) is based mainly in the north of the Diocese, St Margaret Clitherow Catholic Academy Trust (SMCCAT) is in the central area of the Diocese and St. Cuthbert's Catholic Academy Trust in the south of the Diocese.

Articles of Association

Each of the Catholic Academy Trusts has 'Articles of Association', which replaced the Instrument of Governance previously held by each Voluntary Aided (VA) School before becoming part of the Catholic Academy Trusts.

The Articles of Association identify that all schools within the Trusts (Companies) will act in accordance with:

1. The teachings, practices and tenets of the Catholic Church;
2. Canon Law and the Trust Deed;
3. Any Diocesan directives

And that:

1. Religious Education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;

2. Religious worship is to be in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church;
3. At all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ;
4. The Company (Catholic Academy Trust) shall have regard to any advice issued by the Diocesan Bishop and take forward any specific extraordinary direction He may give.

And that the Diocesan Bishop shall have the right to advise and direct the Directors and Governors:

1. On any matter relating to the mission, character, ethos or charism of the education carried out by the Company (Catholic Academy Trusts);
2. Whether any activities being undertaken or proposed to be undertaken on the property of the Trustees are consistent with the Trust Deed.

The Articles of Association are the ‘rule book’ for a Company. The Bishop requires all Trusts use the model Articles agreed between the Department for Education and the Catholic Education Service <https://www.gov.uk/government/publications/church-academies-model-documents> It is necessary that Catholic Academy Trust Articles reflect the Catholic nature and purpose of the Trust. This is why very clearly in the ‘Objects clause’ at the beginning of the Articles, the Academy Trust Company declare;

4a) The Company’s objects (“the Objects”) are specifically restricted to the **advancement of the Catholic religion** in the Diocese by such means as the Diocesan Bishop may think fit and proper by, but without prejudice to the generality of the foregoing, the establishing, maintaining, carrying on, managing and developing of Catholic schools in the United Kingdom conducted in accordance with the principles, and subject to the regulations and discipline of the Catholic Church.

4(b) Subject to the approval of the Diocesan Bishop, during the period that the objects in 4(a) are being fulfilled and form the majority of the activities of the Company, the **advancement of education** by the establishing, maintaining, carrying on, managing and developing of schools which are not Catholic in the United Kingdom.

The Articles of Association also set out the Bishop’s requirements for the governance arrangements within his Trusts. In establishing Catholic Academy Trusts, the Bishop gave very specific instructions on how he wished governance to work.

Governance Structures

In order to support the Bishop in fulfilling his Vision and discharging his responsibilities as outlined in Canon Law, structures have been put in place within each of the Diocesan Catholic Academy Trusts as follows:

**The Bishop and His Diocesan Schools
Commission**

Academy Trust Members

Academy Board of Directors (Trustees)

Academy Local Governing Body

The Bishop and His Diocesan Schools Service.

In establishing Catholic Academy Trusts, the Bishop has put in place protocols for securing His independent appropriate oversight of the operation and performance of His Catholic Academy Trusts and constituent schools.

A Protocols document - *Appendix 2* - has been developed and agreed with Trusts that identifies ways of working which will help the Bishop, as First Educator, to achieve an appropriate oversight of the Catholicity and wider performance of His schools and of His Catholic Academy Trusts.

Working on behalf of the Bishop, the Diocesan Schools Service must be provided with sufficient information to give confidence that the Bishop's accountabilities and responsibilities are being appropriately discharged. It is the role of Foundation Directors and Foundation Governors to ensure the provision of the required information according to the timelines set out in the protocols.

Academy Trust Members

Within the provisions set out in the Trust's Articles of Association, the Bishop appoints 5 Academy Trust Members, one of whom is the Bishop himself. The roles and responsibilities of the Academy Trust Members are set out generally in the following guidance document; <https://www.nga.org.uk/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Academy-trusts/Members-of-the-academy-trust.aspx>

Members do not ordinarily play an active role in the operation of the Trust but are essentially the 'founding fathers' of the Trust, holding the Trust Board to account at their Annual General

Meeting, for the work and success of the Trust and its constituent schools. Clearly as Members of Catholic Academy Trusts, in their dialogue with the Trust Boards, the Members will pay particular attention to the delivery of the Bishop's Vision and the Catholic ethos of the Trust.

Trust Directors on an Academy Board of Directors

Trust Directors (sometimes called Trustees) are the statutory body in Company and Education Law responsible for the operation and performance of the Academy Trust. In Catholic Academy Trusts, the Bishop appoints the majority of the Directors who are known as 'Foundation Directors'. To comply with their Articles of Association, all Catholic Academy Trusts must have at least a plus two voting majority of Foundation Directors. The main **responsibilities** of the Directors are to set the strategic direction of the Trust, hold Trust Leaders to account and to oversee the Trust's financial performance. Foundation Directors in a Catholic Academy Trust hold additional specific responsibilities as set out later in this guidance.

Governors on an Academy's Local Governing Body (LGB).

In creating Catholic Academy Trusts, the Bishop was clear that there must be a place for continued local school level governance. Whilst the Trust Board are the statutory body for all schools within the Trust, the Bishop has determined that Academy Trust Boards must establish Local Governing Bodies to support their work in individual schools. The Articles of Association allow for this and the work to be delegated by the Academy Trust Board to the Local Governing Body is set out in an agreed 'Scheme of Delegation'. In Catholic Academy Trusts, the Bishop appoints the majority of the Governors on Local Governing Bodies as 'Foundation Governors'. To comply with their Articles of Association, all Catholic Academy Local Governing Bodies must have at least a plus two voting majority of Foundation Governors.

Appointment, Re-appointment and Removal Process for Foundation Directors and Governors

Only the Bishop can appoint or remove Foundation Directors and Foundation Governors.

Eligibility to serve as a Foundation Director or Foundation Governor.

To serve as a Foundation Director or Foundation Governor you must be a 'practising Catholic'. A 'practising Catholic' is defined as someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school.

Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church; someone who regularly attends Mass and is in full communion with the Church.

Eligibility to serve will be confirmed by your parish priest.

Initial appointment process

In some Trusts, bespoke arrangements to delegate some of the appointment functions described below to Trust level have been agreed. It is hoped these will eventually be rolled out across all Trusts but the steps needed to be appointed by the Bishop as a Foundation Governor or Director remain the same.

- **Initial Identification.**
Given the very strategic and demanding nature of the role, identification of potential Foundation Directors is initially delegated to the Chair of the Board or a designated Director, supported by the Diocesan Director of Schools and local Clergy. Following a review of the skills audit of the existing Directors to highlight any potential skills shortage areas, together, the Trust, Diocese and Clergy should attempt to identify a suitable candidate for consideration to be appointed as a Foundation Director. Once a candidate has been identified they should be issued with a Foundation Governor / Director Application form - *Appendix 3a / 3b / 3c* - which should be completed and returned as instructed. At the same time, an 'eligibility to serve' reference form should be sent to the candidate's Parish Priest which should also be returned as instructed.
- Once the completed application form and successful Parish Priest reference have been returned, the two additional safeguarding processes can commence. Firstly, reference requests are sent to the two additional personal / professional referees that the applicant has provided within their applications. These can attest to the character and suitability of the applicant. Secondly, the process to obtain a DBS certificate can also commence. All Foundation Directors and Governors must have an appropriate level Diocesan-obtained DBS certificate in place prior to any appointment. Specific instructions and guidance to allow the securing of such a certificate and the timelines/deadlines for completion of actions will be provided to the applicant by the Diocesan Safeguarding Team or Trust as appropriate.
- Once all references and acceptable DBS certificate are in place, the Bishop will consider the appointment of the applicant for a period of **4 years**. It is the responsibility of the individual to notify the Bishop if, for any reason during that period, they are no longer eligible to serve. Upon appointment, the Diocesan Schools Service will notify the applicant, Trust Governance Lead and Parish Priest.
- For Foundation Governor appointments to a Local Governing Body, it would normally be the Chair of the Local Governing Body, after reviewing the skills audit and discussing any potential candidate with the Headteacher and local Clergy, who would initiate the application process. The actual appointments process would follow the same route as that of a Foundation Director although the period of appointment will be for **5 years**. In addition to notifying the applicant, Trust Governance Lead and Parish Priest, the Schools Service will also notify the Headteacher of the school to which the appointment has been made.

- If an application cannot be processed or approved by the Bishop, then the applicant will be notified of the reasons why it has not been possible to support their application.

Re-appointment process

There is the opportunity for Directors and Governor who have completed their term of office to be re-appointed. Whilst the Diocese does not have any specific limitations on the number of times a person can be re-appointed, it might be a consideration after serving a repeated number of terms of office in the same school to perhaps think about changing to become a Foundation Governor in an alternate school which could help to bring an alternate perspective to the role.

Six months prior to the end of a Foundation Director or Foundation Governor's term of office, the Diocesan Schools Service or Trust as agreed, will write to confirm the appointment is nearing the end of term and seek a view as to whether the Director / Governor wishes to be reappointed.

Any reappointments will follow the reference and safeguarding processes previously outlined for initial applications.

Resignation of Foundation Directors and Foundation Governors

Foundation Directors and Governors should contact the Diocesan Schools Service (educationadmin@rcdmidd.org.uk) to inform the Bishop of their intention to resign from their role. Any communication should be copied to the Chair of the Trust Board and Trust Governance Lead.

Removal of Foundation Directors and Foundation Governors

Only the Bishop can remove a Foundation Director or Foundation Governor. If a Chair of the Trust Board believes a Foundation Director or Foundation Governor should be removed, they should contact the Diocesan Schools Service to outline the reasons why removal is being requested. The Bishop will consider such requests and advise the Trust Board and individual Foundation Director or Foundation Governor of His decision.

Section 2

Foundation Governor / Director Responsibilities

Governance Statement

Catholic Academy Trusts are required to provide assurance that they are appropriately managed and are controlling the resources for which they are responsible. They are

required to complete a Governance Statement as part of their Annual Report. The Governance Statement should include information on the Governance Framework of the Academy Trust and confirm that the Directors have carried out their responsibility for ensuring that effective management systems have been put in place.

The Diocese requires Academy Trusts use the model Governance Statement *Appendix 4* - for Catholic Academies that the CES has produced:

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003582-governance-statements>

The model reflects the fact that the functions of the corporate board in a Catholic Academy Trust must be carried out in such a way as to comply with the overarching function of the Board to ensure that the academy is, at all times, conducted in accordance with its Catholic character.

Code of Conduct

Local Governing Bodies and Trust Boards must adopt the CES Code of Conduct for Governors and Directors which sets out the purpose of their LGB or Board, and describes the appropriate relationship between individual Governors or Directors, the whole LGB or Board and the Leadership Team of the school or Trust, and expectations of behaviour and conduct.

Appendix 5a, 5b – LGB / Trust boards code of conduct

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003629-codes-of-conduct-for-governors-and-directors>

Skills audit

The School Governance (Constitution and Federations) (England) (Amendment) requires that Governors / Directors must have the skills required to contribute to the effective governance and success of the school / Trust. Trust Boards and Local Governing Bodies are therefore required to carry out 'skills audits' to assess the existence and standard of skills and experience across the Trust Board / Local Governing Body. To help schools achieve this aim, the CES has produced a model skills audit for use by Catholic schools - *Appendix 6* - which incorporates the skills, knowledge and experience which is mandatory or desirable for Governors of a Catholic school. The current CES model skills audit can be accessed here:

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1000041-skills-audit>

Self evaluation

Governing bodies / Boards of Directors should conduct an annual self-evaluation to identify for themselves their existing strengths and areas for further development.

The Diocese recommends that Governors/Directors use the CES model Self-Evaluation Form which can be found here:

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003586-annual-self-evaluation-form-of-the-governing-body>

The model Self Evaluation Form evaluates the following three core strategic functions of the governing body:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the headteacher or principal or chief executive (as appropriate) to account for the educational performance of the school or academy and its pupils, and for the internal organisation, management and control of the school or academy, including performance management of staff.
3. Overseeing the financial performance of the school or academy and making sure its money is well spent.

Canon Law also requires that Catholic schools are 'at least as academically distinguished as that in the other schools of the area' (806§2) and the Trust Board/ Local Governing Body should be mindful of this requirement in all that they do.

The additional and specific role of Foundation Governors and Directors

The roles and responsibility of all Governors and Directors are described in the Department for Education's (DfE) Handbook for Governors:

<https://www.gov.uk/government/publications/governance-handbook>

and The Academy Trust Handbook (June 2021)

https://assets.publishing.service.gov.uk/media/60c8d0318fa8f57ce8c4621e/Academy_trust_handbook_2021.pdf

As previously stated, each Catholic Academy Trust has a Scheme of Delegation with which Governors and Directors need to familiarise themselves. The Bishop would expect the Catholic Academy Trusts use the CES's model Scheme of Delegation as a starting point in developing the Trusts Scheme of Delegation documentation. The Scheme of Delegation identifies the specific roles and responsibilities of each layer of leadership, including Trust Directors and Local Governing Bodies. It is a key vehicle for clarity, transparency and the commitment to building a culture of openness and honesty. All Governors and Directors need to have a clear understanding of the individual Trust's Scheme of Delegation and their working practices in order to understand the key roles and responsibilities in their schools and Trusts.

Foundation Governors/Directors have additional responsibilities to those outlined in the DfE handbook. They are appointed by the Bishop onto Local Governing Bodies and Trust Boards to fulfil His Mission and to represent His interests and those of the Catholic community as a whole. Foundation Governors/Directors play a leading role in the Catholic community: they

collaborate with the Bishop in His ministry in education. It is, therefore, important for them to:

- Know and implement the Bishop's policies on education, including Religious Education;
- Represent those policies to the Local Governing Body or Trust Board;
- Understand and promote the distinctive nature of Catholic education;
- Act for the good of Catholic education as a whole across the Diocese, considering not only the interests of individual schools and trusts, but also the interests of the Diocesan family of schools and Trusts.
- Respond to the needs of the Catholic community as a whole, as represented by the Bishop;
- Secure the long-term future of Catholic education;
- Always act in accordance with the mind of the Bishop.

The law enshrines a number of guarantees from the State to ensure the Catholic character and ethos of the schools is maintained, particularly in the areas of admissions, staffing and governance. The Diocese has the legal right to appoint (and remove) Foundation Governors and Directors. In addition to all the other legal responsibilities, the law recognises that Foundation Governors / Directors are appointed specifically to ensure:

- That the Catholic character of the school is preserved;
- That the school is conducted in accordance with its Trust Deed; and
- That the Religious Education curriculum is in accordance with the Bishops' Conference Religious Education Curriculum Directory (RECD)

Religious Education and Catholic Life

Religious Education is the core subject in every Catholic school and informs every aspect of the curriculum.

The following requirements apply to Religious Education in Catholic Schools in the Diocese of Middlesbrough:

- Classroom Religious Education curriculum to be delivered in accordance with the general norms, laid down by the ***Religious Education Curriculum Directory 2012²***; ***Religious Education in Catholic Schools 2000³***
- Classroom Religious Education is to be resourced as a core subject and allocated 10% of teaching time for pupils up to the age of 16 and 5% for pupils beyond the age of 16 (this does not include Collective Worship).

² Religious Education Curriculum Directory, Department of Catholic Education and Formation, Bishops' Conference of England and Wales, 2012.

³ Religious Education in Catholic Schools, Bishops' Conference of England and Wales, 2000.

- Classroom Religious Education will be planned, developed, taught, assessed and monitored with the same commitment and rigour as the other curriculum subjects.
- Classroom Religious Education is to be assessed in accordance with Age Related Expectations as explained by the Diocesan Director of RE.
- Classroom Religious Education is to be inspected according to the current Diocesan Inspection Framework.
- The **'Come and See'** programme is the recommended programme for use in Primary schools.
- **'The People of God'** is the recommended programme for pupils 11-14 and more guidance can be found in ***Diocesan Guidelines for Pupils Aged 11-14***.
- High quality induction programmes will be in place in every school to support teachers either delivering RE in their first year of teaching or teaching RE for the first time in a Catholic school.

When considering pathways for students from 14-19, care should be taken in the selection of exam papers to ensure that the core curriculum is focused on Catholic Christianity. (This follows the guidance given by the Bishops in their document of 14-19 pathways.⁴ and the requirement to study a GCSE course which includes 50% Catholic Christianity and 25% Judaism). This gives schools a choice of GCSE, A level and other courses, and there are many aspects of Catholic Christianity that schools may wish to focus on at any particular stage of the 14-19 curriculum. The focus on Catholic Christianity does not exclude the study of other world faiths, so long as this is done appropriately and does not detract from the distinctive nature of Catholic Religious Education and its core focus on Christianity.

In the Sixth Form each school, college or academy should relate their programme of Religious Education to the RECD and submit it to the Diocesan Director of RE.

- All pupils in schools, irrespective of ability, faith and background will have appropriate differentiated access to the Religious Education programme.

⁴ Religious Education in Schools and Colleges in England and Wales:14-19, Faith and Science, Church and State, Religious Diversity and Dialogue, Bishops' Conference Department for Education and Formation.

- Other Religions will be taught according to the guidance outlined in '***Come and See***' and ***Diocesan Guidelines for RE for Pupils Aged 11-14***.

****Any school not using the recommended programmes will need to map their scheme of work against the Religious Education Curriculum Directory (2012) to ensure that all areas of study, including other religions, are covered.***

It is the responsibility of the Governors and Directors to ensure that these requirements are being met.

Primary: Directors / Governors must ensure that Religious Education is properly organised, co-ordinated, taught and resourced. Governors/Directors must ensure that the school has a Co-ordinator of RE and that the Coordinator should have at least parity in status and remuneration with those of the other core curriculum areas.

Secondary: The Religious Education department in our secondary schools should have at least parity of status and resourcing with any other core subject department. Governors/Directors should give the highest possible status to the department and to the person leading that department, and this should be reflected in their status and remuneration.

Catholic Schools' Inspection

All Catholic schools are inspected by their Diocese every five years under the published Diocesan Catholic Inspection framework. The framework sets out the expectations for the conduct of statutory inspection under Section 48 of the Education Act 2005 and subsequent Academies Acts. By September 2022 all schools will be inspected using the national framework and by nationally badged section 48 inspectors.

Catholic Academies are subject to a denominational inspection which is regulated by the Academy Funding Agreement for each academy. The Diocesan Inspection outcome and report will serve as the inspection outcome and report required by the Academy Funding Agreement.

<http://www.legislation.gov.uk/ukpga/2005/18/section/48>

'It is the duty of the Board of Directors of any Catholic Academy Trust and the Local Governing Body of any Catholic Academy school in England which has been designated under section 69(3) of the School Standards and Framework Act 1998 by the Secretary of State as having a religious character to secure that—

(a) any denominational education given to pupils, and

(b) the content of the school's collective worship,

are inspected under this section'

The focus for Catholic School Inspections is on the provision for Catholic Life, Religious Education and Collective Worship.

Pre-inspection visits are offered by the Diocesan Director of RE (Kate Bailey) who can provide one to one support to schools preparing for inspection.

Appointment of Staff

The Bishops' Memorandum on the Appointment of Teachers to Catholic schools - *Appendix 7* - can be found here:

<https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum>

Reserved posts

Legislation (The School Standards and Framework Act 1998) permits appointments to 'reserved posts' of practising Catholics.

As a minimum requirement the Bishop requires that the posts of Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education are to be filled by practising Catholics. Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice. Terms which are being used more frequently, and which are not defined in legislation, include: CEO, Executive Headteacher, Associate Headteacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day to day management of the school, and the person who is the second most senior person in the leadership team and who would deputise in the most senior person's absence. The Bishop also requires that certain posts that directly affect the Catholic Mission of schools are to be filled by practising Catholics. This would include, for instance, the Chief Executive / Deputy Chief Executive or equivalent of a Multi Academy Trust Company. Lay Chaplains also come within this description, but schools must contact the Diocesan Chaplaincy lead before the appointment of any Chaplain. Other Leadership posts that directly affect the Catholic Mission of the school or Trust should, wherever possible, be staffed by skilled practitioners who are committed Catholics. All staff must respect and support the aims and objectives of a Catholic school.

Because staff appointed to Reserved Posts in schools and Trusts are key to the delivery of His Vision for Catholic education and the Mission of the Church, the Bishop expects that appointments to these posts would be the responsibility of Trust Directors, including Foundation Directors. This should be clearly defined within the Trust's Scheme of Delegation. Furthermore, given their specific role in securing appropriate spiritual leadership, Foundation Directors, as the Bishop's representatives on Trust Boards, must enjoy a majority position in the construction of a Trust Board's Selection Panel.

Members of Local Governing Bodies, including Foundation Governors, must also play a key role in such appointments as their local knowledge of the school, Parish and local community is vital. They should therefore also be included in the selection process whilst recognising the delegated authority of any Selection Panel as defined within the Trust's Scheme of Delegation. The Parish Priest must always be offered the opportunity to be part of the recruitment process for a reserved post in their Parish as a Foundation Director, Foundation Governor or local advisor.

The Diocesan Bishop is legally entitled to be represented at all proceedings relating to appointments to reserved posts. Governors/ Directors must facilitate this by giving sufficient advanced notification to the Diocesan Director of Schools of any vacancy for a reserved post before taking any action, including appointing an acting role or advertising the vacancy. The Director of Schools must also be notified of any plans to remove a reserved post from a leadership structure.

The Diocesan 'Recruitment Guidance' document outlines in greater detail the protocols and processes for appointments to Reserved Posts. It can be found here:
<https://www.middlesbroughdioceseschoolsservice.org.uk/Vacancies/>

CES model documentation for appointments, including application forms and contracts, must be used and can be found at:

<https://www.catholiceducation.org.uk/employment-documents>

Other model HR policies can also be found at that link.

Directors and Governors must always refer to Keeping Children Safe in Education and Safer Recruitment documentation for any appointments made. Information can be found here:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Admissions

Academy Trust Boards are the admissions authority for all schools within their Trust. All published admissions arrangements for entry into a Catholic school must give appropriate preference to applications from Catholic children. The Diocesan Schools Service issue compliant and appropriate annual admissions policy guidance to Academy Trusts which must be implemented without alteration. Any localised factor that may require any such variance must in the first instance be discussed and agreed with the Diocesan Director of Schools ahead of any consultation or publication of such arrangements.

In addition to Diocesan guidance, Directors must familiarise themselves with the statutory guidance for admissions entitled 'School Admissions Code' which can found here:

<https://www.gov.uk/government/publications/school-admissions-code--2>

Buildings

All Diocesan schools sit on land in the ownership of the Diocese. The schools occupy such land on a 2 year renewable licence between the Trust and the Diocese.

As good tenants, Trusts must ensure that the Diocesan owned premises are well maintained, fit for purpose and provide a safe environment for staff and pupils.

Any building works to improve or alter the school must have the prior approval of the Diocese before any such work commences.

Details of how such approval is obtained is available from the Diocesan Property Manager at: propertymanager@rcdmidd.org.uk

Once again may we take this opportunity of thanking you for undertaking this vital ministry in your Trust or school.

Please do contact the Diocesan Schools Service for any further information you require: educationadmin@rcdmidd.org.uk



The Roman Catholic Diocese of Middlesbrough
SCHOOLS SERVICE
Provision of Essential Diocesan Functions

Context

Diocesan Bishops hold canonical responsibility for the oversight of all Catholic education within their Dioceses. Their primary objective in relation to Catholic schools is to assist parents by ensuring that:

- there are sufficient places in Catholic schools to meet the needs of Catholic children resident in their areas;
- the formation and education provided by the schools is authentically Catholic; and
- the educational standards are outstanding.

The Diocesan Bishop has the right of supervision, visitation and inspection of Catholic Schools in his Diocese pursuant to Canon law.

‘Diocese’ is the territorial division of the Catholic Church led by a Diocesan Bishop, who is responsible for all Catholic Schools in his area. Each Diocese will have a Diocesan Schools Commission (sometimes called a Diocesan Education Service or similar) led by a Diocesan Schools Commissioner (sometimes called a Diocesan Director of Education), who will exercise the Diocesan Bishop’s education functions on his behalf. Dioceses are independent charitable foundations, governed by charity law and their own constitutions, and are not themselves part of State provision of education, rather they are partners with the State.

The Catholic Church expects its schools to promote and uphold the highest academic standards and it is the role of the Diocesan Schools Commission in each area to assist the Diocesan Bishop in achieving this aim in the context of a Catholic school.

Background

1. Diocesan authorities provide strategic functions which enable their schools, including academies, to continue to provide education through their family of schools. Such functions are essential and cannot be carried out by any third party, since they are fundamental to the continued existence of those schools. The strategic functions carried out by diocesan authorities do not come without cost, recognising that diocesan authorities pool funding on behalf of their family of schools in order to carry out these strategic functions. This includes the exercise of diocesan rights and responsibilities, including those recognised in statute. The DfE has acknowledged that this is a legitimate use of school funding.
2. It is of course the case that the academy trust companies are subject to legal requirements about the way they conduct the financial affairs of the company. One of

the primary responsibilities of the Board of Directors is to ensure the company's funds are used only in accordance with the law, its articles of association, its funding agreement and the current version of the Academies Financial Handbook.

3. Any services of whatever nature must be no more than cost and must be used entirely for the functions exercised by the diocesan education service in supporting their schools. The same is entirely true for maintained schools. The voluntary contributions that they make to the diocesan education service is also public money and is subject to the same requirements in relation to the schools being accountable for the way that it is spent and that this is transparent.
4. This means that the dioceses must ensure that any funds received from schools or academy trust companies are kept in a separate account which is treated as a restricted fund, and do not end up mixed in with the general funds of the diocese. To do otherwise would be to risk public funding given to the schools for the purposes of education, being spent by the diocese on matters which do not directly support the provision of education by Catholic schools or directly fund the diocesan education service, which would be unlawful. The diocese must be entirely transparent about its accounting practice and be able to demonstrate that the funds received are directly used for the provision of the functions exercised by the diocesan education service in supporting its schools.

The following is a non-exhaustive list of the functions undertaken by the Diocesan Education Service:

Provision of a Diocesan Education Service

- Maintaining an effective and professionally staffed Diocesan Commission to oversee the provision of education in the Diocese, including ensuring that there are sufficient places at Catholic schools to fulfil the Diocesan Bishop's Canonical and statutory responsibilities.
- Routine Diocesan advice and support which may include, but is not limited to:
 - Telephone advice;
 - Advice by email;
 - Visits from named advisers with specialisms in Religious Education in the primary, secondary and tertiary sector.
 - Advice and support regarding improving academic standards in schools
 - Provision of relevant information and guidance
 - Advice on the general conduct and overall leadership of schools, including responsibilities of the governing body and headteacher;
- Additional support from specialised advisers for schools whose Religious Education, Catholic Life or Acts of Collective Worship are causing concern.
- Support during the denominational inspection cycle to ensure schools meet the statutory responsibilities for RE and Collective Worship, including support with the process of self-evaluation and advice on the requirements of the Bishops of England and Wales.
- The provision of legal advice to schools as required (both Canon and civil law).
- Provision of advice in relation to RSE along with model policies and guidance.
- Advice on strategies for fostering relationships with the Wider Catholic community, including home and parish.

School Organisation

- Support for school organisation: liaison with local authority, School Improvement Partnerships and RSCs, in line with the Memorandum of Understanding agreed with the DfE.
- Assistance with place planning, reorganisation and academy strategy.
- Assistance with RSC interventions
- Advice on and approval of MAT development and expansion.

Catholic School Monitoring and Improvement

- Support is provided to schools by experienced officers including school advisers with significant experience of Catholic Senior Leadership, and denominational inspection. Support is tailored to the needs of each school, in liaison with Trust school improvement leads.
- Diocesan Officers act as a first point of contact with the DfE including RSCs and local authority officers when performance data is under scrutiny.
- Maintaining an oversight of the performance of schools on behalf of the Bishop
- Liaison with Ofsted.

Support with statutory responsibilities

- Stakeholder engagement with Ofsted and contact with HMI in support of schools.
- Ensuring executive action, advice and support to trust boards following an Ofsted inspection where a school has been judged as inadequate, or if a warning notice or financial notice to improve has been issued.
- Coordination and quality assurance of denominational inspections and publication of denominational Inspection Reports.
- Notification and guidance on statutory changes to land, property, buildings and organisation relating to Catholic schools.
- Providing advice and support on statutory changes to schools.
- Representation on local authority committees
- Equalities advice in a Catholic context.

Director / Governor recruitment, training and support

- Recruitment of suitably skilled foundation Directors / Governors.
- Appointment of suitably skilled foundation Directors / Governors
- Liaison with schools regarding skills requirement to ensure placement of appropriate foundation Directors / Governors.
- Induction training for Directors / Governors, to enable them to undertake their roles and responsibilities in a Catholic school.
- Ongoing Director / Governor training to ensure they can carry out their duties in the context of a Catholic school in addition to maintaining standards in RE and more generally.
- Academy Directors' training to ensure they understand how a Catholic MAT is operated.
- Support for Directors / Governors as employers in a Catholic school, including model documents and legal advice.
- Briefings on statutory changes relevant to Directors / Governors of Catholic schools.
- Ensuring that Directors / Governors are fully aware of their Canonical duties.

- Support for Directors / Governors in dealing with complex or challenging issues in Catholic schools.
- Support for Directors / Governors in relation to the Catholic character and mission of schools including ensuring that schools adhere to Catholic Social Teaching.
- Diocesan attendance at Ofsted Feedback and contact with HMI in support of the school.
- Telephone and email advice for Directors / Governors.
- Development training for Chairs and prospective Chairs.
- Training for Directors / Governors on the promotion of Catholic Education and the provision of effective RE and Collective Worship.
- Intervention and request to Bishop for removal of Directors / Governor(s) where appropriate.
- Keeping governance under review in order to ensure that either a new Director / Governor is appointed or an existing Director's / Governor's term is renewed when a Director's / Governor's term comes to an end.
- Monitoring compliance with governance codes of conduct.
- Ensuring use of CES model documents as required by the diocese.

Admissions and Appeals

- Provision of model Admission policies for use by Trusts and schools
- Formally review Diocesan schools' admission policies to ensure they are compliant with the admissions code
- Provide advice, training and support to Trusts and Headteachers on admissions.
- Maintain an overview for schools and academies on LA admission committees, school place planning forums and other relevant bodies.
- Respond to the Schools Adjudicator in relation to Catholic admissions queries.
- Strategic support to Trusts for pupil place planning.
- Provide advice and support to Trusts and Headteachers on admission appeals.
- Respond to the Local Government Ombudsman and Education and Skills Funding Agency as appropriate on behalf of the Bishop.

Catholic Senior Leadership Appointments

- Providing oversight of the recruitment process for senior leadership positions in order to ensure compliance with the Bishops' Memorandum on the recruitment of teachers.
- Providing support through the recruitment process of any protected posts.
- Provision of CES model recruitment documents including application forms, contracts and employment policies.
- Providing guidance on employment issues as they relate to Catholic schools.
- Support with the application and implementation of the Catholic Education Service's employment protocols and procedures.
- Attendance by Diocesan adviser(s) at shortlisting, interviews for protected posts including CEO/(Exec)Headteacher / Principal / Head of School / DHT and all similar posts including Head of RE.
- Induction and succession planning for Catholic school leaders.
- Strategic oversight of staff development including the provision of Catholic leadership training events, CPD and coaching.

Providing for Trust HR leads, general and specific recruitment and staffing advice, including reference to CES for legal advice.

- Support for Headteacher and staff wellbeing, including ongoing support for their spiritual formation within a Catholic context.

Resources

- Guidance and relevant model policies including employment documentation which is appropriate for a Catholic context.
- Access to a range of online resources.
- Early sharing and management of information to facilitate cross-Trust working.
- Managing database, to assist advice on Catholic pupil population trends in a Catholic Context.

Buildings, premises and land

- Liaison between Diocesan Trustees and Trusts regarding the use of charitable capital assets.
- Buildings advice (including visits), on repair, maintenance, adapting and developing existing buildings.
- Use of Diocesan Tendering and procurement process advice.
- Training for Directors and Governors in order to ensure that Trusts and schools exercise responsible stewardship and a care for the environment.
- Provision of a model lettings policy.
- Provision of advice on the sources of funding available for building projects in Catholic schools and academies.
- Oversight of capital funding and capital spending process, including approval of capital spending projects and provision of relevant consents.
- Providing advice on appropriate or preferred consultants, contractors and other professional advisers.
- Providing support for significant capital funding bids.
- Provision of advice on trust and property issues, including use by third parties.
- Assistance with departmental capital estate reviews.

Additional Functions and Diocesan Education Service Communications

- Pastoral and spiritual support for teachers, including retreat days for staff and/or pupils.
- Provision of resources to support RE and chaplaincy services in schools.
- Provision of a network for Chaplains.
- Provision of training resources for Chaplains.
- Ensuring trusts and schools have access to Catholic Education Service resources and services through the support of the Diocese including in relation to the appointment and dismissal of staff.
- Diocesan representation at National Religious Education conferences and SACRE bodies and with planning decisions and consultations, such as at scrutiny committees, early years and school forum
- Provision of Diocesan meeting facilities.

- Support for teachers through Catholic Newly Qualified Teacher / new to Catholic Education events.
- Access to Religious Education training events and other events on collective worship, education and personal relationship programmes.
- Coordination of Annual Bishop's Study Day for Catholic CEO's, Head teachers, Chairs of Trust Boards and Chairs of Local Governing Bodies and regular networking opportunities within the Catholic family of schools.
- Training for RE Co-ordinators and Heads of Department.
- Access to bereavement support training.
- Briefing papers and updates on national policy changes and impact for Catholic schools.
- Notification of Diocesan special initiatives and opportunities for Catholic schools.
- Providing notes of visits following Adviser visits to schools including any relevant recommendations.
- Providing advice to individual parents on Diocesan school provision on request.
- Supporting professional development for Diocesan Schools Commissioners, Diocesan Officers and Education Services Staff.
- Responding to Government, CES and local authority consultations.

Support from the Catholic Education Service (CES)

- Model documentation for use in schools.
- National guidance.
- Representation of Catholic Education at a national level.
- Specialist advice, including legal, on Catholic specific issues.
- Facilitation of appropriate networking and professional development for diocesan officers, and staff in Catholic schools.



The Roman Catholic Diocese of Middlesbrough SCHOOLS SERVICE

Protocols for securing the Bishop's appropriate oversight of His Catholic Academy Trusts and constituent schools

INTRODUCTION

Catholic Schools exist to fulfil the Church's Mission to place Christ and the teaching of the Catholic Church at the centre of people's lives.

"Education is integral to the Mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth."

Pope Benedict XVI, Address to Catholic Educators, Catholic University of America in Washington, D.C., April 17, 2008

In fulfilling the Church's Mission, the Bishop of Middlesbrough has laid out His Vision for Catholic education in the Diocese, which is:

To make Christ known and loved through the provision of excellent Catholic education and schools intent on finding Christ in their daily lives and sharing that encounter with others.

The Bishop provides Catholic schools in the Diocese of Middlesbrough to play a central role in the Mission of the Catholic Church. Any threat to the continued existence and contribution of individual Catholic schools and Catholic education as a whole within the Diocese is a threat to the Mission of the Church and to the Bishop as First Educator.

PART ONE

CONTEXT

As stated in Canon Law, Bishops hold responsibility for the oversight of all Catholic education within their Dioceses (*Appendix 1*):

Bishops' responsibilities Canon Law

'supervising the maintenance of distinguished academic standards in Catholic schools in the diocese'

'regulating and watching over formation and education in the Catholic religion provided in any school'

'making all possible arrangements so that all the faithful may avail themselves of a Catholic education'

The primary objectives in relation to Catholic schools and academies within a Diocese is to assist parents by ensuring that:

- there are sufficient places in Catholic schools to meet the needs of Catholic children resident in their areas;
- the formation and education provided by the schools is authentically Catholic, and;
- the educational standards are outstanding.

Dioceses are not themselves part of the State provision of education rather they are partners with the State. In April 2016, a Memorandum of Understanding (*Appendix 2*) between the Catholic Church and the Department for Education was agreed and published. This document sets out the key principles and protocols to inform the working arrangements between Department for Education (DfE), the Catholic Education Service (CES) and Catholic Dioceses.

'Diocese' is the territorial division of the Catholic Church led by a Diocesan Bishop, who is responsible for all Catholic schools in His area. Each Diocese has a Diocesan Education Service led by a Diocesan Schools Commissioner / Director of Education who exercises the Bishop's educational functions on His behalf.

The Bishop of Middlesbrough, in laying out His Vision for Catholic education, is committed to ensuring every pupil attending a Catholic school in the Diocese receives the highest quality Catholic education possible. The Bishop expects that schools deliver on the three core aspects of His Vision, namely:

- to make Christ known and loved;
- to provide excellent Catholic schools;
- to enable all to find Christ in their daily lives and share that encounter with others.

He has established the Diocese of Middlesbrough Catholic Academy Trusts in order that effective structures and operations are in place to fulfil His Vision. The Bishop is directly accountable to the State for the performance and operations of His schools, therefore He cannot and would not cede

complete control to the Trusts but must retain appropriate oversight as accountability will always lie with Him.

In order to achieve oversight on behalf of the Bishop, the Diocesan Schools Commissioner / Director of Schools needs to be provided with sufficient information in order that he is able to have a deep understanding of how Trusts and schools are delivering the Bishop's Vision and to give confidence that the Bishop's accountabilities and responsibilities are being appropriately discharged. The Catholic Academy Trusts must share information about Catholic schools at the earliest opportunity, in particular, any concerns about underperformance or matters that would potentially expose to challenge or criticism the office of the Bishop and His right to operate Catholic schools.

In addition, Academy Trusts need to be clear of the 'Provision of Essential Functions' by the Diocese which is set out in *Appendix 3*.

PURPOSE

The purpose of this document is to identify ways of working that will help the Bishop, as First Educator, to achieve an appropriate oversight of the Catholicity and wider performance of His schools and of His Catholic Academy Trusts, and to have confidence that the Trusts are taking swift and decisive action in response to any current or potential concerns about a Catholic school.

The relationship between the Diocese and its Catholic Academy Trusts relies on both parties' ongoing commitment to consistency and transparency and in accordance with the protocols described by the CES' Code of Conduct for Governors and Directors.

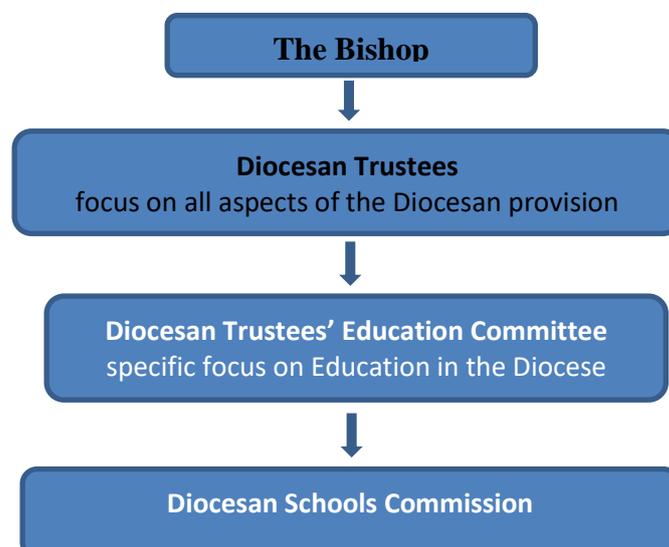
<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003629-codes-of-conduct-for-governors-and-directors>

It is essential that the Catholic Academy Trusts work closely with the Diocesan Schools Commission to deliver the Bishop's Vision for Catholic Education.

IMPLEMENTATION

In order to support the Bishop in discharging His responsibilities as outlined in Canon Law, structures have been established within the Diocese and within the Catholic Academy Trusts.

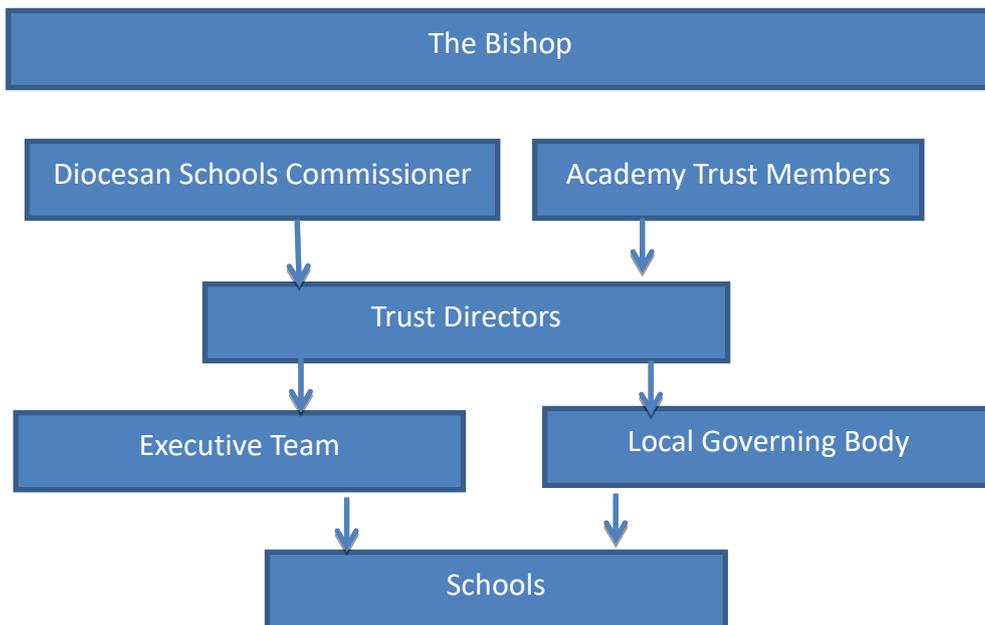
DIOCESAN STRUCTURES



The Diocesan Trustees' Education Committee (DTEC) has been established to play a key role as stated in their Terms of Reference (*Appendix 4*), including:

- to review the performance and contribution of Diocesan schools to the Church's wider Mission;
- to review the wider academic performance of schools including how the Trust school improvement strategies and service operates.
- considering and approving changes in school places in Diocesan schools including expansion, reduction and closure.

CATHOLIC ACADEMY TRUSTS' STRUCTURE



PART TWO

PROTOCOLS AND ACTIVITIES

The following protocols inform the working arrangements between the Diocese and its Catholic Academy Trusts and schools in order that the responsibilities and accountabilities of the Bishop can be appropriately discharged: The Diocesan Trustees' Education Committee (DTEC) will meet termly. Trusts may be invited to directly give feedback or take questions from the committee.

- a) Members will meet annually to receive a report on all aspects of the Trusts' performance and financial security.
- b) The Diocesan Schools Service will discharge their responsibilities as outlined in the 'Provision of Essential Diocesan Functions' document
- c) The Catholic Academy Trusts will provide a range of agreed information to the Diocesan Schools Commissioner to support his role in providing the Bishop with appropriate oversight of his schools. In addition, Diocesan Schools Service Officers will regularly meet with Trust Officers responsible for Catholic Life and Standards. Denominational Inspections and Interim Reviews are carried out by Diocesan trained inspectors.
- d) The Catholic Academy Trusts will, as part of the wider Diocesan Catholic family, explore all opportunities for wider cross-trust working

WHAT	HOW	FORMAT	WHEN
<p>Catholic Academy Trusts will provide the Diocesan Schools Commissioner with an overview of risk concerning individual schools and the Trust as a whole, and planned actions to mitigate such risks.</p> <p>They will ensure the Diocesan Schools Commissioner has knowledge of any school identified as a cause for concern, in terms of academic outcomes or vulnerability to an Ofsted or Diocesan Inspection judgement of less than good. The Trusts will provide information about planned actions for improvement, and the impact of those actions.</p>	<ul style="list-style-type: none"> • Trust Risk register • Planned actions to mitigate risk, including action plans to improve vulnerable schools • Schools' categorisation: • Statutory data 	<ul style="list-style-type: none"> • Trust format • Trust format i.e. risk register/ action plans • Trust format (overview) / SOAP (<i>Appendix 5</i>) (with action plans attached for vulnerable schools) • Trust format 	<ul style="list-style-type: none"> • Termly • Termly • Annually – with termly updates if changes • Annually : Statutory data Attainment EYs / KS1 / KS2 / Y6 RE : July

	<ul style="list-style-type: none"> • Pupil information re attendance / exclusions for previous academic year • Schools' self-evaluation judgements: Standards and Catholic Life • Information re completion of DSEF 	<ul style="list-style-type: none"> • SOAP • SOAP • SOAP 	<p>KS2 Progress: Sept GCSE/A Level incl. RE: August</p> <ul style="list-style-type: none"> • Annually – termly updates if changes
<p>Catholic Academy Trusts will report on their strategic plans and operations to discharge their specific Mission to provide high quality Catholic education, including the identification and development of future Catholic Leaders.</p>	<ul style="list-style-type: none"> • Trust Strategic plan • Pupil information - % Catholic • Staff information – % Catholic • Staff information re changes in reserved posts (current and anticipated) • Potential Catholic Leaders : No. of HTs / DHTs in the next 3 - 5 years 	<ul style="list-style-type: none"> • Trust format • CES Census • CES Census • SOAP • SOAP 	<ul style="list-style-type: none"> • Annually • Annually • Annually • Annually: immediate contact with DSC re changes • Annually
<p>Catholic Academy Trusts will provide the Diocesan Schools Commissioner with information about the Trust's School Improvement Strategy and its impact.</p>	<ul style="list-style-type: none"> • School Improvement Strategy document and updates re impact 	<ul style="list-style-type: none"> • Trust format 	<ul style="list-style-type: none"> • Annually
<p>Catholic Academy Trusts will evidence the effectiveness of Boards of Directors in holding the Executive Team to account.</p>	<ul style="list-style-type: none"> • Minutes from Directors' board and sub-committee meetings. • Members meeting 	<ul style="list-style-type: none"> • Trust format 	<ul style="list-style-type: none"> • Ongoing • Annually
<p>Catholic Academy Trusts will provide to the Diocesan Schools Commissioner reports /letters/feedback received from RSC following meetings.</p>	<ul style="list-style-type: none"> • RSC letters / reports <i>Usual Standard Agenda items</i> <i>1. Strategic vision, reflections on previous academic year.</i> 	<ul style="list-style-type: none"> • RSC format 	<ul style="list-style-type: none"> • Following RSC meetings / reviews / contact

	<ul style="list-style-type: none"> 2. <i>School improvement, outcomes.</i> 3. <i>People and leadership.</i> 4. <i>Governance.</i> 5. <i>Finance.</i> 6. <i>Future plans</i> 		
Catholic Academy Trusts will provide to the Diocesan Schools Commissioner reports /letters/feedback received from ESFA following meetings.	<ul style="list-style-type: none"> • ESFA letters / reports 	<ul style="list-style-type: none"> • ESFA format 	<ul style="list-style-type: none"> • Following ESFA meetings / reviews / contact
Catholic Academy Trusts will provide to the Diocesan Schools Commissioner a written statement of self-evaluation against Ofsted’s Trust Summary Evaluation expectations.	<ul style="list-style-type: none"> • Self-evaluation document 	<ul style="list-style-type: none"> • Trust format 	<ul style="list-style-type: none"> • Annually
Catholic Academy Trusts will adhere to the obligations within the Memorandum of Understanding between DfE and Dioceses. Any direct communication by the Regional Schools Commissioner (RSC) to Trusts or schools will be referred, in the first instance, to the Diocesan Schools Commissioner. The Diocesan Schools Commissioner will be invited to attend visits / Annual Trust Review meetings with the RSCs and Trust Leaders.		<ul style="list-style-type: none"> • Trust to contact DSC 	<ul style="list-style-type: none"> • Ongoing as arising
Proposals for constitutional changes to Governance arrangements at school or Trust level from those set out in the Articles will be discussed with and agreed by the Diocesan Schools Commissioner in advance of any consultation on such changes.		<ul style="list-style-type: none"> • Trust to contact DSC 	<ul style="list-style-type: none"> • Ongoing as arising

<p>Catholic Academy Trusts will provide to Members audited accounts and an annual report on performance over the last year in terms of meeting the charitable objective of the trust and the vision, financial and educational performance of the trust.</p>	<ul style="list-style-type: none"> • Documentation for Members meeting <i>Standard agenda items</i> <ol style="list-style-type: none"> 1. <i>Minutes of previous AGM</i> 2. <i>Audited accounts</i> 3. <i>Annual report re meeting charitable objective of trust, vision, financial and educational performance of the trust.</i> 4. <i>Performance of the trust board</i> 5. <i>Major plans / outlook for coming year</i> 6. <i>Appointment of auditors</i> 7. <i>AOB i.e. appointment and removal of directors, amendments to articles</i> 	<ul style="list-style-type: none"> • Trust format 	<ul style="list-style-type: none"> • Annually (to be received one week in advance of Members meeting)
<p>As the Bishop is responsible for the provision of school places in his Catholic schools, any proposal to expand or reduce places must be agreed in the first instance with the Diocesan Schools Commissioner.</p>		<ul style="list-style-type: none"> • Trust to contact DSC 	<ul style="list-style-type: none"> • Ongoing as arising
<p>All proposed appointments to posts reserved for practising Catholics, or plans to remove a reserved post from a school leadership structure must, in the first instance, be agreed by the Diocesan Schools Commissioner. The Diocesan Schools Commissioner is to be invited to all selection activities in order that Advisory Rights can be discharged. https://www.catholiceducation.org.uk/employment-documents/bishops-memorandum <i>Appendix 7</i></p>		<ul style="list-style-type: none"> • Trust to contact DSC 	<ul style="list-style-type: none"> • Ongoing as arising

Where it is proposed to advertise for a reserved post, an appropriate Parish Priest will always be invited to attend the selection process.		<ul style="list-style-type: none"> Trust to contact Parish Priests 	<ul style="list-style-type: none"> Ongoing as arising
In order to demonstrate commitment to supporting the formation and development of their staff to deliver the Church's Mission, in conjunction with the Trusts' own CPLD programme, Catholic Academy Trusts will ensure the attendance of staff at Diocesan CPD and Leadership Development events related to Catholic education.		<ul style="list-style-type: none"> Trust /Diocesan promotion of CPLD activities / events 	<ul style="list-style-type: none"> Ongoing

APPENDICES

[Available on Schools Service Website](https://www.middlesbroughdioceseshoolservice.org.uk/)

<https://www.middlesbroughdioceseshoolservice.org.uk/>

- Appendix 1 Canon Law
- Appendix 2 DfE Memorandum of Understanding
- Appendix 3 Diocesan Provision of Essential Functions
- Appendix 4 DTEC Terms of Reference
- Appendix 5 School on a Page (SOAP)
- Appendix 6 Bishops' Memorandum on the Appointment of Teachers to Catholic Schools
- Appendix 7 Meetings agenda
- Appendix 8 NGA Members' Guidance
- Appendix 9 Timetable of Activities
- Appendix 10 Meeting Schedule



DIOCESE OF MIDDLESBROUGH SCHOOLS SERVICE DEPARTMENT

FOUNDATION DIRECTOR AT CATHOLIC VOLUNTARY ACADEMY EXISTING FOUNDATION GOVERNOR - LAY PERSON NOMINATION FORM

The proposed Director should complete this form and forward it to the Dean of the Deanery area in which the academies are situated, enclosing any supporting documentation.

The Dean will consult with the priests of the Deanery and seek the views of the current Chair of Governors and Head Teacher for new academies or the Chair of the Board of existing academies in deciding whether to recommend the Director for appointment by the Bishop.

The Dean will also consider the skills needs of the Catholic Multi Academy Trust against the capacity the proposed Director offers.

If the Dean feels it appropriate, he should nominate the applicant for consideration for appointment by the Bishop by completing the final section of this Form himself before forwarding to the Diocesan Schools Service.

PERSONAL INFORMATION OF NOMINEE

Title:	Surname:	Forenames:
Home Address:		
		Postcode:
Home Telephone No:		Daytime Telephone No:
Email Address:		
Occupation:		Parish:

ACADEMY TRUST FOR WHICH NOMINATION IS TO BE CONSIDERED

Name of Academy :	
Address:	
	Local Authority:
Are you an employee of a school within the Multi Academy Trust? YES / NO	
If yes to either please give details:	

TO BE COMPLETED BY NOMINEES WITH CHILDREN OF SCHOOL AGE

Are any of your children currently attending the above-named school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any children who have previously attended the above-named school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Present Year Group of your child:	Name of the School(s) currently attended	

PREVIOUS EXPERIENCE OF NOMINEE

Please state any experience you have previously had as a governor or teacher / member of school staff. Please indicate any particular experience, skills or interests you have which might assist you in your role as a governor and would be helpful to the school (if necessary, please continue on an extra sheet)

--

REFERENCE
(To be completed by all applicants)

You must ask your Parish Priest to complete the enclosed reference form which you should then forward with this application.

Details of Your Parish Priest from whom a reference has been obtained

Title:		Surname:		Forename:	
Address:					
Post Code:			Daytime Telephone No:		
Email Address:			Evening Telephone No:		
Parish:					

SAFEGUARDING REQUIREMENT

Please complete if known

DBS	Disclosure Number	Date of Issue	Issued For	Date of Birth

TYPE OF APPOINTMENT

Delete as applicable

<p>New Appointment</p> <p>Yes/No</p>	<p>Reappointment</p> <p>Yes/No (if Yes give date of renewal)</p> <p>.....</p>
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STATEMENT FOR DIOCESAN COMPLIANCE

I declare that I am not aware of any conflict of interest which would inhibit my acting justly as a foundation director. If appointed to serve as a foundation director, I hereby recognise and confirm that:

- i. I am a practising Catholic who attends weekly mass in full communion with the See of Rome.
- ii. My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Diocesan Trust Deed Schedule 9, paragraph 2(a).
- iii. I am willing to attend meetings of the Academy Board, its committees and working groups to which I am appointed and take responsibility for sharing in the work.
- iv. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop and his Trustees in respect of the school or other schools situated in the Diocese.
- v. I understand that I may at any time be removed from office by the person or persons who have appointed me
- vi. I am willing to attend Governor Training Courses during my period of service as arranged or requested by the Diocesan Schools' Service Department.
- vii. I am not an employee of the school.
- viii. I understand that I shall be appointed for a term of 4 year.

STATEMENT FOR STATUTORY COMPLIANCE

I confirm that I am not subject to any disqualification from membership of a Governing Body in accordance with the School Academies Act regulations.

I declare that I am not disqualified from serving as an Academy Director and that:

- i. **I am** aged 18 or over at the date of this appointment;
- ii. **I am not** liable to be detained under the Mental Health Act 1983;
- iii. **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- iv. **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;
- v. **I am not** included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted;
- vi. **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- vii. **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- viii. **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- ix. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- x. **I have not** been fined, in the five years prior to becoming a governor, for causing a

- nuisance or disturbance on education premises;
- xi. **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

<p>I have read and understood the statements for Diocesan and Statutory Compliance and confirm that, to the best of my knowledge and belief, all the information contained in this form is accurate and true. If at any time I cease to comply with any of the statements, I undertake to offer my resignation in writing forthwith.</p> <p>I also understand that in order to serve as a Foundation Director I shall be required to obtain an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and that the Diocese will be responsible for ensuring that a DBS check is carried out.</p> <p>For the good of the mission of the Catholic Church and of Catholic Education in the Diocese of Middlesbrough, I am willing to be called by the Bishop of Middlesbrough to serve as a Foundation Director.</p>	
SIGNATURE OF APPLICANT:	DATE:

PRE APPOINTMENT CHECKS FOR FOUNDATION GOVERNORS

(Revised following new Guidance on Pre-Appointment Checks on School Governors published by the DfE 23 September 2003)

1. This form must be fully completed and signed by the nominee.
2. The nominee must then send the form to the Dean of their respective Parish in which they worship for him to complete the Section at the bottom of the page.
3. You must enclose a completed reference from your Parish Priest
4. The Dean must then send the completed form to the Diocesan Schools' Service Department.
5. Upon approval of the nomination by or on behalf of the Bishop, the Diocesan Schools' Service Department will send a letter of appointment to the nominee informing them of their appointment, subject to the appropriate DBS checks being completed by the Diocese. Copies of this letter will also be sent to the Clerk to the Board, Dean, Parish Priest, and Chair of the Board.
6. This completed form will be retained in safe and secure storage at the Diocesan Schools' Service Department

THIS SECTION MUST BE COMPLETED BY THE DEAN.			
I, the undersigned, confirm that:			
a) I have reviewed the reference from the respective Parish Priest which confirms the applicant is a practicing Catholic and a suitable candidate for the role of Foundation Director.			
b) As an existing Foundation Governor, the authenticity of the original documentation supplied has previously been confirmed.			
I hereby nominate the above person to the Bishop of Middlesbrough for appointment as a			
Foundation Director the above Academy Trust.			
Signature:		Date:	
Title:		Forename:	Surname:
Name of Deanery of Parish as appropriate:			

The completed form should be sent to: Schools' Service Department, Curial Office, 50a The Avenue, Linthorpe, Middlesbrough, TS5 6QT



DIocese OF MIDDLESBROUGH
SCHOOLS SERVICE DEPARTMENT

FOUNDATION DIRECTOR AT CATHOLIC VOLUNTARY ACADEMY
FROM AN EXISTING FOUNDATION GOVERNOR - LAY PERSON NOMINATION FORM

The proposed Director should complete this form and then make an appointment to meet with Dean of the Deanery area in which the academies are situated, taking the form and supporting documentation to the meeting.

The Dean will consult with the priests of the Deanery and seek the views of the current Chair of Governors and Head Teacher for new academies or the Chair of the Board of existing academies in deciding whether to recommend the Director for appointment by the Bishop.

The Dean will also consider the skills needs of the Catholic Multi Academy Trust against the capacity the proposed Director offers.

If the Dean feels it appropriate, he should nominate the applicant for consideration for appointment by the Bishop by completing the final section of this Form himself before forwarding to the Diocesan Schools Service.

PERSONAL INFORMATION OF NOMINEE

Title:	Surname:	Forenames:
Home Address:		
		Postcode:
Home Telephone No:		Daytime Telephone No:
Email Address:		
Occupation:		Parish:

ACADEMY TRUST FOR WHICH NOMINATION IS TO BE CONSIDERED

Name of Academy :	
Address:	
	Local Authority:

Are you an employee of a school within the Academy Trust? YES / NO

If yes to either please give details:

TO BE COMPLETED BY NOMINEES WITH CHILDREN OF SCHOOL AGE

Are any of your children currently attending the above-named school? Yes No

Do you have any children who have previously attended the above-named school? Yes No

Present Year Group of your child:	Name of the School(s) currently attended
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PREVIOUS EXPERIENCE OF NOMINEE

Please state any experience you have previously had as a governor or teacher / member of school staff. Please indicate any particular experience, skills or interests you have which might assist you in your role as a governor and would be helpful to the school (if necessary, please continue on an extra sheet)

--

REFERENCE
(To be completed by all applicants)

You must ask your Parish Priest to complete the enclosed reference form which you should then forward with this application.

Parish Priest Reference

Title:		Surname:		Forename:	
Address:					
Post Code:		Daytime Telephone No:			
Email Address:		Evening Telephone No:			
Parish:					

Safeguarding Requirement – DBS Clearance (Disclosure & Barring Service):

You are required to provide two references of people who can confirm your good standing within the community. They do not have to be professional or employer references but should not be from a relative or someone living at the same address as you. A simple reference letter will be sent to the people listed that will need to be completed and returned before your application can be processed.

Second Reference

Title:		Surname:		Forename:	
Address:					
Post Code:		Daytime Telephone No:			
Email Address:		Evening Telephone No:			
Parish:		Occupation:			

Third Reference

Title:		Surname:		Forename:	
Address:					
Post Code:		Daytime Telephone No:			
Email Address:		Evening Telephone No:			
Parish:		Occupation:			

SAFEGUARDING REQUIREMENT

Please complete if known

DBS Disclosure Number	Date of Issue	Issued For	Date of Birth

TYPE OF APPOINTMENT

Delete as applicable

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">New Appointment</td> </tr> <tr> <td style="text-align: center;">Yes/No</td> </tr> </table>	New Appointment	Yes/No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Reappointment</td> </tr> <tr> <td style="text-align: center;">Yes/No (if Yes give date of renewal)</td> </tr> </table>	Reappointment	Yes/No (if Yes give date of renewal)
New Appointment					
Yes/No					
Reappointment					
Yes/No (if Yes give date of renewal)					

STATEMENT FOR DIOCESAN COMPLIANCE

I declare that I am not aware of any conflict of interest which would inhibit my acting justly as a foundation director. If appointed to serve as a foundation director, I hereby recognise and confirm that:

- ix. I am a practising Catholic who attends weekly mass in full communion with the See of Rome.
- x. My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Diocesan Trust Deed Schedule 9, paragraph 2(a).
- xi. I am willing to attend meetings of the Academy Board, its committees and working groups to which I am appointed and take responsibility for sharing in the work.
- xii. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop and his Trustees in respect of the school or other schools situated in the Diocese.
- xiii. I understand that I may at any time be removed from office by the person or persons who have appointed me
- xiv. I am willing to attend Governor Training Courses during my period of service as arranged or requested by the Diocesan Schools' Service Department.
- xv. I am not an employee of the school.
- xvi. I understand that I shall be appointed for a term of 4 year.

STATEMENT FOR STATUTORY COMPLIANCE

I confirm that I am not subject to any disqualification from membership of a Governing Body in accordance with the School Academies Act regulations.

I declare that I am not disqualified from serving as an Academy Director and that:

- xii. **I am** aged 18 or over at the date of this appointment;
- xiii. **I am not** liable to be detained under the Mental Health Act 1983;
- xiv. **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- xv. **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;
- xvi. **I am not** included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted;
- xvii. **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- xviii. **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- xix. **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;

- xx. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- xxi. **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- xxii. **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

I have read and understood the statements for Diocesan and Statutory Compliance and confirm that, to the best of my knowledge and belief, all the information contained in this form is accurate and true. If at any time I cease to comply with any of the statements, I undertake to offer my resignation in writing forthwith.

I also understand that in order to serve as a Foundation Director I shall be required to obtain an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and that the Diocese will be responsible for ensuring that a DBS check is carried out.

For the good of the mission of the Catholic Church and of Catholic Education in the Diocese of Middlesbrough, I am willing to be called by the Bishop of Middlesbrough to serve as a Foundation Director.

SIGNATURE OF APPLICANT:

DATE:

PRE APPOINTMENT CHECKS FOR FOUNDATION GOVERNORS

(Revised following new Guidance on Pre-Appointment Checks on School Governors published by the DfE)

7. This form must be fully completed and signed by the nominee.
8. The nominee must then take the form together with one of the following original documents to their Dean.
 - Passport
 - Driver's licence
 - Original Birth Certificate
 - Original Marriage Certificate
 - P45 or P60
9. You must enclose a completed reference from your Parish Priest
10. The Dean must then complete the relevant section of the form in the presence of the nominee to evidence his sight of the original document. The original document is then handed back to the applicant.
11. The Dean must then send the completed form to the Diocesan Schools' Service Department.
12. Upon approval of the nomination by or on behalf of the Bishop, the Diocesan Schools' Service Department will send a letter of appointment to the nominee informing them of their appointment, subject to the appropriate Disclosure and Barring checks being completed by the Diocese. Copies of this letter will also be sent to the Clerk to the Governors, Parish Priest and Chair of Board.
13. This completed form will be retained in safe and secure storage at the Diocesan Schools' Service Department

THIS SECTION MUST BE COMPLETED BY THE DEAN.			
<p>I, the undersigned, confirm that:</p> <p>a) I have met with and positively identified the nominee.</p> <p>b) I have checked the authenticity of the original documentation supplied and confirm that the details relate to the applicant.</p> <p>I hereby nominate the above person to the Bishop of Middlesbrough for appointment as a Foundation Director to the above Academy Board.</p>			
Signature:			Date:
Title:	Forename:	Surname:	
Name of Deanery of Parish as appropriate:			

The completed form should be sent to: Schools' Service Department, Curial Office, 50a The Avenue, Linthorpe, Middlesbrough, TS5 6QT



DIOCESE OF MIDDLESBROUGH
SCHOOLS SERVICE DEPARTMENT

FOUNDATION GOVERNOR LAY PERSON NOMINATION FORM

PERSONAL INFORMATION OF NOMINEE		
Title:	Surname:	Forenames:
Home Address:		
		Postcode:
Home Telephone No:		Daytime Telephone No:
Email Address:		
Occupation:		Parish:
SCHOOL FOR WHICH NOMINATION IS BEING CONSIDERED		
Name of School:		
Address:		
		Local Authority:
Are you an employee at the school? YES / NO		Are you related to an employee or governor of the school? YES / NO
If yes to either please give details:		
TO BE COMPLETED BY NOMINEES WITH CHILDREN OF SCHOOL AGE		
Are any of your children currently attending the above-named school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any children who have previously attended the above-named school?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is 'Yes', this may enable you to be appointed as a foundation governor (parent). In any event, please give the following information:		
Present Year Group of your child:	Name of the School(s) currently attended	

PREVIOUS EXPERIENCE OF NOMINEE

Please state any experience you have previously had as a governor or teacher / member of school staff. Please indicate any particular experience, skills or interests you have which might assist you in your role as a governor and would be helpful to the school (if necessary, please continue on an extra sheet)

REFERENCES (To be completed by all applicants)

Three referees are required: the first must be your Parish Priest the second & third may be any person, who is not a relative, who will be able to testify your suitability to serve as a foundation governor. (A separate Parish Priest reference requests is provided with this form for this purpose together with return envelopes to return the forms to the Schools Service Department. Second and third references will be sent forms direct from the Safeguarding office)

Parish Priest Reference

Title:		Surname:		Forename:			
Address:							
Post Code:				Daytime Telephone No:			
Email Address:				Evening Telephone No:			
Parish:				Occupation:			

Safeguarding Requirement -DBS Clearance (Disclosure and Barring Service):

You are required to provide two references of people who can confirm your good standing within the community. They do not have to be professional or employer references but should not be from a relative or someone living at the same address as you. A simple reference letter will be sent to the people listed which will need to be completed and returned before your application can be processed

Second Reference

Title:		Surname:		Forename:			
Address:							
Post Code:				Daytime Telephone No:			
Email Address:				Evening Telephone No:			
Parish:				Occupation:			

Third Reference					
Title:		Surname:		Forename:	
Address:					
Post Code:		Daytime Telephone No:			
Email Address:		Evening Telephone No:			
Parish:			Occupation:		

SAFEGUARDING REQUIREMENT

Please complete if known

DBS	Disclosure Number	Date of Issue	Issued For	Date of Birth

TYPE OF APPOINTMENT

Delete as applicable

New Appointment	Reappointment
Yes/No	Yes/No (if Yes give date of renewal)

STATEMENT FOR DIOCESAN COMPLIANCE

I declare that I am not aware of any conflict of interest which would inhibit my acting justly as a foundation governor. If appointed to serve as a foundation governor, I hereby recognise and confirm that:

- xvii. I am a practising Catholic who attends weekly mass in full communion with the See of Rome.
- xviii. My appointment places a statutory duty upon me to ensure that the religious character of the school is preserved and developed and that the school is conducted in accordance with the provisions of the Diocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998].
- xix. I am willing to attend meetings of the Governing Body, its committees and working groups to which I am appointed and take responsibility for sharing in the work.
- xx. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop and his Trustees in respect of the school or other schools situated in the Diocese.
- xxi. I understand that I may at any time be removed from office by the person or persons who have appointed me [Regulation 18(1), Education (School Government) (England) Regulations, 1999]
- xxii. I am willing to attend Governor Training Courses during my period of service as arranged or requested by the Diocesan Schools' Service Department.
- xxiii. I am not an employee of the school.
- xxiv. I am not a close relative of any employee of the school.
- xxv. I am not a close relative of any other member of the Governing Body.
- xxvi. I understand that I shall be appointed for a term of 4 year.

STATEMENT FOR STATUTORY COMPLIANCE

I confirm that I am not subject to any disqualification from membership of a Governing Body in accordance with the School Governance (Constitution) (England) Regulations 2003.

Under the above regulations, I declare that I am not disqualified from serving as a school governor and that:

- xxiii. **I am** aged 18 or over at the date of this appointment;
- xxiv. **I am not** liable to be detained under the Mental Health Act 1983;
- xxv. **I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- xxvi. **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;
- xxvii. **I am not** included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted;
- xxviii. **I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school;
- xxix. **I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- xxx. **I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- xxxi. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- xxxii. **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;
- xxxiii. **I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

I have read and understood the statements for Diocesan and Statutory Compliance and confirm that, to the best of my knowledge and belief, all the information contained in this form is accurate and true. If at any time I cease to comply with any of the statements, I undertake to offer my resignation in writing forthwith.

I also understand that in order to serve as a Foundation Governor I shall be required to obtain an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and that the Diocese will be responsible for ensuring that a DBS check is carried out.

For the good of the mission of the Catholic Church and of Catholic Education in the Diocese of Middlesbrough, I am willing to be called by the Bishop of Middlesbrough to serve as a Foundation Governor.

SIGNATURE OF APPLICANT:

DATE:

PRE APPOINTMENT CHECKS FOR FOUNDATION GOVERNORS

(Revised following new Guidance on Pre-Appointment Checks on School Governors)

14. This form must be fully completed and signed by the nominee.
15. The nominee must then take the form together with one of the following original documents to their parish priest in the case of a primary school and the dean in the case of a secondary school.

- Passport
- Driver's licence
- Original Birth Certificate
- Original Marriage Certificate
- P45 or P60

16. The parish priest must then complete the relevant section of the form in the presence of the nominee to evidence his sight of the original document. The original document is then handed back to the applicant.
17. The Parish priest (or Dean in the case of a Secondary School) must then send the completed form to the Diocesan Schools' Service Department.
18. Upon approval of the nomination by or on behalf of the Bishop, the Diocesan Schools' Service Department will send a letter of appointment to the nominee informing them of their appointment, subject to the appropriate DBS (Disclosure & Barring Service) checks being completed by the diocesan Safeguarding Office. Copies of this letter will also be sent to the Clerk to the Governors, Parish Priest, Chair of Governors, Head teacher and the Governor Support Officer.
19. This completed form will be retained in safe and secure storage at the Diocesan Schools' Service Department

THIS SECTION MUST BE COMPLETED BY THE DEAN IN THE CASE OF A SECONDARY SCHOOL OR THE PARISH PRIEST IN THE CASE OF A PRIMARY SCHOOL.			
I, the undersigned, confirm that:			
a) I have met with and positively identified the nominee.			
b) I have checked the authenticity of the original documentation supplied and confirm that the details relate to the applicant.			
I hereby nominate the above person to the Bishop of Middlesbrough for appointment as a Foundation Governor the above school.			
Signature:			Date:
Title:		Forename:	Surname:
Name of Deanery of Parish as appropriate:			

The completed form should be sent to: Schools' Service Department, Curial Office, 50a The Avenue, Linthorpe, Middlesbrough, TS5 6QT

[Insert Academy logo/crest]
Annual Governance Statement
[Name of Academy]

Purpose

In this governance statement the term ‘Governing Body’ is used to describe [the board of directors of the [NAME Academy Trust] and/or the local governing body of the [NAME Academy] within the [NAME Multi-Academy Trust]]. The term ‘Governor’ is used to describe a member of the [board of directors of [NAME Academy Trust] and/or local governing body of [NAME Academy]] who will be an individual registered at Companies House as a director of [NAME Academy Trust].

This governance statement has been prepared and published by the Governing Body of [NAME Academy] in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the Academy in accordance with its Catholic character and (ii) our core functions (explained below) during the [INSERT ACADEMIC YEAR] academic year.

A list of serving governors is set out at **Appendix 1**.

Role of the Governing Body

As the governing body of a Catholic Academy, our overarching responsibility lies in ensuring that the Academy is conducted in accordance with its Catholic character at all times, and this overriding duty (which is also a legal duty) permeates everything that we do. Further, in accordance with our legal obligations, the Governing Body endeavours to operate at a strategic level, leaving the [principal/chief executive] and the Academy’s senior leaders responsible and accountable to us for the operational day-to-day running of the Academy. It is by achieving these aims that we can be sure that our Academy has effective governance.

The three core functions of the governing body are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the [principal/chief executive] to account for the educational performance of the Academy and its pupils, and for the internal organisation, management and control of the Academy, including performance management of staff; and
3. Overseeing the financial performance of the Academy and making sure its money is well spent.

As an integral part of the vision for the holistic formation of children and young people Canon law (Church law) also requires that Catholic schools (which includes academies) are “...at least as academically distinguished as that in the other schools of the area” (806§2) and the Governing Body are mindful of this requirement in all that we do.

Scope of Governing Body’s Responsibilities

As Governors we acknowledge that we have overall responsibility for ensuring that [NAME Academy] has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives, and can provide only a reasonable and not absolute assurance against material misstatement or loss.

The Governing Body has delegated the day-to-day responsibility to the [principal/chief executive], as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between [NAME Academy Trust] and the

Secretary of State for Education. The [principal/chief executive] is also responsible for reporting to the Governing Body any material weaknesses or breakdowns in internal control.

Governance Arrangements

Composition of the Governing Body

The Governing Body is made up of [X] Foundation Governors †, [X] Staff Governors (including the [principal/chief executive], [X] Parent Governor(s), [X] Local Authority Governors(s) and [X] Co-opted Governor(s)*.

† The term Foundation Governor is used in this document to describe those academy directors appointed to the board by the Bishop of the Diocese in which the Academy is situated. Elsewhere these individuals may be referred to as Foundation Directors. The Bishop not only appoints his Foundation Governors because of their particular skills, but, more importantly, for the strict purpose of ensuring, on his behalf, the Catholic character of the Academy. Foundation Governors are also under important legal duties to preserve and develop the Academy's Catholic character. In order to ensure that the Academy's Catholic character is protected and that it is being conducted in accordance with the tenets of its Catholic designation, Governing Bodies of Catholic schools and academies must always have a majority of Foundation Governors.

The Diocesan Bishop is Canonically responsible for his schools and academies. He ensures that the Catholic ethos of the school/academy is maintained, particularly through the appointment of Foundation Governors, but also through overseeing the appointment of members of staff and through Diocesan inspection, in order to ensure that the school/academy is fulfilling the objects cited in its Instrument of Government/Articles of Association and the trust deed under which the school/academy was established.

* Co-opted Governors are appointed by the Governing Body and are people who, in the opinion of the Governing Body, have the skills required to contribute to the effective governance and success of the school/academy. On our Governing Body [X] of the Co-opted Governors are parents, [X] are staff members and the remaining [X] are members of the local community, including, [state profession/experience e.g. teacher at the local secondary school and the proprietor of [X] pre-school].

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities.

Governing Body's work this year and Governors attendance at full Governing Body meetings

[The Governing Body must set out the purpose of the work undertaken by the Governing Body as a whole as well as any particular issues they encountered and how they were dealt with.]

The full Governing Body has met [X] times during the year.

We [have/have not] cancelled a Governing Body meeting because it was not "quorate" (the number of Governors needed to ensure that legal decisions can be made).

Overall Governors have [excellent/good/fair/poor] attendance at Governing Body meetings.

[Where there has been poor attendance by a Governor/Governors, the Academy may wish to provide a brief explanation for such poor attendance (being careful not to breach any duties of confidentiality owed to the Governors(s) concerned).]

Individual Governors' attendance during the year at Governing Body meetings can be found at **Appendix 2**.

Committees work this year and Governors attendance at Committee meetings

At [NAME Academy] we have [STATE THE DIFFERENT COMMITTEES AND THEIR REMIT e.g. a Resources Committee, which focusses on finance, premises and some personnel

matters, a Learning and Teaching Committee, and a Pay and Performance Committee. The Governing Body must set out the purpose of the work undertaken by each Committee as well as any particular issues they encountered and how they were dealt with.]

Individual Governors' attendance during the year at Committee meetings can be found at **Appendix 3**.

Minutes of Governing Body and Committee meetings

Minutes of Governing Body and Committee meetings are public documents - you can either find them on the Governors' page of [NAME Academy's] website or you can ask [INSERT INFORMATION] if you would like to see a copy of the minutes.

Review of Value for Money

As accounting officer the [principal/chief executive] has responsibility for ensuring that the Academy delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes achieved in return for the taxpayer resources received.

The accounting officer considers how the Academy's use of its resources has provided good value for money during each academic year, and reports to the Governing Body where value for money can be improved, including the use of benchmarking data where available. The accounting officer for the Academy has delivered improved value for money during the year by [PROVIDE INFORMATION]

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurances of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Academy's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in [NAME Academy] for the period [insert the start date of the period for which the financial statements have been prepared] to 31st August [STATE YEAR] and up to the date of approval of the annual report and financial statements.

Capacity to handle risk

The Governing Body has reviewed the key risks to which the Academy is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Governing Body is of the view that there is a formal ongoing process for identifying, evaluating and managing the Academy's significant risks that has been in place for the period [insert the start date of the period for which the financial statements have been prepared] to 31st August [STATE YEAR] and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the Governing Body.

The risk and control framework

The Academy's system of internal financial control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular it includes:

- Comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Governing Body;
- Regular reviews by the Finance and General Purpose Committee of reports which indicate financial performance against the forecast and of major purchase plans, capital works and expenditure programmes;

- Setting targets to measure financial and other performance;
- Clearly defined purchasing (asset purchase or capital investment) guidelines;
- Delegation of authority and segregation of duties;
- Identification and management of risks.

The Governing Body has considered the need for a specific internal audit function and has decided [insert description of person(s) appointed to carry out internal checks and the nature of the work that they have been engaged to perform, for example:

- To appoint [name] as internal auditor.
- Not to appoint an internal auditor. However the Governors have appointed [Name], a Trustee, to carry out a programme of internal checks.
- Not to appoint an internal auditor. However the Governors have appointed [Name], the external auditor, to perform additional checks.
- Not to appoint an internal auditor. However the Governors have appointed [Name], the Financial Director of [other Academy Name] to perform peer review].

The [internal auditors/reviewers] role includes giving advice on financial matters and performing a range of checks on the Academy's financial systems. In particular the checks carried out in the current period included [INSERT details of the checks carried out e.g.

- Testing of payroll systems
- Testing of purchase systems
- Testing of control account/bank reconciliations^{5]}

On a [quarterly basis^{6]} the [auditor/reviewer] reports to the Governing Body, through the [Audit Committee/Finance and General Purposes Committee] on the operation of the systems of control and on the discharge of the Governing Body's financial responsibilities.

[The Academy should confirm whether the [internal auditor/reviewer] has delivered their schedule of work as planned, provide details of any material control issues arising as a result of [the internal auditors/reviewers] work and, if relevant, describe what remedial action is being taken to rectify the issues.]

Review of Effectiveness

As accounting officer the [principal/chief executives] has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

- The work of the [internal auditor/reviewer]
- The work of the external auditor
- The financial management and governance self-assessment process (if relevant)
- The work of the executive managers within the Academy to have responsibility for the development and maintenance of the internal control framework

The accounting officer has been advised of the implications of the result of their review of the system of internal control by the [Audit Committee/Finance and General Purposes Committee] and a plan to address weaknesses (if relevant) and ensure continuous improvement of the system is in place.

⁵ The above three bullet points are illustrative examples only as the Governing Body should determine the scope of their checks based on a consideration of the relative risks

⁶ This should reflect the actual reporting occurred.

How to contact the Governing Body

We always welcome suggestions, feedback and ideas from parents, carers and the wider school/academy community – please contact the Chair of Governors, [Name], on [tel/email/contact address etc].

This governance statement is approved by order of the members of the Governing Body on [date] and signed on its behalf by:

[SIGNED]

[SIGNED]

**[NAME TO BE TYPED]
BE TYPED]
Governor**

**[NAME TO
BE TYPED]
Accounting Officer**

Appendix 1
Governing body of [NAME Academy]
List of serving governors

Governor details	Category of Governor	Term of office expiry date
[List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.]	[State types of Governor e.g.]	[State date current term of office is due to expire e.g.]
[X] (Chair)	Foundation Governor	15/5/2023
[X] (Chair of Y)	Parent Governor	09/09/2024
[X] (Principal)	Staff Governor	(Check if cite ex officio?)
[X]	Foundation Governor	18/07/2021
[X]	Foundation Governor]	18/07/2021]

Appendix 2

Governing body of [NAME Academy]

Governor attendance at Governing Body meetings for [insert academic year]

Governor	Full Governing Body meetings attended	Out of a possible
[List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g.	E.g.	E.g.
[X] (Chair)	3	3
[X] (Chair of Y Committee)	3	3
[X] (Principal)	3	3
[X]	2	3
[X]	3	3

Appendix 3

Governing body of [NAME Academy]

Governor attendance at Committee meetings for [insert academic year]

Governor	Committee meetings attended	Out of a possible
[Insert name of Committee e.g. Resources Committee]		
[List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g. [X] (Chair of Governing Body) [X]]	[State number of Resources Committee meetings attended e.g. 2 2]	E.g. 2 2
[Insert name of Committee e.g. Learning and Teaching Committee]		
[List names of Governors alphabetically stating, in brackets, after their name, any specific role that they hold e.g. [X] (Principal) [X]]	[State number of Learning and Teaching Committee meetings attended e.g. 1 1]	E.g. 1 1

Appendix 5a / 5b

Code of Conduct

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1003629-codes-of-conduct-for-governors-and-directors>

Appendix 6

Governor Skills Audit

<https://www.catholiceducation.org.uk/guidance-for-schools/governance/item/1000041-skills-audit>

Appendix 7

The Bishop’s Memorandum on Appointment of Teachers in Catholic Schools

The Bishops’ Memorandum sets out the Catholic Bishops’ Conference of England and Wales’ expectations about the appointment of staff in Catholic schools.

Throughout this document the term ‘Catholic school’ means all Catholic schools and colleges, including schools in the trusteeship of a religious order. This includes maintained schools, academies in England, independent schools, sixth form colleges and non-maintained special schools.

Purpose of the Guidance

Its purpose is to help and guide Governing Bodies⁷ to fulfil their responsibilities, including statutory responsibilities, to preserve and develop the Catholic character of the school in relation to the appointment of staff.

The Governing Bodies are the employers of the staff, to whom they should give clear guidelines about the Catholic character of education and life in their school.

As employers the Governing Body must ensure that the appropriate contract of employment and associated documentation, as published by the Catholic Education Service (“CES”), is issued. It is because the contracts reflect the Bishops’ requirements that the Catholic character of schools is preserved and developed that the Bishops expect all schools to use CES model contracts of employment for their staff. The CES model contracts ensure, in the context of the role within the school which the employee is employed to perform, the preservation, maintenance and development of the Catholic character of the school.

Appointment of Teachers in Catholic Schools

The preservation and development of the quality and distinctive nature of Catholic schools depends on the faith, practice and commitment of the teachers in the schools, working with their Governing Body. The Catholic Church understands the vocation of a teacher as a form of ministry within the Church.⁸ All teachers in Catholic schools are employed to participate in the Church’s teaching office, exercising this ministry in accordance with the Church’s

⁷ In Catholic voluntary aided schools, non-maintained special schools and Catholic sixth form colleges the responsibilities of the employer rest with the governing body. In Catholic voluntary academies the responsibilities of the employer rest with the board of directors of the academy trust company, and in other independent schools with the proprietor. For ease of reference the term “Governing Body” is used throughout this Memorandum to denote the entity or entities within the school or academy trust company that exercises the functions of the employer under the appropriate constitutional arrangements.

⁸ Gravissimum Educationis, 8

teachings. This requires teachers to be witnesses in word and deed to the Divine Teacher, Jesus Christ.⁹

To find Catholic teachers who combine personal conviction and practice of the faith with the required professional qualifications and experience, especially in specialist subjects, is always a high priority.

The recognition of the role that Catholic teachers play stands alongside the value we place on teachers of other Christian denominations, other Faiths and other teachers who contribute to and support the Catholic ethos in our schools. We recognise the great contribution they make in helping to ensure that our pupils are equipped to communicate with and participate in contemporary society.

Governing Bodies, as the employers of staff, have a duty to ensure that the Catholic character of the school is maintained and developed. The Bishops' expect that Governing Bodies will employ Catholic teachers who combine personal conviction and practice of the faith with the required professional qualifications and experience, in order to ensure this.

Appointment of Leaders in Catholic Schools

As a minimum requirement the Bishops expect that the posts of Head Teacher or Principal, Deputy Head Teacher or Deputy Principal and Head or Co-ordinator of Religious Education are to be filled by practising Catholics.¹⁰

Whilst these posts have traditionally been used in schools, other senior leadership posts, and terminology, have come about in practice, often as a result of collaborative working arrangements between schools. Terms which are being used more frequently, and which are not defined in legislation, include: Executive Head Teacher, Associate Head Teacher and Head of School. The principle to be applied is that this minimum requirement will apply to the most senior leadership post i.e. the person with overall responsibility for the day to day management of the school, and the person who is the second most senior person in the leadership team.

The Bishops also expect that certain posts that directly affect the Catholic Mission of the school are to be filled by practising Catholics. This would include, for instance, the Chief Executive or equivalent of a Multi Academy Trust Company. Lay Chaplains also come within this description, but schools must in any case follow any specific procedures set down by their diocese before the appointment of any Chaplain.

Other Leadership posts that directly affect the Catholic Mission of the school should, wherever possible, be staffed by skilled practitioners who are committed Catholics.

All staff must respect and support the aims and objectives of a Catholic school.

⁹ Lay Catholics in Schools: Witnesses to Faith, 32

¹⁰ For the definition of "practising Catholic" please refer to guidance from your diocese.

Appointment of Leaders of Religious Education

Religious education is the core subject in every Catholic school and informs every aspect of the curriculum.

Primary: The Governing Body must ensure that Religious Education is properly organised, coordinated, taught and resourced. The Governing Body must ensure that the school has a Coordinator of RE and that the Coordinator should have at least parity in status and remuneration with those of the other core curriculum areas.

Secondary: The Religious Education department in our secondary schools is of particular importance and should have at least parity of status and resourcing with any other core subject department. Governing Bodies are urged to give the highest possible status to the department and to the person leading that department, and this should be reflected in their status and remuneration.

Representation at Short Listing and Interview

Interview procedures approved by Governing Bodies for teacher recruitment must be open to scrutiny. They must be clear, objective and transparent.

The Diocesan Bishop is entitled to be represented at all proceedings relating to the appointment of senior leaders and teachers of Religious Education.

Governing Bodies must facilitate the attendance of the Diocesan Director (or his or her nominee), either by affording them advisory rights or otherwise. These may be in relation to all appointments at the school or, more usually, to the appointment of the senior posts to which the requirement to be a practising Catholic are applied.

Governing Bodies must give sufficient advanced notification to the Diocesan Director of a vacancy for any senior post to which the requirement to be a practising Catholic is applied before taking any action, including appointing an acting Head Teacher or Principal, acting Deputy Head Teacher or Deputy Principal, or advertising the vacancy. It is particularly important to agree all meeting and interview dates with the Diocese in advance, to allow Diocesan Officers to be involved from the beginning of the process, including drawing up job descriptions and person specifications.

Furthermore a Diocesan representative may be invited whenever senior posts with pastoral responsibilities are being considered.

For appointments to which the requirement to be a practising Catholic are applied, the Governing Body will meet to draw up a shortlist of candidates, conduct interviews and make an appointment. The Governing Body may appoint a selection panel to undertake these functions. These appointments may need ratification by the full Governing Body.

In addition, the appropriate Diocesan Officer must always be invited to the interview of Heads of Religious Education and School Chaplains.

Delegation of Power of Appointment

When the Governing Body delegates its power and right of appointment of staff to a committee and/or to the Head Teacher or Principal, it is essential that the terms of reference for such delegation are made explicit.

Induction and Continuing Professional Development

The Governing Body should ensure an appropriate induction programme, emphasising the distinctive nature of Catholic education, is in place and that continuing professional development for all staff helps to sustain this understanding.

Archbishop Malcolm McMahon

Chairman, Department for Catholic Education and Formation
(11th September 2014)