



CODE OF CONDUCT FOR GOVERNORS OF A LOCAL GOVERNING BODY

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1. Audience

- 1.1 This document should be read and understood by governors of Local Governing Bodies and Interim Advisory Boards.

2. Overview

- 2.1 This Code of Conduct has been written with reference to the Catholic Education Service Model Code of Conduct for Governors of a Local Governing Body for an Academy Trust Company, the National Governors Association Model Code of Conduct for School Governing Boards 2018 and the Seven Nolan Principles for Public Life (Appendix 1). Furthermore, we will abide at all times by the Church's social teaching, which is a rich treasury of wisdom about building a just society, and ensure that our School is imbued with the key themes that are at the heart of Catholic social tradition, namely:
- Dignity
 - Solidarity
 - The common good
 - The option for the poor
 - Peace
 - Care for creation
 - The dignity of work and participation
- 2.2 As a Governing Board, our overarching responsibility is to ensure that we comply with our legal and canonical duty to ensure that the Catholic character of the School is preserved and developed. This duty permeates everything that we do.
- 2.3 We understand that Foundation Governors are required, as the cornerstone of their role, to ensure this objective is achieved. However, all Governors have a duty to preserve and develop the Catholic character of the School in order to fulfil the objects set out in its governing documents
- 2.4 The Local Governing Body (LGB) should endeavour to operate at a strategic level, leaving the School's senior leadership responsible and accountable for the operational day to day running of the School. It is by achieving this aim that the LGB can ensure that the School has effective governance. The core strategic function as a LGB, to the extent that any of these functions have been delegated to the LGB through the Trust's Scheme of Delegation are in:
- 2.4.1 Ensuring clarity of Catholic vision, ethos and strategic direction;
- 2.4.2 Holding the appropriate senior leadership within the School to account for the educational performance and Catholic character of the School and its pupils, and for the internal organisation, management and control of the School, including performance management of staff; and
- 2.4.3 Meeting statutory duties; and

- 2.4.4 Ensuring resources allocated by the Trust are focused on meeting agreed school priorities; and
- 2.4.5 Ensuring risks to the organisation are managed.
- 2.5 We understand that the Catholic Church expects Catholic Schools to promote and uphold high standards, including academic standards, as an integral part of its educational vision for the holistic formation of children and young people.
- 2.6 We understand that Canon 806§2 requires that Catholic Schools are at least as academically distinguished as other schools in the area and that Governors should be mindful of this requirement in all that they do.

3. Purpose

- 3.1 This Code of Conduct sets the expectations of conduct of all Governors serving the schools within the Nicholas Postgate Catholic Academy Trust (NPCAT), including those serving as members of an Interim Advisory Board (IAB).

4. Definitions

Trust Board	The term "Trust Board" in this document means the board of directors of the Nicholas Postgate Catholic Academy Trust company. There is a separate Code of Conduct document for the directors of the Trust.
Local Governing Body	The term "Local Governing Body" means the Local Governing Body (LGB) (or any other committee operating at local level, ie Interim Advisory Board (IAB).
Governors	The term "Governors" in this document means Governors of the local governing body (LGB), or any other committee operating at a local level ie an Interim Advisory Board (IAB)
Canon Law	Canon Law is the code by which the Catholic Church regulates itself and in the context of this document refers to the Code of Canon Law 1983 and any Particular Law such as legislation of the Bishops' Conference, directives of the Diocesan Bishop and legislation of the School's Religious Order (if any).

5. Responsibilities

- 5.1 The responsibility for the effectiveness of this Code of Conduct rests with the Governors both individually and collectively as a governing body.
- 5.2 Further information about specific roles and responsibilities for Governors can

be found in the Trust's key documents; Articles of Association, Scheme of Delegation, Terms of Reference and Link Governor Framework.

- 5.3 Understand and respect the distinction between the role and responsibilities of the trust board, the senior leadership team, local governing body and headteacher.

6. Principles / Responsibilities to Follow

- 6.1 The LGB, collectively and as individuals, will carry out its business with regards to the seven principles of public life, known as the [Nolan Principles \(Appendix 1\)](#). The following is not a definitive statement of responsibilities, this Code of Conduct is concerned with the common understanding of broad principles by which the LGB and individual Governors will operate.
- 6.2 Governors will preserve and develop the Catholic character of the school and this responsibility will imbue all of our actions within, and through all aspects of, the School and the local community;
- 6.3 Governors will ensure that the school is conducted in accordance with its trust deed, which includes the provisions of Canon law;^[1], the Religious Education Directory and Bishops' statements on religious education; and any directives issued by the Diocesan Bishop.
- 6.4 Governors will conduct the school in accordance with its Articles of Association and Scheme of Delegation and in particular its ethos statement.
- 6.5 Governors will support and implement the policies and procedures of the diocese, including the Diocesan Bishop's policies on education (including but not limited to religious education and any admissions guidance issued by the diocese) and the expectations of the Diocesan Bishops issued collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools.
- 6.6 Governors will respond to the needs of the Catholic community as a whole as represented by the Diocesan Bishop, complying in all respects with diocesan requirements.
- 6.7 Governors will protect, promote and serve the diocese and religious order (if any) in the ministry of our role faithfully.
- 6.8 Governors will consider not only the interests of the school, but the interests of other Catholic schools and of Catholic education throughout the diocese.
- 6.9 Governors will undertake to discharge our duties with due care and diligence.
- 6.10 Governors will consider carefully how our decisions may affect the community and other schools.
- 6.11 Governors will attend relevant training including diocesan training, induction training and continuing professional development training, as required by the diocese.

- 6.12 Governors understand the purpose of the Governing Board and our role and the role of senior leadership.
- 6.13 Governors accept that we have no legal authority to act individually, except when the Governing Board has given us delegated authority to do so, and therefore we will only speak on behalf of the Governing Board when we have been specifically authorised to do so.
- 6.14 Governors accept collective responsibility for all decisions made by the Governing Board or its delegated agents. This means that we will not speak against majority decisions outside of Governing Board meetings.
- 6.15 Governors have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer which includes the promotion of staff wellbeing, we will strive to be an employer of choice.
- 6.16 In making or responding to criticism or complaints affecting the School, governors will follow the procedures established by the Governing Board.
- 6.17 Governors will actively support and challenge the senior leadership.
- 6.18 Governors will uphold the reputation of the school, diocese, religious order (if any) and Catholic education as a whole at all times and to that end carefully consider and monitor our personal use of social media.
- 6.19 If we have been appointed as a Foundation Governor, we recognise and accept our responsibilities and we have signed the Declaration & Undertaking, a copy of which is attached as an appendix to this Code of Conduct. We have acknowledged this on GovernorHub.

The Local Governing Body:

- 6.20 Is responsible for monitoring the broad policies, plans and procedures within which the School operates.
- 6.21 Governors recognise that the Headteacher is responsible for the implementation of policy and day-to-day management of the School and the implementation and operation of the curriculum.
- 6.22 Governors recognise the equal status of all Governors, and although appointed by different groups such as the Diocese, parents and staff, the overriding concern of the LGB will be the welfare of the School as a whole.

Governors will

- 6.23 Recognise that they have a duty to act fairly and without prejudice, and in so far as they have a responsibility for staff, to fulfil all legal expectations as, or on behalf of, the employer (the Trust).
- 6.24 Encourage open governance and be seen to be doing so.

- 6.25 Consider carefully how their decisions may affect other schools, particularly those within the Trust.
- 6.26 Act at all times in accordance with the Trust's Articles of Association and Scheme of Delegation and the Trust's policies and procedures.

7. Commitment

The Local Governing Body will:

- 7.1 Evaluate their effectiveness as a governing body by way of completing a skills audit and self-evaluation form (SEF) on an annual basis.

Governors will:

- 7.2 Acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- 7.3 Each involve themselves actively in the work of the LGB, attend meetings regularly and accept a fair share of responsibilities.
- 7.4 Get to know the School well and respond to opportunities to involve themselves in school activities.
- 7.5 Governors will arrive at meetings well prepared including reading all papers in advance;
- 7.6 Governors will make full efforts to attend all meetings and make positive contributions thereat, and where we cannot attend any meeting, we will explain in advance why we are unable to.
- 7.7 Governors will get to know the school well, and where appropriate to our appointment, governors will positively respond to opportunities to involve themselves in School activities;
- 7.8 Where appropriate to our role, governors will visit the school, with all visits to the school arranged in advance with the staff and undertaken within the framework established by the Governing Board;
- 7.9 Ensure that individual and collective needs for training and development are consistently monitored and opportunities to undertake relevant training are encouraged by accessing the NPCAT annual calendar of CPD.

8. Relationships

Governors will:

- 8.1 In all our relationships we shall exercise stewardship and draw on the teachings and example of Jesus Christ in that:
- All relationships will be built on the core values of the Gospel based on the Beatitudes summarised as:
- faithfulness and integrity;
 - dignity and compassion; humility and gentleness;
 - truth and justice;
 - forgiveness and mercy;
 - purity and holiness;
 - tolerance and peace;
 - and service and sacrifice.
- 8.2 Governors will ensure that we continually communicate with and, where appropriate, seek support and guidance from the diocesan education service and any education officer appointed by the religious order (if any).
- 8.3 Governors will strive to work as a team in which constructive working relationships are actively promoted.
- 8.4 Governors will express views openly, courteously and respectfully in all our communications.
- 8.5 Governors will support the chair in ensuring appropriate conduct both at meetings and at all times.
- 8.6 Governors will be prepared to answer queries from others in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- 8.7 Governors will seek to develop effective working relationships with the diocese, religious order (if any), parish, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.
- 8.8 Governors will follow the Equality Act 2010 and be fair and equitable in all that we do.

9. Confidentiality

Governors will:

- 9.1 Observe complete confidentiality regarding proceedings of the LGB in meetings and from visits to school as Governors.

- 9.2 Observe complete confidentiality when required or asked to do so by the LGB, especially regarding matters concerning individual staff or pupils.
- 9.3 Exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the LGB.
- 9.4 Not reveal the details of any governing body vote.
- 9.5 Accept that, in the interests of open governance, full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for their appointment will be published on the School's website.
- 9.6 Accept that, in the interests of transparency, the information relating to Governors will be collected as above and logged on the DfE's national database of Governors (Get Information About Schools).
- 9.7 Understand that the requirements relating to confidentiality will continue to apply after a Governor leaves office.

10. Conduct

Governors will:

- 10.1 Encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the LGB or its delegated agents. Members will not speak out against decisions, in public or private, outside the LGB.
- 10.2 Only speak or act on behalf of the LGB when having been specifically authorised to do so by the board.
- 10.3 Follow the procedures established by the Trust in making or responding to criticism or complaints affecting the School.
- 10.4 Not make negative or inappropriate comments about the School or Trust on social media or reply to posts about the School or staff from other members of the community. Abide by any requirements set out in the Trust's Social Media policy.
- 10.5 Not be disrespectful to members of the trust or school community or behave inappropriately in a public forum, such as a meeting or on social media.
- 10.6 Undertake visits to School within the link governance framework in agreement with the Headteacher and / or Senior Trust Standards Officers / Trust Lead for Local Governance.
- 10.7 Always be mindful of their responsibility to maintain and develop the ethos and reputation of the School and Trust when discharging their duties.

11. Conflict of Interest

Governors will:

- 11.1 Always act in the best interests of the charitable objects set out in the Articles of Association.
- 11.2 Will record any pecuniary or other business interest (including those related to people they are connected with) that they have in connection with the governing body's business on the Register of Business Interests Form, and if any such conflicted matter arises in a meeting will offer to leave the meeting for the appropriate length of time. We accept that the Register of Business Interests will be published on the School's website.
- 11.3 Will also declare any conflict of loyalty at the start of any meeting should the situation arise.

12. Agreement

- 12.1 The work of the LGB and its responsibilities and powers is set out in the Trust's Articles of Association, Scheme of Delegation and Terms of Reference. It is the responsibility of each member of the LGB to read and understand their role in this context.
- 12.2 [The Articles of Association \(para. 103\)](#) and [Scheme of Delegation \(para.6.1.6\)](#) states, "All persons appointed or elected to the Local Governing Body shall give a written undertaking to the Directors, the Bishop and the Diocesan Trustees to uphold the objects of the Multi-Academy Trust Company. The Clerk shall be responsible for ensuring that this has been completed and that a copy has been sent to the Diocesan Education Service."
- 12.3 A copy of the declaration can be found in [Appendix 2](#).
- 12.4 In the case of Foundation Governors the declaration referred to as [Appendix 2](#) will be required in addition to any declaration that was signed upon appointment and which is held at the Curial Office. A copy of the foundation Governor declaration can be found at [Appendix 4](#).

13. Breach of this Code

- 13.1 Where it is believed that a breach of this code has taken place, members of the LGB are required to raise the issue with the Chair. It is the Chair's responsibility to determine the investigatory process (if any) in consultation with the Trust's Head of Local Governance, and with reference to the Trust's Complaints Procedures where applicable.
- 13.2 It may be appropriate to follow up the investigation with any of the following:
 - A verbal warning

- A written warning
 - Compulsory training
 - Reparation (ie an apology, withdrawal of a statement)
 - Suspension from delegated duties.
 - Suspension from the governing body (for up to six months)
 - Removal (where authority is granted from the appointing body)
- 13.3 Where the Chair believes that a breach of the code merits a suspension from the governing body, then a meeting of the LGB must be called to agree to this action, and notification of the suspension date, length of time and the reasons for the suspension must be given to the governor concerned in writing. A copy of this letter will be produced and sent by the clerk. Where any suspension relates to a Foundation Governor the Trust will liaise with the Diocese prior to taking any action.
- 13.4 Where the Chair believes that a breach of the code is sufficiently serious to merit removal from the Governing Body, then the required protocols for removal must be followed. Only the appointing body may remove a Governor from the LGB, ie in the case of Foundation Governors, removal may only be carried out by the Bishop. Chairs should note that removal from the LGB must be put on record and will not only disqualify the individual from being appointed as a Governor in the future, but will lead to removal from any other school governing body of which they are a member.
- 13.5 Where it is the Chair of Governors who is believed to have breached this code, a panel of the Trust's Directors may be appointed to consider and manage the necessary outcomes in conjunction with the Trust Head of Local Governance.
- 13.6 Suspension or removal should only be used as a last resort after more constructive ways to resolve any difficulties or disputes have been sought.
- 13.7 Where the Trust has any concerns around the attendance levels or conduct in respect of a Foundation Governor, which could lead to a request for removal, then these will be addressed through the Diocese, in line with the Diocesan Schools' Service Governor Handbook.

14. Equality Statement

- 14.1 Those within NPCAT who have responsibilities denied within this Code of Conduct will carry out their duties with regard to the Trust's Equality Statement and commitment to abide by the Equality Act 2010:
- Accepting our legal duty to ban unfair treatment and achieve equal opportunities in the classroom, the workplace and in wider society.
 - We have regard for our duty to:
 - Eliminate unlawful discrimination, harassment and victimisation
 - Advanced equal opportunity
 - Foster good relations

15. Legal Considerations

- 15.1 The Trust recognises its responsibilities to appoint only those who are eligible to hold office and to publish details of reasons for disqualification as set out in the Charities (Protection and Social Investment) Act 2016 and the Charities Act 2011.

16. Related Policies available on NPCAT website

- NPCAT - Safeguarding and Child Protection Policy
- NPCAT - Complaints Policy
- NPCAT - Equality Statement
- NPCAT - General Data Protection Regulation (GDPR) Policy
- NPCAT - Managing Allegations of Abuse Against Staff and Volunteers
- NPCAT - Media Engagement Policy
- NPCAT - Social Media Policy
- NPCAT - Virtual Meeting Policy
- NPCAT - Trust Financial Regulations
- NPCAT - ICT Security Policy

17. Related Procedures

- NPCAT - Overarching Governance Procedures

18. Standards and Guidance

- Articles of Association
- Scheme of Delegation
- Terms of Reference
- Link Governance Framework
- Academy Trust Handbook
- Governance Ensuring Accountability in our Schools
- CES Diocesan Protocols for academies within the trusteeship of the Diocese of Middlesbrough

19. Supporting Information/Websites

- [DfE - Academy Trust Governance Guide](#)
- [Keeping Children Safe in Education 2025](#)

20. Contacts

For advice on the content of this policy, please contact:

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Head of Local Governance
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

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Email: jennings.f@npcat.org.uk

Appendix 1: Nolan Principles

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services and includes Governors of NPCAT.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and make decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Extracted from the "Second Report of the Committee on Standards in Public Life", The Nolan committee, (1996)

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2: Governor of a Local Governing Body Declaration

As a governor of the Local Governing Body of [insert name of school], part of the Nicholas Postgate Catholic Academy Trust, I undertake that I:

- Will preserve and develop the Catholic character of the School
- Will not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in the Diocese, the Trust or the School
- Have read, understood and will adhere to this Code of Conduct and to the declaration in Appendix 2: Governor of a Local Governing Body Declaration Form
- Will also adhere to Appendix 1: The Nolan Principles
- Have read and understood any diocesan and legal criteria for appointment and continued eligibility as a governor
- Can confirm to the best of my knowledge I am eligible as a governor (Appendix 4)
- Declare that I am not disqualified by law from appointment or eligibility as a governor
- Agree to DBS checks and any other relevant checks being conducted that may be required by law or good practice
- Understand that any refusal to do so may result in the termination of my appointment

Confidentiality Statement

I understand that all governors have a duty not to discuss any item of governors' business outside the meeting.

I understand that if a governor is found in breach of his or her duty of confidentiality to the school, staff or to the pupils, the Local Governing Body can decide to suspend a governor for a period of up to six months.

- I have read and understood the confidentiality statement.

Signed by the Governor: _____

Dated: _____

Printed Name: _____

Type of Governor:

- E signatures are acceptable
- Acceptance to the Code is required by signature annually from every governor (at the beginning of each academic year)
- Signed copies of this Declaration from each governor should be retained by the Clerk

Appendix 3: Automatic Disqualification

Automatic Disqualification Declaration Charities must satisfy themselves (with effect from 1 August 2018) that individuals who hold (or are applying for) a Governor position are not disqualified from holding that position.

Charities must ensure that declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

Individuals who hold, or are applying for, a Governor position, must declare that they are not disqualified from holding the position with effect from 1 August 2018.

From 1 August 2018, individuals will be automatically disqualified from acting as a Governor of a charity if:

- one or more of the disqualification criteria apply, and,
- they have not obtained a waiver of that disqualification from the Charity Commission
- read the automatic disqualification guidance to decide if you are disqualified with effect from 1 August 2018
- complete and sign this declaration to confirm that you are not disqualified
- if disqualification criteria does apply, you may be able to apply for a waiver from the Charity Commission, which would allow you to take up or continue to act as a trustee
- pass a copy of the completed declaration to the charity for retention

After 1 August 2018, you will be automatically disqualified from acting as a Governor if,

1. You have an unspent conviction for any of the following:
 - a. an offence involving deception or dishonesty
 - b. a terrorism offence
 - i. to which Part 4 of the Counter Terrorism Act 2008 applies
 - ii. under sections 13 or 19 of the Terrorism Act 2000
 - c. a money laundering offence within the meaning of section 415 of the proceeds of crime act 2002
 - i. a bribery offence under sections 1, 2, 6 or 7 of the bribery act 2010
 - ii. an offence of Contravening a Commission Order or Direction under section 77 of the charities act 2011
 - iii. an offence of misconduct in public office, perjury or perverting the course of justice in relation to the above offences, an offence of, attempt, conspiracy, or incitement to commit the offence, including aiding, or abetting, counselling or procuring the commission of the offence, or under Part 2 of the serious crime act 2007 (encouraging or assisting) in relation to the offence.
2. You are on the Sex Offenders Register, that is, subject to notification requirements of Part 2 of the sexual offences act 2003.
3. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.

4. You have been found guilty of disobedience to an order or direction of the commission under section 336(1) of the charities act 2011.
5. You are a designated person for the purposes of Part 1 of the terrorist asset- freezing etc. act 2010, or the Al Qaida (asset freezing) regulations 2011.
6. You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
7. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the high Court due to misconduct or mismanagement.
8. You have been removed from management or control of any body under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
9. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
10. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
11. You have an Individual Voluntary Agreement (IVA) to pay off debts with creditors.
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order.
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986 (failure to pay under a County Court Administration Order).
 - a. has received a prison sentence of two years or more in the 20 years before becoming a governor
 - b. has at any time received a prison sentence of five years or more
 - c. has been fined for causing a nuisance or disturbance on academy premises during the five years prior to or since appointment or election as a governor, or
 - d. refused a request by the clerk to make an application to the Disclosure & Barring Service (DBS) for a DBS certificate
 - e. registered pupils cannot be governors
 - f. a governor must be aged 18 or over at the time of election or appointment
 - g. a person cannot hold more than one governor post in the same school / academy at the same time
14. I am not detained under the Mental Health Act 1983.
15. I am not disqualified from working with children or young persons.
16. I am not disqualified from being the proprietor of any independent school or being a teacher or other employee in any school.
17. I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

Local Authority Associated Person Governors should declare whether they consider themselves to be *Local Authority Associated Persons, as defined by Sections 67 and 69 of the Local Government and Housing Act 1989.

18. a person is or at any time associated with a local authority if,
 - a. they are at that time a member of the authority
 - b. they are at that time an officer of the authority
 - c. they are at that time both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of the authority, or
 - d. at any time within the preceding four years has been associated with the authority by virtue of paragraph 18. a), above.

*A local authority is defined as:

- a county council
- a county borough council
- the greater London authority
- a functional body, within the meaning of the Greater London Authority Act 1999
- a London Borough Council
- the common council of the City of London in its capacity as a local authority, police or port health authority
- the council of the Isles of Scilly
- a parish council
- a community council
- the greater London Magistrates Courts Authority
- a fire authority constituted by a combination scheme under the Fire Services Act 1947 (m)
- a police authority established under section 3 of the Police Act 1996
- an authority established under section 10 of the Local Government Act 1985 (waste disposal authorities)
- a joint authority established by Part IV of that Act (police, fire services, civil defence and transport)
- any body established pursuant to an order under section 67 of that Act (successors to residuary bodies)
- the Broads Authority
- a National Park Authority
- any joint board the constituent members of which consist of any of the bodies specified previously
- a joint planning board constituted for an area of Wales outside a National Park by an order under section 2 (1B) of the Town and Country Planning Act 1990 and a passenger Transport Executive

DECLARATION

I am serving the Nicholas Postgate Catholic Academy Trust as a Governor in the capacity of Local School Governor / Interim Advisory Board Governor (delete as appropriate) as part of

Trust Board

Local Governing Body at
(add name of school(s))

Interim Advisory Board at
(add name of school)

I declare that I am not disqualified from acting as a Governor in accordance with the legislation in effect from 1 August 2018, and that I have made a declaration where I am considered to be a Local Authority Associated person.

I agree to my name and associated governor information (governor category, term of office and position) being made available on the school / trust website.

I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification criteria applies to me, or that I become a Local Authority Associated Person.

Name:

Signature:

Date:

Rehabilitation of Offenders Act 1974 Disclosure of Previous Convictions

This Governor position is exempt from the Rehabilitation of Offenders Act 1974. You should disclose information about convictions you may have, even if they are considered to be 'spent' under this act. Please declare any convictions that have occurred, including any that have become spent under the Rehabilitation of Offenders Act.

We will keep in strict confidence any information disclosed. A criminal record will not affect your appointment as a trustee unless it makes you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Trust's policies.

Details of convictions, including 'spent' convictions

Disability Discrimination Act 1995

Do you consider yourself to be a person with a disability as described in the Disability Discrimination Act 1995? For instance, do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities.

Yes

No

Appendix 4: CES Model Foundation Governor of a Local Governing Body Declaration & Undertaking

Foundation Governors/Local Governors are responsible for preserving and developing the Catholic character of the school/college/academy/academy trust company that they serve and for representing the educational policies of the Diocesan Bishop. By completing this Nomination Form you are agreeing to faithfully represent the Diocesan Bishop's educational policies as communicated by his/her representatives.

I, [INSERT FULL NAME]

*am a practising Catholic (and I have read and understood the guidance provided by the Diocese of Middlesbrough in this regard. If I have questions in relation to the guidance I have asked them and have received answers).

*am a Catholic Cleric in the Diocese of [Diocese] / a member of [Religious Order]

(*delete as applicable)

I wish to offer to serve the Diocese of Middlesbrough in the ministry of Foundation Governor/Local Governor. I have read and understood the criteria for appointment set out <https://middlesbrough-diocese.org.uk/> and, to the best of my knowledge am eligible for appointment. I confirm that I will inform the Diocese in the event that I am no longer eligible for appointment.

In offering to serve as a Foundation Governor/Local Governor in the Diocese of Middlesbrough, I undertake that I will serve the Bishop faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Governor/Local Governor and will undertake to discharge those duties with due care and diligence. References to Diocese in these statements in relation to Religious Order schools relate to the Diocese in which the relevant school is situated.

I undertake:

- To preserve and develop the Catholic character of the school/college/academy or academy trust company to which I am appointed;
- To ensure that the school/college/academy or academy trust company is conducted in accordance with its trust deed, which includes the provisions of:
 - o Canon law;
 - o The Curriculum Directory and Bishops' statements on religious education; and
 - o Any Diocesan directives relating to schools/colleges/academies/academy trust companies;
- To conduct the school/college/academy/academy trust company in accordance with its Instrument (and Articles) of Government or Articles of Association and in particular its ethos statement;

- To become familiar with, to support and implement the policies and procedures of the Diocese of Middlesbrough, including the Bishop's policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Board of Directors/Governing Body/Local Governing Body;
- To consider not only the interests of the individual school/college/academy/academy trust company, but the interests of other Catholic schools/colleges/academies/academy trust companies and of Catholic education throughout the Diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Bishop of Middlesbrough;
- To attend relevant training including Foundation Director/Governor induction training, as soon as possible; and
- In all actions, to serve as a witness to the Catholic faith.

I declare that I am not disqualified by law from appointment as a Governor. I confirm that I agree to Disclosure and Barring Service checks being made on me or any subsequent checks that may be required by law or good practice. I understand that any refusal to do so will result in the termination of any appointment.

I consent to the information given on this form and other information collected with it being held and processed by the Diocese of Middlesbrough, including the sharing of data with third parties where required, in accordance with the Diocesan privacy policy which can be found <https://middlesbrough-diocese.org.uk/web-site-privacy-policy/>. I confirm that I have read the privacy policy issued by the Diocese of Middlesbrough, which sets out how my personal information will be collected, shared and used.

I undertake that I shall tender my resignation as a Foundation Governor/Local Governor if my circumstances change so as to contravene the Diocesan eligibility criteria or expectations at any time during my time in office or if, in the opinion of the [Ordinary] [Religious Superior], my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of Foundation Directors/Governors/Local Governors is at the absolute discretion of the [Ordinary] [Religious Superior] and that, because of the nature of the decision-making process, the [Ordinary] [Religious Superior] will not normally be able to engage in any discussion or correspondence with me and/or any third party where my nomination does not result in my appointment.

Signed.....

Dated.....