



The
Pope Francis Catholic
Multi Academy Company

Code of Conduct for Governors of Local Governing Bodies

This code of conduct has been approved and adopted by the Board of Directors for use for governors of all Local Governing Bodies (LGBs) in the Pope Francis Catholic Multi Academy Company (PFMAC).

- A copy of this code of conduct must be available to view on your school's website.
- Governors are required to confirm that they have read, understood and will follow the code of conduct. This must be electronically recorded on GovernorHub, by 1st October each year.

As a governor of the Local Governing Body 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 Archdiocese, parish and the school.
- If a Foundation Governor, have read, understood and will adhere to the declaration in Appendix I.
- Will adhere to the Nolan principles in Appendix II.
- 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 to be a governor.
- 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 any appointment.

Role and Responsibilities

- We will preserve and develop the Catholic character of the school and this responsibility will permeate throughout all of our actions within, and through all aspects of the school and the local community.
- We will ensure that the school is conducted in accordance with its governing documents, which includes:
 - Canon Law
 - The Curriculum Directory and Bishops' statements on religious education
 - Diocesan directives relating to schools
- We will conduct the school in accordance with the diocesan trust deed.
- We will conduct the school in accordance with its Articles of Association and the Scheme of Delegation adopted by the PFMAC.
- We will support and implement the policies and procedures of the Diocese, including the Diocesan Bishop's policies on education, including religious education, any Admissions Guidance issued by the Diocese, and the expectations of the Diocesan Bishops collectively, specifically the Bishops' Memorandum on the Appointment of Teachers in Catholic Schools.
- We 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.
- We will protect, promote and serve the Diocese in the ministry of our role as governors faithfully and in particular in compliance with Diocesan protocols for a committed working relationship between the Diocese and the PFMAC.
- We will consider not only the interests of the Academy, but the interests of other Catholic schools, academies, colleges and of Catholic education throughout the Diocese.
- We will undertake to discharge our duties as governors with due care and diligence.
- We will consider carefully how our decisions may affect the community and other schools and academies.
- We will attend relevant training including diocesan training, governor induction and continuing professional development training, as required by the Diocese.
- We understand the purpose of the governing body and our role as governors on the local governing body and the role of senior leadership.
- We accept that we have no legal authority to act individually, except when the governing body has given us delegated authority to do so, and therefore we will only speak on behalf of the governing body when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made by the governing body or its delegated agents. This means that we will not speak against majority decisions outside the governing body meetings.
- We 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.
- We will encourage transparency and will act appropriately.
- In making or responding to criticism or complaints affecting the School we will follow the procedures established by the PFMAC.
- We will actively support and challenge the senior leadership.
- We will adhere to the Nolan principles set out in Appendix II.

Commitment

- We acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing body, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to attend.

- We will get to know our school well and positively respond to opportunities to involve ourselves in school activities.
- We will visit our school, with all visits arranged in advance with the staff and undertaken within the framework established by the governing body.
- We will evaluate our effectiveness as a governing body by way of completing a skills audit and a self evaluation form on an annual basis.
- We will consider seriously our individual and collective needs for continuous training and development as required by the PFMAC, diocesan education service, and will undertake relevant training and any mandatory training as may be required by law.
- We accept that in the interests of transparency, our 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 appointing us will be published on our school's website and anything else as required by law.

Relationships

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.
- We will comply with Diocesan protocols for a committed working relationship between the Diocese and the PFMAC.
- We will ensure that we continually communicate with and, where appropriate, seek support and guidance from the PFMAC and the diocesan education service.
- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously, and respectfully in all our communications with other governors and staff.
- We will support the chair in always ensuring appropriate conduct both at meetings and.
- We are prepared to answer queries from other governors in relation to delegated functions and consider any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the PFMAC, Diocese, parish, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.

Confidentiality

- We will observe confidentiality in all circumstances in relation to matters concerning specific members of staff or pupils, both inside and outside the school, unless there is a lawful requirement for disclosure.
- We will always exercise the greatest prudence when discussions regarding the business of the school arise outside a governing body meeting.
- We will exercise care and skill when communicating through social media.
- We will not reveal the details of any governing body vote.

Conflicts of interest

- We will always act in the best interests of the charitable objects set out in the governing documents of the school.
- We understand that a conflict of interest or conflict of loyalty shall not be deemed to occur solely from the fact that any member or director is also a trustee, charity trustee, governor

or director of any Catholic school, Diocese, or religious order, or of any other charity which permits its land to be occupied by a Catholic school or schools or other education institutions.

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing body's business in the Register of Business Interests, and if any such conflicted matter arises in a meeting, we 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.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

BREACH OF THIS CODE

- If we believe this code has been breached, we will promptly raise this issue with the chair, consult with the PFMAC, determine the investigatory process (if any); the governing body will only use suspension/removal (which is at the absolute discretion of the Ordinary) as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
- Should it be the chair that we believe has breached this code, another governor, such as the vice chair will investigate.

We are also reminded of the declaration signed upon appointment by Foundation Governors of a Local Governing Body (the basic principles of which are agreed by all of the governors of the local governing body) which you can find in this Code of Conduct at Appendix I for Foundation Governors of a Local Governing Body.

Appendix I

If appointed to serve as a Foundation Governor or Foundation Representative, I hereby recognise and confirm that:

- i. I am a practising Catholic in full communion with the See of Rome, and I am not the subject of any canonical censure or penalty.
- ii. I understand that 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 Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998].
- iii. I understand that my appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the Diocesan Education Service, in respect of the school or other schools situated in the Archdiocese.
- iv. I understand that I may at anytime be removed from office by the person or persons who have appointed me [Regulation 18(1), Education (School Government) (England) Regulations, 1999].
- v. I understand that if this is my first appointment as a Foundation Governor or Foundation Representative that I will be required to attend induction training which will be held at the Diocesan Education Service office at Coleshill.

Appendix II

The Nolan Principles

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

- Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness – Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands
- Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership – Holders of public office should promote and support these principles by leadership and example.