



Director Induction Checklist For Academy

The Romero Catholic Academy

Updated January 2020



Foreword

Thank you for agreeing to become a Director of a Catholic Multi-Academy Company in the Archdiocese of Birmingham.

As a member of the Board of Directors for a Multi-Academy Company, you will make a significant contribution to ensuring the mission and effectiveness of the schools in the organisation, to provide the very best Catholic Education for the children and their families.

This document has been produced to help you grow in understanding of the role you are undertaking and to ensure that you are fully equipped for this work.

Fr Jonathan Veasey Director

Diocesan Education Service

Welcome

At the BDES, we believe It is essential that all new Directors receive a comprehensive induction package covering a broad range of issues and topics. New Directors need to be given the necessary information and support to fulfil their role with confidence.

As a Director, you share in the strategic responsibility of promoting high educational standards and ensuring that your Multi-Academy Company is conducted as a group of Catholic schools in accordance with the Trust Deed of the Diocese of Birmingham, the Articles of Association, Scheme of Delegation and the Memorandum of Understanding. These can be found here: <https://romeromac.com/documents/>

Purpose of Induction

- To welcome new Directors to the Board and enable them to meet other members
- To encourage new Directors to become familiar with the organisation and group of schools, to experience atmosphere and understand the ethos; to meet the Principals, staff and pupils across the organisation as and when appropriate
- To explain the partnership between the Board of Directors, the Principal, school and Academy Committee
- To explain the role and responsibilities of Directors
- To explain how the Board of Directors, Core Committees, Principal Committee and Academy Committees work
- To enable new Directors to join the committee(s) most appropriate to their skills. The **Board** meets regularly and has a structure of three core committees.
 - [CC1: Finance, Audit, Resources and Premises](#)
 - [CC2: Strategy, People and Organisational Development](#)
 - [CC3: Quality Provision and Performance](#)
- To give background material on the school and current issues
- To enable new Directors to ask questions about their role and/or the schools within the Multi-Academy Company

New Directors will

- Be welcomed to the Board of Directors by the Chair and Catholic Senior Executive Leader
- Be invited by the Catholic Senior Executive Leader to visit the organisation
- Receive an informal briefing on the Engagement model by the Catholic Senior Executive Leader
- Be supported for their first Board meeting by the Catholic Senior Executive Leader
- Have the opportunity to review their first meeting with the CSEL or Chair

New Directors will receive (electronically where possible)

- The new Director induction pack (this document)
- Information on how to apply for an enhanced DBS check if the new Director does not have such a check already in place (this is completed by Head of HR)
- A declaration of eligibility form (Foundation Directors will have already completed this as part of the application process.)

Key Document	Hyperlink
A membership list for the Board of Directors is available here	https://romeromac.com/the-board/
The Code of Conduct for the Director, to be signed and returned to the Chair/Clerk (this will be sent to you)	https://romeromac.com/induction/
The committee structure, terms of reference and membership for the Academy Committee	https://romeromac.com/governance/
The latest version of the Department for Education's Governors Handbook	Governors Handbook
Academies Financial Handbook	https://www.gov.uk/guidance/academies-financial-handbook
All relevant CES statements including:	The statement on Governance of a Catholic school "A clarification of roles and responsibilities" The CES Memorandum on Appointment of Teachers in Catholic schools
Ofsted Handbook (every four years generally) Education Inspection Framework	https://www.gov.uk/government/publications/school-inspection-handbook-eif
Section 48 Inspection (every five years) Three aspects: Catholic Life, RE and Collective Worship A monitoring visit occurs half way through cycle	https://www.bdes.org.uk/section-48.html

Key Documentation

- For the Romero Catholic Academy, the Directors have set the Vision and Mission for the MAC. These documents inform the Performance Management objectives for all Senior Leaders across the organisation, the Flash Reports reviewed at each Core Committee and the Academy plans for each school.
- [Romero Three year strategic plan 2019 – 2022](#)
- [Romero Operational Plan 2019 – 2020](#)

The Multi Academy latest set of Ofsted report

Activity and reports 12 March 2018

- [Focused review](#) pdf – Published 14 May 2018

Academies inspected in this Trust – click on the hyperlink to view the report

- [Cardinal Wiseman Catholic School](#)
Potters Green Road, Coventry, West Midlands, CV2 2AJ
- [Corpus Christi Catholic School](#)
Langbank Avenue, Ernesford Grange, Coventry, West Midlands, CV3 2QP
- [Good Shepherd Catholic School](#)
Spring Road, Foleshill, Coventry, West Midlands, CV6 7FN
- [Sacred Heart Catholic Primary School](#)
Brays Lane, Stoke, Sacred Heart Catholic Primary School, Coventry, CV2 4DW
- [St Gregory's Catholic Primary School](#)
Harry Rose Road, Coventry, West Midlands, CV2 5AT
- [St John Fisher Catholic Primary School](#)
Kineton Road, Wyken, Coventry, West Midlands, CV2 3NR
- [St Patrick's Catholic Primary School](#)
Deedmore Road, Wood End, Coventry, West Midlands, CV2 1EQ
- [SS Peter and Paul Catholic Primary School](#)
Arkle Drive, Off Woodway Lane, Walsgrave, Coventry, West Midlands, CV2 2EF

Current judgements

	Corpus Christi	Good Shepherd	Sacred Heart	SS Peter and Paul	Saint Gregory	Saint John Fisher	Saint Patrick	Cardinal Wiseman
Ofsted	Good	Requires Improvement	Outstanding	Good	Good	Good	Requires Improvement	Requires Improvement

Please note:

Ofsted – Good Shepherd, Saint Patrick and Cardinal Wiseman

These three schools were all inspected in March 2018 and judged RI. They are due to be inspected no later than September which is the 30th month but due to Coronavirus all inspections have been suspended so we are stuck with these judgements until the schedule resumes.

Catholic Life and Section 48 Inspections (carried out by BDES)

- The school's latest Section 48 (RE Inspection) report for each school can be found on their website
School website > Catholic life > Ethos and Values or Journey of Faith

Websites

- ❖ <https://cardinalwiseman.coventry.sch.uk/>
- ❖ <https://corpuschristi.coventry.sch.uk/>
- ❖ <https://www.shepherd.coventry.sch.uk/>
- ❖ <https://sacredheart.coventry.sch.uk/>
- ❖ <https://www.sspeterandpaulcoventry.co.uk/>
- ❖ <https://www.stgregorys-coventry.org.uk/>
- ❖ <https://www.st-johnfisher.coventry.sch.uk/>
- ❖ <https://www.st-patricks.coventry.sch.uk/>
- ❖ <https://blueskytsa.org/>

- S48 - Saint John Fisher, SS Peter and Paul**
- These two schools were due to be inspected in Summer 2020 but it is now postponed. Saint Gregory is due in Autumn but it is inspected to be postponed.

	Corpus Christi	Good Shepherd	Sacred Heart	SS Peter and Paul	Saint Gregory	Saint John Fisher	Saint Patrick	Cardinal Wiseman
S48	Good	Good	Outstanding	Good	Outstanding	Outstanding	Good	Good

Areas the Chair or Catholic Senior Executive Leader will cover in their briefing will include:

- A full set of papers from the last full Academy Committee meeting and committee meetings can be found on Governor Hub
- Details of how to contact other Directors which is through Office 365.
- Key elements that detail the background to the schools in the Multi Academy Company
- An overview of current issues facing the school
- An overview of the relationship between the Principal; Academy Committee; schools; the Birmingham Diocesan Education Service; the Regional School Commissioner; Ofsted
- An overview of the Director's role
- How the full Board of Director and Core committee meetings are conducted
- How to propose agenda items
- Visiting the schools

Copies of MAC policies are available here:

<https://romeromac.com/policies-procedures/>

Copies of key MAC documents are available here:

<https://romeromac.com/documents/>

Director Role

The BDES have detailed the Role Description for Directors as well as a number of responsibilities that should be considered by the Board of Directors.

[CLICK HERE](#)

[CLICK HERE](#)

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Director Role Description

HR Director Role Description

Religious Education and Catholic Life Director Role Description

Financial Management Director Role Description

Legal Director Role Description

School Improvement Director Role Description



New Director Checklist

- Welcomed to the Board of Director by the Chair
- Invited by the Catholic Senior Executive Leader to visit the organisation

- Received an informal briefing from the Principal or Chair of the Academy Committee

- Met informally with an existing Director or Catholic Senior Executive Leader (CSEL)
- Reviewed first full Board of Director meeting with Chair or CSEL

Have you received the following?

- A membership list for the Board of Director
- The Code of Conduct for the Director
- The committee structure, terms of reference and membership for committees

Have you received the following?

- The Department for Education's Governors handbook
- Academy Financial Handbook
- Three Year Strategy Plan 2019 – 2022
- One Year Operational Plan 2019 – 2020
- Ofsted Handbook (Education Inspection Framework)

- Details on how to log on
- A skills audit template
- Details of training opportunities

Has the Catholic Senior Executive Leader or Chair of the Board of Directors covered?

- Background to the organisation
- Current issues facing the schools
- Overview of the Director's role
- Relationship between the Board, Schools, Principal and the Academy Committee
- Relationship between the school and the Birmingham Diocesan Education Service
- Your skills and any specific role you may have on a committee or as a Link Director

As a new Director I have:

- Attended the Governance Induction Training session provided by the Birmingham Diocesan Education Service
- Booked onto any other relevant training provided by the local authority
- Submitted a DBS application (if not already in place), Director details form and eligibility form to the Clerk

Name

Signed

Date

Please retain the original for your own records and forward a copy to the clerk.



Director Induction Checklist Declaration

We confirm that all sections of the Diocesan Director Induction Checklist have been completed and the Director named below has been fully inducted into the Governing Body of the school.

Name of Director

Signature

Date

Name of Chair of the Board of Director **Brendan Fawcett**

Signature of Chair of the Board of Director

Date

Name of CSEL **Helen Quinn**

Signature of CSEL.....

Date

Name of MAC **The Romero Catholic Academy**

c/o Cardinal Wiseman Catholic Secondary

Potters Green,

Coventry

CV2 2AJ

Please return this page to: Mrs
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