



Code of Practice for Local Governing Body

Responsible for policy
Date of policy
Date approved by CC3
Date of review:
Policy Status:
Chair of Directors

The Board
September 2022
September 2022
September 2024
Compliance

Erudina Farrant



As a governor of the Local Governing Body of The Romero Catholic Academy I undertake that I:

- Will preserve and develop the Catholic character of The Romero Catholic Academy.
- Will not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in the Diocese and The Romero Catholic Academy.
- Have read, understood and will adhere to this Code of Conduct and to the declaration in Appendix I: Foundation Governor of a Local Governing Body Company Declaration Form.
- Will also adhere to Appendix II: 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 Local Governing Body member.
- Declare that I am not disqualified by law from appointment or eligibility as a Local Governing Body.
- 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.

Signed by the LGB Representative:

Dated:

Printed Name:

Type of LGB Representative: **Foundation Representative** **Staff elected** **Parent elected**
(Please circle)

In each LGB, the typical membership is the Principal of the School (and if no permanent Principal the Acting Principal), One Staff governor, Two Parent governors, at Least 6 Foundation governors and up to 8 co-opted governors appointed each year but only if there are 2 more foundation Governors more than the total of any other Governors.

- ❖ 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 Code from each Local Governing Body Representative should be retained by the Clerk

The Role of The Local Governing Body

The term **'Board'** in this document means the board of directors of The Romero Catholic Academy. There is a separate code of conduct for The Romero Catholic Academy Directors.

The term **'Local Governing Body'** means the Local Governing Body (or any other committee operating at a local level)

The term **'Local Governing Body'** in this document means governors appointed and elected to the Local Governing Body of the school, from time to time.

As a Local Governing Body, our overarching responsibility lies in ensuring that we comply with our legal and canonical duty to ensure that the Catholic character of The Romero Catholic Academy is preserved and developed and that this duty permeates everything that we do. However **all** governors of the Local Governing Body have a duty to preserve and develop the Catholic character of The Romero Catholic Academy in order to fulfil the objects set out in its governing documents.

Our Three Core Strategic Functions:

Further, in accordance with our legal obligations, we endeavour to operate at a strategic level, leaving The Romero Catholic Academy's senior leadership responsible and accountable for the operational day-to-day running of the Academy. It is by achieving these aims that we can be sure that The Romero Catholic Academy has effective governance. All governance boards, no matter what type of school or how many schools they govern, have three core functions:

1. Ensuring clarity of **Catholic vision, ethos** and **strategic** direction;
2. Holding the appropriate **senior leadership** within The Romero Catholic Academy to account for the educational performance and Catholic character of The Romero Catholic Academy and its pupils; and for the internal organisation, management and control of the Academy, including performance management of staff including performance management of Principals where delegated
3. Overseeing the **financial performance** of The Romero Catholic Academy and making sure its money is well spent

(Taken from the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and the Academies Financial Handbook)

In addition the Local Governing Body:

4. Agreeing the school improvement strategy with priorities and targets
5. Meeting statutory duties
6. Engaging with stakeholders
7. Contributing to school self-evaluation

(Taken from NGA Code of Conduct)

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.

We understand that [Canon Law](#) 806§2 requires that Catholic schools are **"...at least as academically distinguished as that in the other schools of the area" and that Local Governing Body should be mindful of this requirement in all that they do."**

§ is a symbol used in Canon Law on the document.

We adhere to the Church's social teaching which is a rich treasury of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Several of the key themes that are at the heart of Catholic social tradition and which should permeate through our Catholic Academy;

1. Life and dignity of the human person
2. Call to family, community and participation
3. Rights and responsibilities
4. Option for the poor and vulnerable
5. The dignity of work and the rights of workers
6. Solidarity
7. Care for God's creation¹.

¹<http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>

Role & Responsibilities

- We will preserve and develop the Catholic character of The Romero Catholic Academy and this responsibility will permeate throughout all of our actions within, and through all aspects of, The Romero Catholic Academy and the local community.
- We will ensure that The Romero Catholic Academy is conducted in accordance with its governing documents which includes the provisions of:
 - **Canon law²;**
 - **The Curriculum Directory and Bishops' statements on religious education; and**
 - **Any Diocesan directives relating to schools,**
 - **[Any religious order schools documents relating to the conduct of schools].**
- We will conduct The Romero Catholic Academy in accordance with the Birmingham Diocese trust deed;
- We will conduct The Romero Catholic Academy in accordance with its [Articles of Association](#) and any [Scheme of Delegation](#) adopted by the Company;
- We will support and implement the policies and procedures of the Diocesan [and religious order], 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 Local Governing Body faithfully and in particular in compliance with Diocesan Protocols for a committed working relationship between the Diocese and The Romero Catholic Academy.
- We will consider not only the interests of The Romero Catholic Academy, but the interests of other Catholic schools, academies, colleges and of Catholic education throughout the Diocese;
- We will respect the role of the Board and their responsibility of the day to day management of the organisation and avoid any actions that might undermine such arrangements (Taken from NGA Code of Conduct)
- We will undertake to discharge our duties as Local Governing Body 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; Local Governing Body induction and continuing professional development training, as required by the Diocese
- We understand the purpose of the Board and our role as Local Governing Body 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 Romero Catholic Academy we will follow the [procedures](#) established by the responsible body.
- We will actively support and challenge the senior leadership.
- We will adhere to the Nolan principles set out in Appendix II.
- We will ensure our comments reflect current organisational policy when formally speaking or writing in our governing role even if they might be different to our personal views. (Taken from NGA Code of Conduct)
- We will ensure communication on a private capacity (including on social media) we will be mindful of and strive to uphold the reputation of the Academy (Taken from NGA Code of Conduct)

² This means the Canon law of the Catholic Church from time to time in force, which includes the 1983 Code of Canon Law, 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).

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.
- We will get to know our Academy well and positively respond to opportunities to involve ourselves in The Romero Catholic Academy activities.
- We will visit The Romero Catholic Academy, with all visits arranged in advance with the staff and undertaken within the framework established by the governing body
- When visiting the school in a personal capacity (i.e. as a parent or carer), we will maintain our underlying responsibility as a Local Governing Body member (Taken from NGA Code of Conduct)
- 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 seriously consider our individual and collective needs for continuous training and development as required by the diocesan education service and will undertake that 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 Academy's website and anything else as required by law.
- We accept that information relating to LGB members will be collected and logged on the DfE's national database of Governance (Get Information About Schools) (Taken from NGA Code of Conduct)
- When appropriate, we accept that the use of Teams will be used to virtually hold meetings or there may be times when attendance at a meeting is held on Teams in conjunction with a meeting physically taking pLGB. We accept the need to ensure we have the resource to access Teams on a device as and when appropriate. The IT team can support the training in this area.

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 sacrifice³
- As The Romero Catholic Academy, our relationships are built on our core values. These are fundamental to our long-term success and represent the set of standards under which all of us in Romero MAC will work, and against which performance will be assessed and rewarded.
 - **Respect** We respect and value those we work with and the contribution that they make.
 - **Integrity** We act fairly, ethically and openly in all we do.
 - **Service** We put our children at the centre of all that we do
 - **Excellence** We use our energy, skills and resources to deliver the best, sustainable results.
- We will comply with Diocesan Protocols for a committed working relationship between the Diocese and The Romero Catholic Academy.
- We will ensure that we continually communicate with and, where appropriate, seek support and guidance from our 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 Local Governing Body members, the clerk to the LGB and school staff both in and outside of meetings (Taken from NGA Code of Conduct)
- We will support the chair in ensuring appropriate conduct both at meetings and at all times.
- We are prepared to answer queries from other Local Governing Body members 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.
- We will seek to develop effective working relationships with the Diocese, parish, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.

³ *Christ at the Centre: a summary of why the Church provides Catholic schools* Rev Marcus Stock, 2005

Confidentiality

- We will observe complete confidentiality in all circumstances in particular in relation to matters concerning specific members of staff or pupils, both inside and outside The Romero Catholic Academy, unless there is a lawful requirement for disclosure.
- We will exercise the greatest prudence at all times when discussions regarding the business of The Romero Catholic Academy 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.
- We will ensure all confidential papers are held and disposed of appropriately (Taken from NGA Code of Conduct)

Conflicts of interest

- We will always act in the best interests of the charitable objects set out in the [governing documents](#) of The Romero Catholic Academy.
- 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 institutions⁴
- 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 Romero Catholic Academy's website.

- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.
- We will act in the best interests of the school as a whole and not as a representative of any group, even if elected to the governing board
- We will accept that the Pecuniary Interests will be published on the school website (Taken from NGA Code of Conduct)

⁴ 98A of Multi Academy Trust model Articles of Association for Catholic Schools (February 2015)

Breach Of This Code

- If we believe this code has been breached, we will promptly raise this issue with the chair, consult with the Diocese, determine the investigatory process (if any); the governing body will only use suspension/removal (which is at the absolute discretion of the Ordinary or religious superior 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

For information – the details taken from the form signed on appointment

Academy Foundation Representatives of a Local Governing Body

Declaration †:

*I am a committed and practising Catholic in good standing with the Church

*I am a Catholic priest/deacon in the Archdiocese of Birmingham

*(*delete as applicable)*

I wish to offer to serve the Archdiocese of Birmingham in the ministry of foundation governor and in compliance with the Protocol with my Diocese.

I have read and understood the criteria for appointment and, to the best of my knowledge am eligible for appointment.

In offering to serve as a foundation governor in the Archdiocese of Birmingham, I undertake that I will serve the Archbishop faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a governor and will undertake to discharge those duties with due care and diligence.

I undertake to the Diocesan Bishop

- To preserve and develop the Catholic character of The Romero Catholic Academy to which I am appointed;
- To ensure that The Romero Catholic Academy is conducted in accordance with its governing documents which includes the provisions of:
 - **Canon law⁵;**
 - **The Curriculum Directory and Bishops' statements on religious education**
 - **Any Diocesan directives relating to schools**
 - **[Any religious order documents relating to the conduct of schools].**
- To conduct The Romero Catholic Academy in accordance with the Archdiocese of Birmingham trust deed;
- To uphold the Objects (on page 10 of the [Articles of Association](#)) of The Romero Catholic Academy Trust Company upon appointment and before and during the exercise of any duties as a governor of the Local Governing Body⁶
- To conduct The Romero Catholic Academy in accordance with its Articles of Association and any Scheme of Delegation adopted by The Romero Catholic Academy Trust Company;
- To become familiar with, to support and implement the policies and procedures of the Archdiocese of Birmingham, 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;

⁵ This means the Canon law of the Catholic Church from time to time in force, which includes the 1983 Code of Canon Law, 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).

⁶ 103 of Multi The Romero Catholic Academy Trust model Articles of Association for Catholic Schools (February 2015)

- To consider not only the interests of The Romero Catholic Academy but also the interests of other Catholic schools, academies, and colleges and of Catholic education throughout the Diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Diocesan Bishop;
- To attend relevant training including diocesan training; governor induction and continuing professional development training, as required by the Diocese
- In all actions, serving as a witness to the Catholic faith.

I declare that I am not disqualified by law from appointment as a governor of a Local Governing Body. I confirm that I agree to a barred list check 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 may 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, [or religious order] including the sharing of data with third parties where required, in accordance with diocesan [or religious order] policy.

I undertake that I shall tender my resignation as a governor if my circumstances change so as to contravene the diocesan [or religious order] expectations at any time during the tenure of office or if, in the opinion of the Ordinary [or religious superior], my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of foundation governors is at the absolute discretion of the Ordinary [or religious superior] and that, because of the nature of the decision-making process, the Ordinary [or 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.

†This is a copy of the standard declaration that is required from you on appointment as is set out in the Nomination Form

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