

Are You Interested In Becoming a Governor?



"I help keep alive and develop the Catholic Faith and ethos in a life-giving way among the staff and students of the school."

Mary, Salesian School



"It's a stimulating and rewarding role which allows me to give back to the school that gave me an excellent start in life."

Ian, St Mary's Catholic Primary School



Introduction

Are you looking for a way to live out your faith and serve your local community at the same time? If so, becoming a Foundation Governor could be just the thing for you. There are more than 2200 Catholic schools in England and Wales, making the Church the largest provider of secondary and second largest provider of primary education in the country.

Foundation Governors play an important part in maintaining and developing the Catholic character of these schools. This booklet will explain the role of a Foundation Governor (either as Foundation representative on a school Academy Committee or Foundation director on the Board of Directors) and how you can go about applying.

01 What is a Foundation Governor?



They are appointed by the local Bishop



They represent the Bishop's education policy to the governing body



They preserve and develop the Catholic ethos of the school

What is an Academy Committee and an Academy Foundation Representative?

The Romero Catholic Academy is looking for Foundation Representatives to serve an Academy Committee for an individual school, or a Foundation Director to serve on the Board of Directors.

All schools in Romero, have a governing body, an 'Academy Committee' comprising of different types of governors. One each Academy Committee in Romero, we have two elected **Parent representatives** and two elected **Staff representatives**. In addition to these categories, governing bodies in Catholic schools also include **Foundation representatives**, these Foundation Governors will always form a majority and we have approximately seven appointed for each school.

The Board of Directors delegate local responsibilities to the **Academy Committee Representatives** including day to day operational matters such as Catholic Life, health and safety, admissions, holding the Principal to account for the quality of education, staffing appointments (everything other than the Principal and Vice Principal and in the case of Cardinal Wiseman the Head of RE and Chaplain), developing the unique identity, local community and traditions for the school.

What is the Board of Directors and a Foundation Director?

The **Board of Directors** comprises of a range of governors. There are two elected **Staff directors**, a **Catholic Senior Executive Leader (CEO)** and eight **Foundation directors**. Collectively, they provide strategic direction across all eight schools and they are responsible for preserving and developing the Romero's Catholic character at all times. This overriding duty (which is also a legal duty) should permeate everything that the Directors do. In addition:

- MAC Directors are company directors and charity trustees.
- The Directors are responsible to the Archbishop, to the Government and to the MAC Members for the quality of education in the academies.
- Directors are responsible for the general control and management of the administration of the MAC.
- Directors have a duty to uphold the MAC's objects and to comply with any directives, advice and/or guidance issued by the Archbishop via the DES.

Foundation Governors (Directors and Representatives) are appointed by the local Bishop specifically to preserve and develop the Catholic ethos of the school and represent the Bishop's education policy (e.g. worship and religious education) to the governing body. This is why Foundation Governors will always outnumber other governors on either the local Academy Committee or the Board of Directors. There is no magic formula about what makes a perfect Foundation Governor, they come from all walks of life and all ages. But it is important that each governing body has a good mix of skills, knowledge and experience. The Archdiocese of Birmingham, manages the process for the appointment of Foundation Governors and provides support to governing bodies in carrying out their responsibilities.

Based on the CES Booklet <https://www.catholiceducation.org.uk/images/Generic-booklet-1.pdf>

02 What do Foundation Governors do?



Operate at strategic level, ensuring that the Catholic vision and character of the school is upheld

Hold the Head teacher and leadership team to account



Oversee the financial performance of the school and set the school's budget

Manage the school's admissions criteria.



Recruitment of senior leadership

Responsibilities and Time Commitment

The average Foundation Governor role will take up about 10-12 hours per month. However, this can vary depending on the school calendar or by events, such as an Ofsted inspection. This commitment includes the minimum requirement of attending three full governor meetings per year and serving on at least one committee. The committees will focus on areas such as finance, curriculum, pupil progress and site management. You will also be encouraged to attend free training sessions. These will often be provided by your diocese.

03 What are the time commitments and responsibilities?



10 - 12 hours per month*



Attend at least three full governor meetings a year and sit on at least one sub committee



Attend training courses provided by your diocese

*This can vary depending on the school calendar or by events such as an Ofsted inspection

Do I Fit The Criteria?

Governors come in all shapes and sizes. But it is important that each governing body, whether it is a Board of Directors or Academy Committee, needs a good mix of skills, knowledge and experiences. Because not all governing bodies need the same skills, to be successful, it is vital that individuals from all backgrounds volunteer to be a Foundation Governor. Any practising Catholic over the age of 18 can become a Foundation Governor. As part of the self-nomination process, you will need to give the contact details of your parish priest who can verify this.

04 Who can be a Foundation Governor?

18+

All Foundation Governors must be over 18



To be a Foundation Governor you must be a practising Catholic



Good governing bodies have a wide range of skills and experiences

Recruitment Process

If you think you might make a good Foundation Governor, you should nominate yourself for consideration. You may already have been encouraged to nominate yourself by your Parish Priest, a Head teacher, a Chair of Governors or someone else in the Catholic community. The application forms for nomination can be found on the vast majority of diocesan websites. Simply fill them in and post to your respective diocese. Your diocese will then process your application and once they have verified that you are a practising Catholic and that you have passed all the necessary safeguarding checks they will allocate you to a school where there is a demand for your particular skill set.

F.A.Q

Q: How do you define a practising Catholic?

A practising Catholic is defined as someone who keeps the precepts of the Church, as summarised in the Compendium of the Catechism of the Catholic Church

Q: I am not a practising Catholic but I would like to become a governor. What do I do?

If you are not a practising Catholic but are interested in becoming a governor at a Catholic school, you are strongly encouraged to contact your diocese to discuss other options.

Q: What are safeguarding checks?

As a requirement of the appointment process, all governors, regardless of category, will be required to consent to the carrying out of any appropriate checks, including Disclosure and Barring Service checks (previously Criminal Records Bureau Checks), in respect of eligibility/suitability to be appointed as a school governor.

Q: How long does the process take?

Once you have registered your interest, your diocese should respond quickly. After you have submitted your application form the collecting of references and safeguarding checks could take up to two months depending on your diocese.



Further Information

Application forms or further information is available from **Rebecca Tonks Admissions And Governance Officer**. Rebecca is based at Birmingham Diocesan Education Service at Don Bosco house in Coleshill.



Email address

r.tonks@bdes.org.uk

Telephone number

Tel : [01675 464 755](tel:01675464755) ext: 110

Academy Foundation Representative form

https://www.bdes.org.uk/uploads/7/2/8/5/72851667/academy_governance_application_form_19.pdf

Foundation Director form

http://www.bdes.org.uk/uploads/7/2/8/5/72851667/foundation_director_application_form_290317_rlt.pdf

The Board of Directors

Further information is available on our website
<https://romeromac.com/the-board/>

The Academy Committees

We have eight schools each with its own committee:

1. Cardinal Wiseman Secondary
2. Corpus Christi Primary
3. Good Shepherd Primary
4. Sacred Heart Primary
5. SS Peter and Paul Primary
6. St Gregory Primary
7. St John Fisher Primary
8. St Patrick Primary

Further information is available on our website
<https://romeromac.com/academy-committees/>

Or contact Laura Morgan on

- 024 76451 888 ex 425
- Or on email l.morgan@romeromac.com

Academy Committees

Each school has it's own Academy Committee. You can find out more through the following links:



The Board of Directors delegate local responsibilities to the Academy Committees including day to day operational matters such as Catholic Life, health and safety, staffing appointments (everything other than the Principal and Vice Principal) and in the case of Cardinal Wiseman the Head of RE and Chaplain), developing the unique identity, local community and traditions for the school.

