



St Catherine's Catholic Primary School, Bridport



«Governor Name»

GOVERNORS ANNUAL RETURN 2020

Forms for completion and return

Dear Colleague,

Enclosed is a selection of forms we need to review on an annual basis to ensure your personnel record is up to date. These declarations form part of our statutory requirements.

I would be grateful if you could complete the declarations, in confidence, and return them on **DATE** at the first Governors meeting of this academic year. If you are unable to attend please ensure this booklet is returned to me in school by **DATE**.

Thank you for your co-operation.

NAME

Clerk to Governors

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**Keeping Children Safe in Education 2020 Declaration (Document
enclosed/emailed)**

Personal Details



Governor Declaration for Safeguarding

Governor Name:

Date of Birth:

Home Address:

I hereby confirm that since my appointment as Governor to nn/nn/nnnn, I have not received a Criminal Conviction, Caution, Reprimand, Final Warning or any other penalty from the police or the courts. Additionally, I confirm that I am not currently subject to any pending action from the police or any court.

I hereby confirm my understanding that any failure to declare any of the above information between the dates specified above, or any future time during my engagement with St Catherine's Catholic Primary School, Bridport may be regarded as an act of gross misconduct which may lead to disciplinary action and potential dismissal from my position on the Local Governing Board.

Signed:

Print name:

Date:



Governors' Annual Declaration of Pecuniary Interest

Members of the Governing Board are asked to record, any pecuniary interests held either personally or through a company or relative or partner.

An 'interest' is a situation where a member of the Governing Board may be affected personally or financially, directly or indirectly, or in some other way by a decision made at a meeting where the governor is present.

Please complete this form and return it to the Clerk to the Governing Board as quickly as possible.

Declaration	
Are you a parent governor	YES/NO
Will you have a child at the school during the current academic year?	YES/NO
Are you a Company Director, Partner or Owner of any Business or a Trustee of a charity?	YES/NO
If YES, please state the name and nature of the business, the nature of the interest, and the date the interest began _____ _____	
Do you hold any trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust?	YES/NO
If YES, please state the name and nature of the business, the nature of the interest, and the date the interest began _____ _____	
Is your spouse/civil partner, or anyone living with you, employed by the school?	YES/NO
Is there any other interest you wish to declare?	YES/NO
Please add information if YES _____ _____	

PLEASE COMPLETE IN INK NOT PENCIL

NAME OF ACADEMY: PLYMOUTH CAST (ST CATHERINE'S BRIDPORT).....

NAME OF GOVERNOR:

SIGNED: DATE:



Governors are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific meeting and to withdraw.

The principles of being a Governor and working as part of a governing body are described well in the Seven Principles of Public Life (The Nolan Committee May 1996), which states that holders of public office:-

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



Code of Conduct for Governors on a Local Governing Board in Plymouth CAST

Based on the CES Model Code of Conduct

This Code of Conduct has been approved and adopted by the Plymouth CAST Board of Directors for use for governors of a Local Governing Board in Plymouth CAST

On October 2018

And will be reviewed on October 2019

Signed by the Chair of the Board of Directors: Rt Hon Lord John Burnett

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- **This document should be available to view on your Academy's website**
 - **Governors are required to sign an undertaking which can be found overleaf:**

As a governor of the Local Governing Board of the Academy I undertake that I:

- Will preserve and develop the Catholic character of the Academy.
- Will not act in any way that is detrimental and/or prejudicial to the interests of the Catholic education in the Diocese and the Academy.
- Have read, understood and will adhere to this Code of Conduct and (for Foundation Governors only) to the declaration in Appendix 1: 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 criteria for appointment and, to the best of my knowledge can confirm I am eligible for appointment.
- Declare that I am not disqualified by law from appointment as a governor on the 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.
- Consent to the information given by me being held and processed by the Academy Trust Company and/or Plymouth Diocese, including the sharing of data with third parties where required, in accordance with any Plymouth Diocese policy.

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 Code from each governor should be retained by the Clerk



THE ROLE OF THE LOCAL GOVERNING BOARD

The term '**Board**' in this document means the board of directors of Plymouth CAST. There is a separate code of conduct for the directors.

The terms '**local governing board**' means the local governing board of an academy.

The term '**governors**' in this document means governors of the local governing board.

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

OUR THREE CORE STRATEGIC FUNCTIONS:

Further, in accordance with our Scheme of Delegation, we endeavour to operate at a strategic level, leaving the Academy's senior leadership responsible and accountable for the operational day to day running of the Academy. It is achieving these aims that we can be sure that our academy has effective governance. Our core strategic functions as a local governing board, to the extent that any of these functions have been delegated to the local governing board, are in:

1. Supporting the Board of Plymouth CAST whose responsibility it is to ensure clarity of Catholic vision, ethos and strategic direction;
2. Supporting the Board and Senior Leadership of Plymouth CAST whose responsibility it is to hold the appropriate senior leadership within the Academy to account for the educational performance and Catholic character of the Academy and its pupils; and for the internal organisation, management and control of the Academy, including performance management of staff; and
3. Overseeing the financial performance of the Academy and supporting and challenging the headteacher to make sure its money is well spent.

We understand that Canon 806§2 says that Catholic schools are to be ".....at least as academically distinguished as that in the other schools of the area" and that governors should be mindful of this requirement in all that they do.

We adhere to Canon Law and the teaching of the Catholic Church as required by the Plymouth CAST Articles of Association.

AS GOVERNORS WE AGREE TO OUR COLLECTIVE RESPONSIBILITIES AS FOLLOWS:

ROLE & RESPONSIBILITIES

- We will preserve and develop the Catholic character of the Academy and this responsibility will permeate throughout all of our actions within, and through all aspects of, the Academy and the local community.
- We will ensure that the Academy is conducted in accordance with its governing documents which includes the provision of:
 - **Canon Law [1]**
 - **The Curriculum Director and Bishops' statements on religious education**



○ **Any Diocesan directives relating to schools**

- We will conduct the Academy in accordance with the Plymouth Diocese trust deed.
- We will conduct the Academy in accordance with its Articles of Association and any Scheme of Delegation adopted by the Academy Trust Company (or Trustees in the case of St. Mary's, Buckfast)
- 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 the 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 committed working relationship between the Diocese and the Catholic Multi Academy Trust Company.
- 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 Trust or the Diocese
- We understand the purpose of the governing board and our role as governors on the local governing board and the role of senior leadership.
- We accept that we have no legal authority to act individually, expect 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.

[1] this means the canon law of the Catholic Church from time to time in force, which include 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).

- We 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 the governing board meetings
- We have a duty to act fairly and without prejudice.
- We will encourage transparency and will act appropriately.
- In making or responding to criticism or complaints affecting the Academy we will follow the procedures established by the Board



- 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 board and accept our fair share of responsibilities, including 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 Academy activities
- We will visit our Academy, with all visits arranged in advance with the staff and undertaken within the framework established by the governing board.
- We will evaluate our effectiveness as a governing board 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 Trust and the Diocesan Schools Commission, and will undertake that relevant training.
- 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.

Relationships

In all our relations 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: Humility, Compassion, Kindness, Justice, Forgiveness, Integrity, Non-violence, Courage.
- We will comply with Diocesan Protocols for a committed working relationship between the Diocese and the Catholic Multi Academy Trust Company.
- 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 governors.



- We will support the chair in ensuring appropriate conduct both at meeting and at all times.
- We are prepared to answer queries from other governors 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.

Confidentiality

- We will observe confidentiality in all circumstances in particular in relation to matters concerning specific members of staff or pupils, both inside and outside the 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 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.

Conflicts of Interest

- We will always act in the best interests of the charitable objects set out in the governing documents of the 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 institutions ⁴
- 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 Academy's website.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

⁴98A of Multi Academy Trust model Articles of Association for Catholic School (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 Board (the basic principles of which are agreed by all of the governors of the local governing board) which you can find in this Code of Conduct at Appendix I for Foundations Governors of a Local Governing Board.



Appendix I – not to be signed, completed at time of appointment Foundation Governor Declaration

Dear Bishop Mark

I, (*insert name*) hereby accept my appointment as Foundation Governor at:

..... (*insert school name and town*) and promise to serve the mission of the Catholic Church and the Diocese of Plymouth to the best of my ability during my term of office (4 years).

In all my deliberations as a Foundation Governor, I will seek to understand and apply appropriately the wisdom of the Church to the matters under consideration.

In addition, I commit myself to:

- directly supporting the above-named school, but always having regard to the Diocese as a whole and the Church's commitment to the Common Good;
- attending the diocesan Foundation Governor induction event as soon as possible (and certainly within one year of my appointment);
- taking advantage of opportunities to develop my understanding of the teachings of the Church and their application to educational issues;
- acting as a link between the school and the parish(es) it serves;
- encouraging, through my own example as a Foundation Governor, honest and respectful communication, sensitive listening and prayerful discernment;
- respecting the confidentiality of any given information made available to me through this role.
- giving public support to the reasons of the Local Governing Body even if I did not previously agree with them.
- in all my actions, serving as a witness to the Catholic faith.

Signed:

Date:

Please sign and date both copies of this declaration. Please keep one for your own records and return the other to Plymouth CAST.



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 to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity** – Holders of public office should not place themselves under the 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



I confirm I have read and understood the following policies and will adhere to the guidance set out:

Keeping Children Safe in Education September 2020 - Part 1 and 2

Governor Name:	«Name»
Governor Signature:	
Date:	



Governor Personal Details

Name:

Address:

Contact Numbers:

Home

Mobile

Work

Email address:

Additional Information for Get Information About Schools (Please complete)

Date of Birth:

Previous names:

Nationality:

I confirm all the above details are correct and agree to these being shared with CAST and published/stored on the Get Information about Schools system

Signed

Date