



**THE NEWMAN CATHOLIC COLLEGIATE**  
**CODE OF CONDUCT FOR ACADEMY REPRESENTATIVES**

**This code of conduct has been approved by the Board of Directors for use for Academy Representatives:**

**On – 03.09.2020**

**and will be reviewed - October 2021**

**Signed by the Chair of the Board of Directors:**

*Lillian Keller.*

**Academy Representatives are required to sign an undertaking which can be found towards the end of the document.**

**The code of conduct will be shown on the collegiate website.**



**INSERT NAME OF SCHOOL<sup>1</sup>**

## Academy Committee Code of Practice

### 1. Rationale

- 1.1 The purpose of this code of practice is to enable the academy committee representatives to contribute to the school securing its mission and sustaining its ethos as a Catholic school, as well as ensuring the school provides a quality educational experience for all its children and achieves high standards.
- 1.2 The mission of our school is:

**INSERT MISSION STATEMENT**

### 2. Legal Framework

- 2.1 The academy committee is a corporate body. Academy committee representatives have no authority to act individually. The powers and authority of the academy committee are only those delegated by the board of directors of the multi-academy company.
- 2.2 All academy committee representatives have equal status, and although representatives are appointed and elected by different groups, the central concern must be the welfare of our school as a Catholic school, conducted in accordance with the Diocesan Trust Deed.

### 3 Roles and Responsibilities

- 3.1 The academy committee's responsibilities are different to those of the board of directors and are delegated to them by the board of directors. The delegated functions relate to<sup>2</sup>:
  - the Catholic life;
  - the day-to-day life of the school; the health and safety arrangements; the implementation of the school's curriculum plans; the arrangements for teaching and learning;
  - the culture and traditions of the school as a unique community with a specific school, parish, community and locality, identity and history;
  - communication and the appropriate formation of relationships with parents of pupils attending the school to work with and support them in their role as primary educators of their children;
  - engagement with the parish priest and local Church and parish community to work with and support them as they contribute to the religious, spiritual, moral, social and cultural formation of the pupils in the school;
  - relationships with other local schools, agencies and businesses, as well as the wider neighbourhood community, that enhances the quality of education provided by the school for its pupils;
- 3.2 providing evaluative feedback and supporting evidence to the Directors;

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<sup>1</sup> This document refers to an individual institution within a multi-academy as a 'school', whether or not the school uses the word 'academy' in its title

<sup>2</sup> See section 7 of the scheme of delegation for a full description of the functions of the academy committee.



- 3.3 The academy committee ensures that the strategic framework and policies of the board of directors are implemented in the school.
- 3.4 Ensuring the implementation of the strategic framework of the board of directors includes:
- Setting the local aims and objectives of the school, with regard to the powers delegated to them.
  - Ensuring that the common policies and procedures of the multi-academy are adopted in the school.
  - Ensuring there are plans and procedures in place to secure those policies, targets and priorities.
  - Giving challenge and support to the principal and ensuring he/she performs his/her responsibilities for the educational performance of the school.
  - providing evaluative feedback and supporting evidence to the Directors on the impact and effectiveness of both the Company's and the school's collective and individual: aims and objectives; policies; targets; and plans
  - Ensuring the sound, proper and effective use of the school's financial resources.
- 3.5 The academy committee is accountable to:
- The Trustees who own the school, for the school's effectiveness as a Catholic school.
  - The Board of Directors.
  - The Catholic community, and the wider community, who entrust their children to the schools within the multi-academy, for the outcomes achieved by their children, in all aspects of their being.
- 3.6 The principal is responsible for:
- Acting, as professional adviser to the academy committee and in consultation with other principals in the multi-academy, as professional adviser to the Board of Directors, and for providing the information they need to carry out their legal duties.
  - Advising on and implementing the strategic framework agreed by the Board of Directors and academy committee, which includes:
    - In consultation with the other principals in the multi-academy, formulating and drafting aims and objectives, policies and targets for consideration by the Board of Directors.
    - formulating and drafting local aims and objectives, policies and targets within the remit of and for consideration by the academy committee.
    - Implementing policies set by the Board of Directors and the academy committee.
    - Leading their school towards agreed targets.
    - Reporting on progress towards the agreed aims, objectives and targets.
    - Discharging delegated responsibilities on behalf of the Board of Directors and the academy committee.
  - The internal organisation, management and control of the school, including the implementation of the curriculum and the day to day running of the school.
  - The educational performance of the school.



#### **4 Commitment**

We acknowledge that being an academy committee representative:

- Involves committing significant amounts of time and energy.
- Involves participating fully in the work of the academy committee so that individuals accept a fair share of the responsibilities and duties, including service on committees, working parties or as 'named representatives'.
- Requires regular attendance at meetings of the full academy committee and subcommittees.
- Requires getting to know the school well and responding to opportunities to visit and get involved in school activities.
- Requires considering seriously our individual and collective training and development needs and using any designated funds to address them.
- Requires knowledge and understanding of our role within school procedures.

#### **5 Confidentiality**

We understand that being an Academy Representative requires that we:

- Observe confidentiality at all times
- Keep discussion about decisions confidential even when decisions themselves are made public through the minutes of the meetings.
- Exercise prudence when invited to respond in discussions and informal talk outside academy committee meetings, encourage issues to be brought through the proper channels.
- We will exercise care and skill when communicating through social media.
- We will not reveal the details of any academy committee's vote.

#### **6 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 any Diocesan Protocols for a committed working relationship between the Diocese and the school.
- We will ensure that we continually communicate with and, where appropriate, seek support and guidance from our diocesan education service.
- We will express views openly, courtesy and respectfully in all our communications with other directors.



- We will seek to develop effective working relationships with the Diocese, parish, the senior leadership, staff, parents, pupils, the local authority, other relevant agencies, and the local community.

## **7 Meeting Structure and Management**

- 7.1 The academy committee must appoint a clerk with a view to their efficient functioning and must have regard to advice from the clerk as to the nature of academy committee functions. The clerk will produce agendas and minutes for the meetings.
- 7.2 The clerk will send out agendas, minutes and any reports or other papers to be considered at the academy committee meeting at least seven clear days in advance to appropriate people.
- 7.3 The academy committee will work efficiently and effectively in the best interests of the school by organising itself into a committee structure so that it can fulfil its statutory responsibilities, including ensuring the statutory right of appeal, through appropriate full delegation of powers and statutory functions to either:
  - a committee
  - an academy committee representative or
  - the principal
- 7.4 There is an expectation that all committees will function with a view to securing the Catholic ethos of the school, as well as ensuring the school provides a high quality educational experience for all its children. Catholicity will not be viewed as a 'bolt-on' extra to be considered separately, instead the teachings of Jesus Christ and the Catholic Church and Gospel values will underpin all the aspects of the work of the academy committee.
- 7.5 The academy committee must review the delegation of its statutory functions annually.
- 7.6 Observers will be allowed to attend meetings in order to promote a willingness to serve the community as an academy representative, or to extend the professional development of middle and senior managers.
- 7.7 By working through an effective and efficient committee structure the academy committee will strive to keep the number of full academy committee meetings to the minimum of three per academic year, which in normal circumstances will be one a term.
- 7.8 Thought will be given to the timing of meetings, including holding them during the working day or at the end of the school day, rather than the evening.
- 7.9 Whilst aiming for a tight regular meeting structure the academy committee retains the flexibility to hold additional full academy committee meetings in special circumstances (for example, Ofsted, etc.). Ad hoc committees which deal with specific procedural issues will only meet when necessary, in a manner determined by the academy committee.
- 7.10 The chair of the academy committee, the principal, all other academy committee representatives and the clerk will subscribe to the following expectations so that the academy committee representatives, will achieve informed, collective decisions in an effective and efficient manner that meet the legal requirements.
  - In order to be effective meetings need to be quorate. The quorum for an academy committee meeting is 50% of the membership (not including vacant positions).
  - Apologies will be considered at full academy committee meetings, not simply accepted.
  - All meetings will have a maximum length of 2 hours.



- Academy representatives will be expected to be punctual and meetings will start at the agreed time.
- All academy representatives must properly prepare for meetings by reading papers in advance and giving thought to the issues to be discussed. All papers circulated in advance of the meeting should be taken as read.
- Minutes will record key matters discussed; summarise the key points discussed; record decisions and / or agreed actions accurately. The detail of the discussion and how individual academy representatives vote is confidential. The minutes will be made available, in draft form, within 7 days of the meeting, thus ensuring they are proof-read with a good recollection of the meeting. Confidential matters should not be recorded in minutes that are published in the public domain.
- Minutes will be reviewed, amended as necessary and signed by the chair at the next meeting.

## **8 Implementing the Code**

- 8.1 There is an expectation that anyone serving as academy committee representative will adhere to this Code of Practice.
- 8.2 In the unlikely event of a serious breach of this Code of Practice, by behaving in a manner that would be inconsistent with the school or multi-academy ethos, the academy committee or the board of directors have the right to hold an individual academy committee representative to account (The academy committee should seek advice from the Diocesan Education Service).

Signed by the Academy Representative:

Date:

Printed Name:

Type of Representative:

- **Acceptance of the code is required annually from every Academy Representative at the start of the academic year.**
- **Signed copies of this code from each Academy Representative will be kept by the Academy Manager.**



## **APPENDIX A**

### **THE NOLAN PRINCIPLES**

The Board of Directors are guided by the Nolan Principles. Lord Nolan's Seven Principles of Public Life apply to anyone who holds a public office, including those in the education sector.

#### **1. 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.

#### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4. 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.

#### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner and give reasons for their decisions. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. 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.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs