



Governors' and Trustees' Code of Conduct

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the
Bosco Catholic Education Trust.

Approved:	For review:
September 2024	September 2025

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1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

2. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all trustees/local governors to follow.

By creating this policy, we aim to ensure that trustees/local governors carry out their role with honesty and integrity, and help us to ensure our schools are an environment where everyone is safe, happy and treated with respect. We will preserve and develop the Catholic character of the trust and the individual schools.

The code is based on the [Governance Handbook](#) and the [Academy Trust Handbook](#). It should be read alongside our constitutional documents (e.g. our articles of association, standing orders and any scheme of delegation). Failure to follow the code of conduct may result in disciplinary action being taken, as set out in the appendix.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, trustees/local governors will use their judgement and act in the best interests of the trust and its pupils.

3. Glossary of Terms

In this document:

The term **‘Governing Board’** refers to the body with legal responsibility for conducting the School on behalf of the Diocesan Trustees and includes: the governing body of a Catholic voluntary aided school, the board of directors of a Catholic academy trust company and the local governing body of a Catholic academy trust company.

The term **‘Governor’** means a member of a Governing Board.

Where the term **‘School(s)’** is used, it includes:

- voluntary aided schools;
- in the case of an academy, the Catholic academy trust company and all the academies within it;
- in the case of a federation, the federation and all the Schools within it; and
- Catholic Schools and academies more generally (as appropriate).

‘Canon Law’ is the code by which the Catholic Church regulates itself and in the context of this document refers to the Code of Canon Law 1983 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).

4. The Role of the Governing Board

As a Governing Board, our overarching responsibility is to ensure that we comply with our legal and canonical duty to ensure that the Catholic character of the School is preserved and developed. This duty permeates everything that we do.

We understand that Foundation Governors are required, as the cornerstone of their role, to ensure this objective is achieved. However, **all** Governors have a duty to preserve and develop the Catholic character of the School in order to fulfil the objects set out in its governing documents.

5. Our Three Core Strategic Functions

In accordance with our legal obligations, we will operate at a strategic level, leaving the School's senior leadership responsible and accountable for the operational running of the School. It is by achieving these aims that we can be sure that governance is effective.

Our core strategic functions are to:

1. Ensure clarity of Catholic vision, ethos and strategic direction;
2. Hold the appropriate senior leadership to account for the educational performance and Catholic character of the School and its pupils; and for the internal organisation, management and control of the School, including the performance management of its staff; and
3. Oversee the financial performance of the School and make sure its money is well spent.

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 806§2 requires that Catholic Schools are at least as academically distinguished as other schools in the area and that Governors should be mindful of this requirement in all that they do.

6. Adherence to the Nolan Principles, Catholic Social Teaching & the Code of Canon Law

In carrying out our functions we will adhere to the Seven Nolan Principles of Public Life:

- **Selflessness** – acting solely in terms of the public interest and not in order to gain financial or other material benefits for ourselves, our family or our friends.
- **Integrity** – taking all steps to not place ourselves under any financial or other obligation to outside individuals or organisations that might seek to influence us in the performance of our official duties.
- **Objectivity** – in carrying out public business, being impartial and making choices fairly and on merit.
- **Accountability** – acknowledging that we are accountable for our decisions and actions to the public and submitting ourselves to whatever scrutiny is appropriate to our office.
- **Openness** – being as open and transparent as possible about all the decisions and actions that we take and giving reasons for our decisions and restricting information only when the wider public interest clearly demands.
- **Honesty** – being truthful in everything we do and declaring any private interests relating to our public duties, and taking steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – at all times promoting and supporting these principles by our leadership and example.

Furthermore, we will abide at all times by the Church's social teaching, which is a rich treasury of wisdom about building a just society, and ensure that our School is imbued with the key themes that are at the heart of Catholic social tradition, namely:

- **Dignity**
- **Solidarity**
- **The common good**
- **The option for the poor**
- **Peace**
- **Care for creation**
- **The dignity of work and participation**

7. WE AGREE TO OUR COLLECTIVE RESPONSIBILITIES AS FOLLOWS:

Role & Responsibilities

1. We will preserve and develop the Catholic character of the School, and this responsibility will imbue all of our actions within, and through all aspects of, the School and the local community;
2. We will ensure that the School is conducted in accordance with its trust deed, which includes the provisions of:
 - **Canon law;**¹
 - **The Religious Education Directory and Bishops' statements on religious education; [and]**
 - **Any directives issued by the Diocesan Bishop; [and]**
 - **[Any relevant Religious Order Documents]**².
3. We will conduct the School in accordance with its [Articles of Association and Scheme of Delegation] [Instrument (and Articles) of Government and in particular its ethos statement]³;
4. We will support and implement the policies and procedures of the diocese (and religious order, if any), including the Diocesan Bishop's policies on education (including but not limited to religious education and any admissions guidance issued by the diocese) and the expectations of the Diocesan Bishops issued collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools;
5. 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;
6. We will protect, promote and serve the diocese and religious order (if any) in the ministry of our role faithfully [and in particular in compliance with Diocesan Protocols for a committed working relationship]⁴;
7. We will consider not only the interests of the School, but the interests of other Catholic Schools and of Catholic education throughout the diocese;
8. We will undertake to discharge our duties with due care and diligence;
9. We will consider carefully how our decisions may affect the community and other schools;
10. We will attend relevant training including diocesan training, induction training and continuing professional development training, as required by the diocese or religious order (if any);
11. We understand the purpose of the Governing Board and our role and the role of senior leadership;
12. We accept that we have no legal authority to act individually, except 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;
13. 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 of Governing Board meetings;
14. 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 which includes the promotion of staff wellbeing, we will strive to be an employer of choice;
15. In making or responding to criticism or complaints affecting the School, we will follow the procedures established by the Governing Board;
16. We will actively support and challenge the senior leadership;
17. We will uphold the reputation of the School, diocese, religious order (if any) and Catholic education as a whole at all times and to that end carefully consider and monitor our personal use of social media;
18. If we have been appointed as a Foundation Governor, we recognise and accept our responsibilities and we have signed the Declaration & Undertaking, a copy of which is attached as an appendix to this Code of Conduct. We have returned the signed copy to the clerk.

² Religious Orders should list the relevant documents here or delete this sentence. Dioceses can delete this sentence.

³ Delete as appropriate.

⁴ Delete for religious order schools or if the protocols have not been issued.

Commitment

1. We acknowledge that accepting office involves the commitment of significant amounts of time and energy;
2. We will each involve ourselves actively in the work of the Governing Board and accept our fair share of responsibilities, including service on committees or working groups;
3. We will arrive at meetings well prepared including reading all papers in advance;
4. We will make full efforts to attend all meetings and make positive contributions thereat, and where we cannot attend any meeting, we will explain in advance why we are unable to;
5. We will get to know the School well, and where appropriate to our appointment, we will positively respond to opportunities to involve ourselves in School activities;
6. Where appropriate to our role, we will visit the School, with all visits to the School arranged in advance with the staff and undertaken within the framework established by the Governing Board;
7. 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 also ensure that our effectiveness is regularly externally reviewed;
8. We will consider seriously our individual and collective needs for continuous training and development as required by the diocesan education service and religious order (if any), and will undertake that relevant training and any mandatory training as may be required by law;
9. We accept that in the interests of transparency, our full names, date of appointment, terms of office, roles, attendance records, relevant business and pecuniary interests, category of Governor (where appropriate) and the body responsible for appointing us, will be published on the School's website and anywhere else as required by law.

Relationships

1. 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.
2. [We will comply with Diocesan Protocols for a committed working relationship⁵];
 3. We will ensure that we continually communicate with and, where appropriate, seek support and guidance from the diocesan education service and any education officer appointed by the religious order (if any);
 4. We will strive to work as a team in which constructive working relationships are actively promoted;
 5. We will express views openly, courteously and respectfully in all our communications;
 6. We will support the chair in ensuring appropriate conduct both at meetings and at all times;
 7. We will be prepared to answer queries from others 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;

⁵ Delete for religious order schools or if the protocols have not been issued.

8. We will seek to develop effective working relationships with the diocese, religious order (if any), parish, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.
9. We will follow the Equality Act 2010 and be fair and equitable in all that we do.

Confidentiality

1. 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 School, unless there is a lawful requirement for disclosure;
2. We will exercise the greatest prudence at all times when discussions regarding the business of the School arise outside of Governing Board meetings;
3. We will exercise care and skill when communicating through social media;
4. We will not reveal the details of any Governing Board vote.

Conflicts of interest

1. We will always act in the best interests of the charitable objects set out in the governing documents of the School.
2. 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 Board'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 School's website.
3. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

8. Trustee Responsibilities

The 3 functions of our board are to:

- Ensure clarity of Catholic vision, ethos and strategic direction of the trust
- Hold executive leaders to account for the educational and financial performance of the trust, and the performance management of staff
- Oversee the financial performance of the trust and make sure money is well spent

In order to do this effectively, as individuals we will:

- Understand and respect the distinction between the role and responsibilities of the board and those of the executive leadership
- Set and maintain an ethos of high expectations for everyone in the community of every school, including in the conduct and the professionalism of the board itself
- Promote equality and diversity throughout our organisation, including the board's operation
- Preserve and develop the character of the trust
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Operate and make decisions in the best interests of pupils, informed by the views and needs of our key stakeholders (pupils, parents, staff and local communities)
- Follow the trust's policies and procedures, and the procedures of the board as set out in relevant legislation, statutory guidance, and the trust's constitutional documents
- Take responsibility for our self-evaluation, regularly reviewing our board's performance, constitution and skillset
- Take part in any training or development required to fill any gaps in the skills we need for effective governance
- Understand that, where responsibility has been delegated, the board as a whole remains accountable and that important decisions relating to core functions will be made by the full board
- Comply with relevant guidance and legislation and our funding agreement that sets out how we must manage our trust's money, and procure goods and services
- Act with integrity and transparency when making financial decisions, and understand that our financial management and decision-making will be scrutinised and audited
- Declare all gifts worth more than £25.00 and notify the relevant Business Manager accordingly. We will not accept bribes
- Work to actively identify and manage risks to the trust

9. Local Governing Committee Responsibilities

The functions of the local governing committees are:

- The Governors have responsibility for buildings and premises, the recruitment of staff, and all health and safety matters.
- Help the school provide the best possible education for its pupils.
- Responsibility for the broad policies, plans and procedures within which the school operates. Governors are accountable to the Trust and the Diocese and also to parents and the wider local community.

In order to do this effectively, as individuals we will:

- Establish the strategic direction by setting and ensuring clarity of vision, values, and objectives for the school.
- Agree the school improvement strategy with priorities and targets
- Support the Board in the appointing of the lead executive/headteacher
- Monitor the educational performance of the school/s and progress towards agreed targets
- Support the CEO in the performance management of the lead executive/headteacher

- Contribute to school self-evaluation
- Oversee financial performance and set the budget

10. Working with others

The trust will:

- Support and strengthen trust leadership by providing constructive challenge to leaders, and holding them to account
- Respect the role of the executive and school leadership teams and avoid routine involvement in operational matters
- Respect each other's views
- Work together as a board to develop effective relationships with stakeholders
- Engage meaningfully with the communities we serve and understand that we are answerable to these stakeholders
- Follow the Equality Act 2010, and apply the principles of fairness and equality in everything we do

The local governing committee will:

- Ensure that other key players with a stake in the organisation get their voices heard.
- Reach out to the school's wider community and invite them to play their part.
- Use the views of stakeholders to shape the school's culture and the underpinning strategy, policies and procedures.
- Be critical friends to the school inside its walls and loyally committed to it outside. A critical friend offers support, constructive advice, a second opinion on proposals and help when needed. They also challenge, ask questions, seek information, improve proposals and so seek to arrive at the best solution.

11. Commitment to governance

All trustees/governors will:

- Will attend all meetings where possible. Where we cannot attend, we will explain our valid reason and give suitable notice
- Understand and accept the time and workload commitments of the role
- Understand that work should be shared among Members and that all trustees/local governors are expected to take an active role
- Will prepare ahead of meetings to ensure we make informed contributions
- Will participate in regular pre-arranged school visits in accordance with our trust policies
- Will attend any training or development activity needed to ensure the board has a wide range of skills and expertise

12. Openness and transparency

Conflicts of interest

To make sure our board/governing committees takes impartial decisions without bias, we will:

- Publish an up-to-date register of business and pecuniary interests of all trustees/local governors
- Declare any potential conflicts of interest at the beginning of each meeting, and withdraw from the meeting for the relevant item of business and not vote on the matter

Publishing information

To ensure our board/governing committees are transparent and open to the communities we serve, we will make certain information publicly available.

- We accept that the following [information will be published on the trust website and where appropriate the individual school's website](#) to ensure transparency:
 - The structure and remit of the Members, board of trustees, committees and local governing committees (where applicable), and the full name of the chair of each one (where applicable)

- For each **Member** who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - The date when they stepped down, if applicable
 - Their relevant business and pecuniary interests (including governance roles in other educational institutions)
- For each **trustee and local governor** (where applicable) who has served at any point over the past 12 months:
 - Their full name
 - Their date of appointment
 - Their term of office (trustees/local governors and local governors only)
 - The date they stepped down (where applicable)
 - The body that appointed them (trustees/local governors and local governors only)
 - Their relevant business and pecuniary interests
 - Their attendance record over the last academic year (only for trustees/local governors at board and committee meetings and local governors at local governing committee meetings)
- We accept that the information about Members, trustees and local governors will be published on [Get information about schools](#)
- We accept that the information about trustees will be published on [Companies House](#)
- We accept that the approved board and committee minutes and any agenda and papers considered at a meeting will be [made available to any interested person](#)

13. Confidentiality

During the trust/governing committee role, we are sometimes privy to sensitive information. We will observe confidentiality when discussing this information, and will not disclose:

- Information about sensitive matters
- Information about named individuals (such as staff, pupils and their parents)
- Details of individual trustees/local governors' contributions in meetings or how they may have voted

Confidential information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

Our commitment to confidentiality does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

We will continue to observe confidentiality after we have left office.

Breaches of confidentiality

In the event of a breach of confidentiality, we will inform the chair as soon as possible who will investigate the matter further.

Trustees/local governors understand that if they breach confidentiality, they may be suspended or removed.

14. Data protection

We will follow the trust's information security processes and measures and data protection policy when using, storing, sharing and disposing of personal data.

Our commitment to data protection does not overrule our duty to report child protection concerns to the appropriate channel where we believe a child is at risk of harm.

Personal data breaches

We will inform the trust’s data protection officer immediately if we believe that there has been a personal data breach.

15. Social media

We will:

- Abide by any requirements set out in our trust’s “Acceptable Use of Social Media” policy

We will **not**:

- Accept friend requests from pupils and not join any private parent groups associated with the trust or any of our schools
- Disclose any information which is confidential or would breach data protection principles
- Make comments online about any Members of the board of trustees/local governors or school communities
- Post any inappropriate/offensive language, images or comments on social media that may bring us or the trust into disrepute

16. Monitoring arrangements

This code of conduct will be reviewed and agreed annually, upon significant changes to the law, or as needed. It will be ratified by the full board of trustees/local governors.

17. Links with other policies

This policy links with our policies on:

- Child Protection and Safeguarding
- Acceptance of gifts, hospitality, awards, prizes or benefits
- Acceptable Use and e-safety
- Data protection (GDPR)

18. Trustee / Governor Declaration

CONFIRMATION OF HAVING READ AND AGREED TO THIS DOCUMENT

Name of Trustee / Governor:

Signed: Date:

Appendix 1: breaches of the code of conduct - Trustees

If we suspect a trustee has breached the code of conduct, we will follow this procedure:

- A Member of the trust will investigate
- A Member of the trust will hold a meeting with the trustee to discuss the issue. The trustee can bring a friend to the meeting. Another trustee/local governor will attend to corroborate any decisions
- If the situation doesn't improve, or there is another suspected breach, we will take action to improve the issue. This may involve:
 - Further meetings with the Member to reset expectations, based on this code of conduct
 - Support, mentoring or training for the trustee
 - Making sure the trustee withdraws from votes connected to any disputes they have been involved in
- If there is no improvement in the trustee's behaviour, the board will vote on a motion to ask the Members to remove them in accordance with sections 168 and 169 of the [Companies Act 2006](#) and the trust's articles of association. This is a last resort and will not be used without the above steps being taken, except in exceptional circumstances

Trustees may be **removed** if they:

- Have acted in a way that is inconsistent with the professional ethos of the board of trustees/local governors (including failing to undertake training appropriate to the role, whether or not directed to do so by the board)
- Have brought, or is likely to bring the schools, academy trust or the office of the trustee into disrepute
- Have acted to undermine fundamental British values or the board's commitment or ability to deliver on its Prevent Duty
- Have been involved in serious misconduct. We will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious
- Have displayed repeated and serious incompetence
- Have acted in a way that is significantly detrimental to the effective operation of the board, or their actions have interfered with the operational efficiency of the school

'Bringing the board into disrepute' may include, but is not limited to:

- Speaking out publicly against the schools, the academy trust or the office of the trustee
- Being disrespectful to members of the school community
- Behaving inappropriately in a public forum, such as a PTA meeting or on social media
- Persistently failing to undertake the training or development they need to contribute effectively to the board's operation

Appendix 2: breaches of the code of conduct - Governors

If we suspect a local governor has breached the code of conduct, we will follow this procedure:

- A trustee will investigate
- A trustee will hold a meeting with the local governor to discuss the issue. The local governor can bring a friend to the meeting. Another local governor will attend to corroborate any decisions
- If the situation doesn't improve, or there is another suspected breach, we will take action to improve the issue. This may involve:
 - Further meetings with the trustee to reset expectations, based on this code of conduct
 - Support, mentoring or training for the local governor
 - Making sure the local governor withdraws from votes connected to any disputes they have been involved in
- If there is no improvement in the local governor's behaviour, the board will vote on a motion to ask the Members to remove them in accordance with the trust's articles of association. This is a last resort and will not be used without the above steps being taken, except in exceptional circumstances

Local governors may be **suspended** if they:

- Have acted in a way that is inconsistent with the professional ethos of the board of trustees/local governors (including failing to undertake training appropriate to the role, whether or not directed to do so by the board) and
- Have brought, or is likely to bring the school, academy trust or the office of the trustee into disrepute, or
- Acted to undermine fundamental British values or the committee's commitment or ability to deliver on its Prevent Duty

Local governors may be **removed** where:

- There have been repeated grounds for suspension
- There has been serious misconduct. We will determine what counts as serious misconduct based on the facts of the case, but it will include any actions that compromise the 7 principles of public life, if sufficiently serious
- They display repeated and serious incompetence
- Their actions are significantly detrimental to the effective operation of the committee, or their actions interfere with the operational efficiency of the school

'Bringing the school, academy trust or office of the trustees into disrepute' may include, but is not limited to:

- Speaking out publicly against the school, the academy trust or the office of the trustee
- Being disrespectful to members of the school community
- Behaving inappropriately in a public forum, such as a PTA meeting or on social media
- Persistently failing to undertake the training or development they need to contribute effectively to the board's operation

(1) WE AGREE TO OUR COLLECTIVE RESPONSIBILITIES AS FOLLOWS:

Role & Responsibilities

19. We will preserve and develop the Catholic character of the School, and this responsibility will imbue all of our actions within, and through all aspects of, the School and the local community;
20. We will ensure that the School is conducted in accordance with its trust deed, which includes the provisions of:
 - **Canon law;**⁶
 - **The Religious Education Directory and Bishops' statements on religious education; [and]**
 - **Any directives issued by the Diocesan Bishop; [and]**
 - **[Any relevant Religious Order Documents]**⁷.
21. We will conduct the School in accordance with its [Articles of Association and Scheme of Delegation] [Instrument (and Articles) of Government and in particular its ethos statement]⁸;
22. We will support and implement the policies and procedures of the diocese (and religious order, if any), including the Diocesan Bishop's policies on education (including but not limited to religious education and any admissions guidance issued by the diocese) and the expectations of the Diocesan Bishops issued collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools;
23. 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;
24. We will protect, promote and serve the diocese and religious order (if any) in the ministry of our role faithfully [and in particular in compliance with Diocesan Protocols for a committed working relationship]⁹;
25. We will consider not only the interests of the School, but the interests of other Catholic Schools and of Catholic education throughout the diocese;
26. We will undertake to discharge our duties with due care and diligence;
27. We will consider carefully how our decisions may affect the community and other schools;
28. We will attend relevant training including diocesan training, induction training and continuing professional development training, as required by the diocese or religious order (if any);
29. We understand the purpose of the Governing Board and our role and the role of senior leadership;
30. We accept that we have no legal authority to act individually, except 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;
31. 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 of Governing Board meetings;
32. 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 which includes the promotion of staff wellbeing, we will strive to be an employer of choice;
33. In making or responding to criticism or complaints affecting the School, we will follow the procedures established by the Governing Board;
34. We will actively support and challenge the senior leadership;
35. We will uphold the reputation of the School, diocese, religious order (if any) and Catholic education as a whole at all times and to that end carefully consider and monitor our personal use of social media;
36. If we have been appointed as a Foundation Governor, we recognise and accept our responsibilities and we have signed the Declaration & Undertaking, a copy of which is attached as an appendix to this Code of Conduct. We have returned the signed copy to the clerk.

⁷ Religious Orders should list the relevant documents here or delete this sentence. Dioceses can delete this sentence.

⁸ Delete as appropriate.

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Commitment

10. We acknowledge that accepting office involves the commitment of significant amounts of time and energy;
11. We will each involve ourselves actively in the work of the Governing Board and accept our fair share of responsibilities, including service on committees or working groups;
12. We will arrive at meetings well prepared including reading all papers in advance;
13. We will make full efforts to attend all meetings and make positive contributions thereat, and where we cannot attend any meeting, we will explain in advance why we are unable to;
14. We will get to know the School well, and where appropriate to our appointment, we will positively respond to opportunities to involve ourselves in School activities;
15. Where appropriate to our role, we will visit the School, with all visits to the School arranged in advance with the staff and undertaken within the framework established by the Governing Board;
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17. We will consider seriously our individual and collective needs for continuous training and development as required by the diocesan education service and religious order (if any), and will undertake that relevant training and any mandatory training as may be required by law;
18. We accept that in the interests of transparency, our full names, date of appointment, terms of office, roles, attendance records, relevant business and pecuniary interests, category of Governor (where appropriate) and the body responsible for appointing us, will be published on the School's website and anywhere else as required by law.

Relationships

10. 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.
11. [We will comply with Diocesan Protocols for a committed working relationship¹⁰];
 12. We will ensure that we continually communicate with and, where appropriate, seek support and guidance from the diocesan education service and any education officer appointed by the religious order (if any);
 13. We will strive to work as a team in which constructive working relationships are actively promoted;
 14. We will express views openly, courteously and respectfully in all our communications;
 15. We will support the chair in ensuring appropriate conduct both at meetings and at all times;
 16. We will be prepared to answer queries from others 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;

¹⁰ Delete for religious order schools or if the protocols have not been issued.

17. We will seek to develop effective working relationships with the diocese, religious order (if any), parish, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.
18. We will follow the Equality Act 2010 and be fair and equitable in all that we do.

Confidentiality

5. 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 School, unless there is a lawful requirement for disclosure;
6. We will exercise the greatest prudence at all times when discussions regarding the business of the School arise outside of Governing Board meetings;
7. We will exercise care and skill when communicating through social media;
8. We will not reveal the details of any Governing Board vote.

Conflicts of interest

4. We will always act in the best interests of the charitable objects set out in the governing documents of the School.
5. 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 Board’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 School’s website.
6. We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

(2) BREACH OF THIS CODE

1. If we believe this code has been breached, we will promptly raise this issue with the Chair, consult with the diocese or religious order (if any) and determine the investigatory process (if any); the Governing Board will only use suspension and/or removal (which is at the absolute discretion of the Ordinary or religious superior for foundation appointments) as a last resort after seeking to resolve any difficulties or disputes in more constructive ways.
2. If we believe it is the Chair that has breached this Code, the Vice Chair, will investigate unless the Vice Chair is connected in which case another member of the Governing Board will be appointed to investigate.

Signed

Dated

Acceptance of this Code is confirmed by signature annually by every Director / Governor / Local Governor (at the beginning of each academic year), but Directors / Governors / Local Governors are not released from their duties under the Code by any failure to so sign.

Signed copies of this Code from each Director / Governor / Local Governor should be retained by the Clerk.

E signatures are acceptable.

Foundation Directors / Governors / Local Governors are also reminded of the Declaration & Undertaking to be signed upon appointment and annually thereafter, which can be found as an appendix to this Code of Conduct.

A signed copy of the Declaration & Undertaking shall be provided to the clerk by Foundation Directors / Governors / Local Governors along with their signed copy of the Code.

Appendix

Foundation Director / Governor / Local Governor

Declaration & Undertaking †:

Foundation Directors/Governors/Local Governors are responsible for preserving and developing the Catholic character of the school/college/academy/academy trust company that they serve and for representing the educational policies of the [Diocesan Bishop] [Religious Superior]. By completing this Nomination Form you are agreeing to faithfully represent the [Diocesan Bishop's] [Religious Superior's] educational policies as communicated by his/her representatives.

I, [INSERT FULL NAME]

*am a practising Catholic (and I have read and understood the [guidance](#) provided by the Diocese of Arundel and Brighton in this regard. If I have questions in relation to the guidance, I have asked them and have received answers).

*am a Catholic Cleric in the Diocese of Arundel and Brighton / a member of [Religious Order]

(*delete as applicable)

I wish to offer to serve the Diocese of Arundel and Brighton [Religious Order] in the ministry of Foundation Director/Governor/Local Governor. I have read and understood the criteria for appointment set out [\[on the Diocesan website\]](#) and, to the best of my knowledge am eligible for appointment. I confirm that I will inform the Diocese [Religious Order] in the event that I am no longer eligible for appointment.

In offering to serve as a Foundation Director/Governor/Local Governor in the Diocese of Arundel and Brighton [or Religious Order], I undertake that I will serve the Bishop of Arundel and Brighton [Religious Superior] faithfully in this ministry. If appointed, I declare that I will be able and willing to give priority to my duties as a Director/Governor/Local Governor and will undertake to discharge those duties with due care and diligence. References to Diocese in these statements in relation to Religious Order schools relate to the Diocese in which the relevant school is situated.

I undertake:

- To preserve and develop the Catholic character of the school/college/academy or academy trust company to which I am appointed;
- To ensure that the school/college/academy or academy trust company is conducted in accordance with its trust deed, which includes the provisions of:
 - o Canon law;
 - o The Curriculum Directory and Bishops' statements on religious education; and
 - o Any Diocesan directives relating to schools/colleges/academies/academy trust companies;
- To conduct the school/college/academy/academy trust company in accordance with its Instrument (and Articles) of Government or Articles of Association and in particular its ethos statement;
- To become familiar with, to support and implement the policies and procedures of the Diocese of Arundel and Brighton [and the Religious Order], including the Bishop's policies on education, including religious education, and the directives issued by the Bishops collectively, specifically the Bishops' Memorandum on the Appointment of Staff in Catholic Schools and the Admissions Guidance, and to represent those policies and directives to the Board of Directors/Governing Body/Local Governing Body;

- To consider not only the interests of the individual school/college/academy/academy trust company, but the interests of other Catholic schools/colleges/academies/academy trust companies and of Catholic education throughout the Diocese;
- To respond to the needs of the Catholic community as a whole as represented by the Bishop of Arundel and Brighton [and the Religious Superior];
- To attend relevant training including Foundation Director/Governor induction training, as soon as possible; and
- In all actions, to serve as a witness to the Catholic faith.

I declare that I am not disqualified by law from appointment as a Director/Governor. I confirm that I agree to Disclosure and Barring Service checks 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 will 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 of Arundel and Brighton [Religious Order], including the sharing of data with third parties where required, in accordance with the Diocesan [Religious Order] privacy policy which can be found [here](#). I confirm that I have read the privacy policy issued by the Diocese of Arundel and Brighton [the Religious Order], which sets out how my personal information will be collected, shared and used.

I undertake that I shall tender my resignation as a Foundation Director/Governor/Local Governor if my circumstances change so as to contravene the Diocesan [Religious Order] eligibility criteria or expectations at any time during my time in office or if, in the opinion of the Ordinary [Religious Superior], my resignation would be in the best interests of Catholic education.

I understand and accept that the appointment and removal of Foundation Directors/Governors/Local Governors is at the absolute discretion of the Ordinary [Religious Superior] and that, because of the nature of the decision-making process, the Ordinary [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.

Signed

Dated

† This is a copy of the standard Declaration / Undertaking that was required from foundation directors / governors / local governors on appointment, as set out in the Nomination Form. This Declaration should be signed by every foundation director / governor / local governor annually and copies retained by the Clerk. E-Signatures are acceptable.