



**ST EDWARD'S
COLLEGE**
LIVERPOOL

**ST EDWARD'S COLLEGE, LIVERPOOL
CODE OF CONDUCT FOR GOVERNORS
(EDMUND RICE ACADEMY TRUST)**

This Code of Conduct has been approved and adopted by the Board of Governors for use for Governors in October 2022 and will next be reviewed in October 2024.

Signed by the Chair of the Board of Governors:

A handwritten signature in cursive script that reads "Joli".

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

As a member of the Governing Board of St Edward's College I undertake that I:

- Will preserve and develop the Catholic character of St Edward's College, including having regard to both the Edmund Rice charism of the Congregation of Christian Brothers and the unique role of the College as Choir School to the Metropolitan Cathedral of Christ the King, Liverpool.
- Will not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in St Edward's College.
- Have read, understood and will adhere to this Code of Conduct and to the declaration in Appendix I: Foundation Governor of St Edward's College Declaration Form
- Will also adhere to Appendix II: The Nolan principles
- Have read and understood any Archdiocesan and legal criteria for appointment and continued eligibility as a Governor of St Edward's College
- can confirm to the best of my knowledge I am eligible as a Governor
- Declare that I am not disqualified by law from appointment or eligibility as a Governor.
- Agree to DBS checks and any other relevant checks being conducted that may be required by law or good practice.
- Understand that any refusal to do so may result in the termination of any appointment.

Signed by the 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 GOVERNING BOARD

The term '**Governing Board**' in this document means the board of Governors of St Edward's College, Liverpool.

As a Governing Board, our overarching responsibility lies in ensuring that we comply with our legal and canonical duty to ensure that the Catholic character of St Edward's College is preserved and developed and that 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 St Edward's College in order to fulfil the objects set out in its governing documents.

OUR THREE CORE STRATEGIC FUNCTIONS:

Further, in accordance with our legal obligations, we endeavour to operate at a strategic level, leaving the senior leadership responsible and accountable for the operational day-to-day running of St Edward's College. It is by achieving these aims that we can be sure that the school has effective governance. Our core strategic functions, as a Governing Board, therefore, are in:

1. Ensuring clarity of Catholic vision, ethos and strategic direction;
2. Holding the appropriate senior leadership to account for the educational performance and Catholic character of St Edward's College and its pupils; and for the internal organisation, management and control of the school, including performance management of staff; and
3. Overseeing the financial performance of the school and making 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 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 the Church's social teaching which is a rich treasury of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Several of the key themes that are at the heart of Catholic social tradition and which should permeate through our school, are 1) life and dignity of the human person 2) call to family, community and participation 3) rights and responsibilities 4) option for the poor and vulnerable 5) the dignity of work and the rights of workers 6) solidarity and 7) care for God's creation¹.

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

AS GOVERNORS WE AGREE TO OUR COLLECTIVE RESPONSIBILITIES AS FOLLOWS:

Role & Responsibilities

- We will preserve and develop the Catholic character of the School.
- We will ensure that the School is conducted in accordance with its governing documents, which includes the provisions of:

Canon law² ;

The Curriculum Governory and Bishops' statements on religious education; and Any Archdiocesan directives relating to schools.

Any Christian Brothers documents relating to the conduct of schools.

- We will conduct the School in accordance with the trust deed;
- We will conduct the School in accordance with its Articles of Association, and any Scheme of Delegation adopted by the School.
- We will take note of the policies and procedures of the Archdiocese and the Congregation of Christian Brothers, including the Archdiocesan Bishop's policies on religious education.
- We will seek to respond to the needs of the Catholic community as a whole as represented by the Archdiocesan Bishop;
- We will seek to serve the Archdiocese and the Congregation of Christian Brothers in the ministry of our role as Governors;
- We will consider not only the interests of the School, but be mindful of the interests of other Catholic schools, academies and colleges and of Catholic education throughout the Archdiocese;
- We will undertake to discharge our duties as Governors with due care and diligence.
- We will attend relevant and appropriate training;
- We understand the purpose of the governing board and our role as Governors and the role of senior leadership.
- 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.
- 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, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage transparency and will act appropriately.
- In making or responding to criticism or complaints affecting the School we will follow the procedures established by the governing board.
- We will actively support and challenge the senior leadership.
- We will adhere to the Nolan principles set out in Appendix II.

² This means the Canon law of the Catholic Church from time to time in force, which includes the 1983 Code of Canon Law, and any Particular Law such as legislation of the Bishops' Conference, directives of the Archdiocesan bishop and legislation of the school's religious order (if any).

Commitment

- We acknowledge that accepting office as a Governor involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the governing board, and accept our fair share of responsibilities, including service on committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know our School well and positively respond to opportunities to involve ourselves in School activities.
- We will visit the School at least annually, 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 Archdiocesan education service, and will undertake that relevant training and any mandatory training as may be required by law.
- We accept that in the interests of transparency, our full names, date of appointment, terms of office, roles on the governing board, attendance records, relevant business and pecuniary interests, category of Governor and the body responsible for appointing us will be published on our School's website and anything else as required by law.

Relationships

In all our relationships we shall exercise stewardship and draw on the teachings and example of Jesus Christ in that:

- All relationships will be built on the core values of the Gospel based on the Beatitudes summarised as: faithfulness and integrity; dignity and compassion; humility and gentleness; truth and justice; forgiveness and mercy; purity and holiness; tolerance and peace and service and sacrifice³
- We will be mindful of Archdiocesan Protocols for a committed working relationship between the Archdiocese and the School
- We will ensure that we communicate with and, where appropriate, seek support and guidance from our Archdiocesan 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 meetings 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 Archdiocese, Congregation of Christian Brothers, the senior leadership, staff and parents, pupils, the local authority, other relevant agencies, and the local community.

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

Confidentiality

- We will observe 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.
- We will exercise the greatest prudence at all times when discussions regarding the business of the School arise outside a governing board meeting.
- We will exercise care and skill when communicating through social media.
- We will not reveal the details of any governing board vote.

Conflicts of interest

- We will always act in the best interests of the charitable objects set out in the governing documents of the School
- 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 Governor is also a trustee, charity trustee, Governor of any Catholic school, Archdiocese, or religious order, or of any other charity which permits its land to be occupied by a Catholic school or schools or other education institutions⁴
- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the governing 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.
- We will also declare any conflict of loyalty at the start of any meeting should the situation arise.

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

BREACH OF THIS CODE

- If we believe this code has been breached, we will promptly raise this issue with the chair, consult with the Archdiocese and/or Trustees, determine the investigatory process (if any); the governing board 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 (the basic principles of which are agreed by all of the governing board) which you can find in this Code of Conduct at Appendix I for Foundation Governors in a Catholic School.

Appendix

I Copy of

Foundation Governor Nomination

Form

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

Statement for Trustee Compliance

If appointed as a Foundation Governor, I hereby recognise and confirm that:

- My appointment requires me to ensure that the religious character of the school as a Roman Catholic school within the tradition and charism of Blessed Edmund Ignatius Rice is preserved and developed, and that the school is conducted in accordance with the Trust Deed and Instrument of Government agreed by the Christian Brother Trustees.
- My appointment requires me to comply with the provisions of canon law and the teachings of the Catholic Church.
- I understand that I may at any time be removed from office by the Trustees who appointed me.
- I am willing to attend governor training sessions as appropriate and requested by the Trustees.

Declaration for Statutory Compliance

The Declaration below is that currently provided by the DfES for new or re-appointed governors

I confirm that I will carry out my responsibilities within the currently applicable legislative framework and that I am not subject to any disqualification from membership of a Governing Body under the terms of the School Governance (Constitution) (England) Regulations 2003.

I declare that I am not disqualified from serving as a school governor and that:

- I am** aged 18 or over at the time of this appointment
- I am not** liable to be detained under the Mental Health Act 1983
- I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986
- I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on grounds of any misconduct or mismanagement, or from being concerned in the management or control of any body
- I am** not included in the list (List 99) of teachers and workers with children or young persons whose employment is prohibited or restricted
- I am not** disqualified from being the proprietor of any independent school or from being a teacher or other employee in any school
- I am not** disqualified from working with children
- I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine

- ix. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years
- x. **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on educational premises
- xi. **I am not** subject to a disqualification under the Criminal Justice and Court Services Act 2000.

I have read and understood the statement for compliance and the Declaration Form and confirm that, to the best of my knowledge and belief, all information contained in this form is accurate and true.

I understand that if any subsequent grounds for disqualification come to light, my governorship will be terminated.

I understand that if my role as governor were to involve regular unsupervised access to children, or if at any time my activities or actions give "case for concern", I will be required to obtain an Enhanced Disclosure from the Criminal Records Bureau.

Appendix II

The Nolan Principles

(Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

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