



Diocese of Hallam Catholic Multi Academy Trusts

Appointment of Foundation Directors

Information for Applicants



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Welcome from Bishop Ralph Heskett

I would like to thank you for showing an interest in becoming a foundation director of one of our new Catholic Multi Academy Trusts.

For some time now, the Diocese of Hallam has been working on a strategic vision for the future of our schools. This vision centres on protecting and developing further the Catholic identity and mission of our schools by ensuring that each one is part of a large Catholic Multi Academy Trust.

This is an exciting initiative for the Diocese and our Schools. It will lead to a transformation in the support that schools receive, increase development opportunities for school staff, support the development of future catholic school leaders and have a positive impact on the future of Catholic Education in the Diocese.

Within the Trusts our schools will retain a local governing body, the Academy Committee, which will continue to be charged with overseeing the Catholic Life of the school and standards. However, each Trust will also require a strong board of directors made up of people with skills in a wide range of areas who are willing to represent me in ensuring that the Trust complies with its legal and canonical duties to preserve and develop its Catholic character.

Our two new Catholic Multi-Academy Trusts will be opening in early 2022 and will be named shortly. I am seeking to recruit foundation directors both now and in the lead up to 2022 so that they are able to begin to support the Diocese in the many areas of work which must be completed prior to the opening of the Trusts.

The role of the Directors of the new CMAT Boards in overseeing the development of the CMATs will be hugely important. The role will be challenging but the rewards in terms of seeing the CMATs being successful will be great. We are looking for people who are committed to making a difference. The role of Director is wide ranging but rest assured the Diocese will ensure that training and support is provided.

Please do read the information which follows and if, after doing so, you wish to be considered for the role of foundation director, please complete the application form and return it to the Diocese of Hallam Schools' Department.

Should you wish to know more about the role or have some specific questions to ask, please contact Clare Thorpe at the Schools' Department whose contact details can be found on the application form.

With gratitude for your interest,

Right Rev. Ralph Heskett

Bishop of Hallam



Diocesan Appointment Criteria

1. In order to be appointed (or re-appointed as a foundation director), the following apply: A person must be and remain:
 - A practising Catholic
 - Able to give priority to attendance at meetings

2. A person must not be:
 - Related to any member of the Catholic Multi Academy Trust's staff, (teaching or non-teaching)
 - Related to any other director of the Catholic Multi Academy Trust Company
 - Employed (whether as a teacher or otherwise) by the Catholic Multi Academy Trust Company

Should criteria 1 or 2 cease to apply to a foundation director during his or her tenure of office, the foundation director would be expected to offer his or her resignation to the Bishop of Hallam.

The Appointment Process

Appointments are entirely at the discretion of the Bishop of Hallam (known as the 'Ordinary') and no correspondence will be entered into should an appointment not be made.

Before considering any appointment, the Ordinary will consult with your parish priest and any other referees. The results of these consultations will be strictly confidential.

In reaching a decision, the Ordinary will consider, amongst other things, the need to have directors with an appropriate mix of skills and experience and who are representative of the diverse nature of our Catholic communities in the Diocese of Hallam. Trustees encourage applications from under-represented groups.

Please complete the application form so that you can share with us information about yourself including your background, skills, experience and referees. The information you provide may be used as the basis for a conversation with you before appointments can be made.

Foundation directors will be asked to complete a declaration of eligibility prior to appointment and will be subject to an enhanced DBS (disclosure and barring service) check.

The application form includes information about where your application form should be sent once completed.

The Diocese of Hallam is committed to ensuring that services are provided that embrace diversity, promote equality of opportunity and access. As an employer we are also committed to equality and valuing diversity within our workforce. Our goal is to ensure that this commitment is embedded in our day to day working practices with all our stakeholders.



We will provide equality of opportunity and will not tolerate discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

As an organisation, we will consider equality and diversity in everything we do, ensuring it plays an important part in working towards improving the life chances and opportunities for all young people in our care.

Director Appointment Timeline:

Thursday 22nd April	<ul style="list-style-type: none">• Opening date for applications
Wednesday 12th May	<ul style="list-style-type: none">• Closing date for applications and shortlisting
Friday 14th May	<ul style="list-style-type: none">• Shortlisted candidates called for interview
w/c 17th May	<ul style="list-style-type: none">• Interviews by Bishop Ralph and the MAT Development Steering Group
Friday 21st May	<ul style="list-style-type: none">• Candidates informed
w/c 24th May	<ul style="list-style-type: none">• References taken• DBS & S128 Checks• Appointments registered



DIRECTOR CORE COMPETENCIES AND CODE OF CONDUCT

Introduction

As a charity and company limited by guarantee, [name of the Catholic Multi Academy Trust] (the “Trust”) is governed by a Board of Directors (the “Directors”). The Trust’s charitable purpose is the advancement of the Catholic religion and the Trust is accountable to the Bishop of Hallam, the diocesan authority for the purposes of the academies and the religious authority for all matters. Notwithstanding whether a Director is appointed by the Bishop (i.e. as a Foundation Director) or by the Board of Directors (i.e. Co-opted Directors and Non Foundation Directors), all Directors must comply with the wishes of the Bishop and fulfil the charitable object of the Trust, acting at all times in observance of the values of the Catholic Church. The Bishop is a Member of the Trust and appoints all other Members.

Whilst the Directors are accountable to the Bishop and the other Members of the Trust, the Directors have overall responsibility and accountability for all strategic and operational matters within the Trust and have been delegated decision making authority by the Members. The Board is intended to be strategic not operational and has delegated the day to day management of the business and the responsibility for the running of the academies to those officers of the Trust with executive and leadership responsibilities. The Board’s main purpose is to:

- determine the vision and values of the Trust consistent with those of the Bishop;
- support leadership in determining and fulfilling the strategic direction of the Trust;
- hold leadership to account and ensure staff well-being; and
- oversee the financial performance of the Trust ensuring there are systems in place to manage risk and ensure money is well spent.

The Directors have established Local Academy Committees to assist them in fulfilling these governance responsibilities and to provide additional support to leadership. Further detail can be found in the Trust’s Scheme of Delegation.

The Trust is an exempt charity whose principal regulator is the Secretary of State for Education. Whilst this means the activities and constitution of the Trust are primarily determined by the Department for Education subject to the wishes of the Bishop, nevertheless the Trust is subject to company law and charity law and occasionally the jurisdiction of the Charity Commission. The Directors therefore have both responsibilities as directors of a company and trustees of a charity.

Legal Duties of the Directors

The Directors of a charity have a fiduciary duty to act in good faith in the best interests of the charity. This duty includes a responsibility to do the following:

- To ensure compliance with any legal obligations;
- To report on the charity’s activities (the Trust must prepare accounts in accordance with the Statement of Recommended Practice for Charities, the so called Charity SORP);
- To fulfil the charitable object of the charity as set out in its constitution (the Articles of Association)



and to act in a way which is compliant with the rules of the charity contained in the Articles and the Diocesan Memorandum of Understanding;

- To act with integrity and to avoid any personal conflicts of interest and not to misuse any charity funds or assets;
- To act prudently in the financial management of the charity, avoiding putting any assets, funds or reputation of the charity at undue risk;
- To exercise reasonable care and skill, using personal knowledge and experience to ensure the charity is well run and efficient;
- To act responsibly, getting advice from others, including professional advisors, where appropriate.

Under company law the Directors must avoid conflicts of interest and act prudently. There are specific legal duties where a company is insolvent or there is a threat of insolvency. More detail can be found in the [Academies Financial Handbook](#) and Directors must be especially careful where they may have a personal interest in a matter which involves the Trust. Familial relationships at Board and leadership level are discouraged. Directors must comply with the Trust's Conflict of Interest policy which will also address any specific requirements regarding trading with connected parties. Directors must act independently and in the best interest of the Trust even if those interests conflict with those of the body or organisation that might have appointed or nominated such Directors to serve on the Board. The role of a Director is unpaid (except for the reimbursement of reasonable expenses).

Foundation Directors are appointed by the Bishop and will be practising Catholics (except for those appointed to represent the interests in the joint faith school(s) of the relevant Anglican Diocese(s)). Non Foundation Directors may be appointed by the Trust Board or by the Bishop, but in both cases with the approval of the other. Whilst Non Foundation Directors are not expected to be practising Catholics, they will nevertheless be expected to preserve and uphold the Catholic character of the Trust and fulfil the wishes of the Bishop in so far as these relate to the management of the Trust and its Schools. Directors are appointed for a term of 4 years.

Specific Duties of the Directors

The specific tasks and responsibilities of the Directors are as follows, to;

- hold governance accountability;
- determine strategic vision and overarching strategic plan;
- provide strategic leadership and governance;
- provide challenge and support to senior leaders undertaking the recruitment and performance of any chief executive officer;
- develop and decide strategic and operational policies;
- facilitate collaboration within the CMAT and between the CMATs in the Diocese of Hallam;



- co-ordinate and oversee shared services and resources;
- approve of performance benchmarks;
- approve overall Trust budget and advise on School budgets;
- monitor expenditure in accordance with appropriate authorisations;
- oversee financial governance and risk management;
- determine the Trust's reserves/contingency policy;
- ensure appropriate insurance or risk cover is put in place;
- undertake recruitment of headteachers and facilitate the performance management of senior leaders;
- develop shared staff training programmes and opportunities for professional development;
- support the development and building of leadership and governance capacity at School level;
- approve site and asset management strategy;
- oversee any significant capital expenditure and building projects;
- approve of all funding applications;
- decision maker for all appeals.

Individual Directors may be given primary responsibility for particular functions such as audit and financial management, HR, Trust policies and procedures, safeguarding, academy liaison and communication with the view to matching skills and experience to functions. This will not affect collective and overall individual responsibility and accountability but Directors are expected to use their skills and experience in the fulfilment of their duties.

Core Competencies and Skills

The following are the core competencies and skills expected of all Directors:

- To work as a team;
- To attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- To be respectful of the views of others and to be open to new ideas and thoughts;
- To treat all confidential information confidentially;
- To act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest policy;



- To develop a deep understanding of the vision and ethos of the Trust and its academies and the roles played by all individuals in fulfilment of the Trust's mission;
- To understand the policies and procedures of the Trust and how they flow down to the academies;
- To support the Trust in public and act as an ambassador of the Trust and the academies;
- To commit to training and skills development;
- To be ready to ask questions;
- To be focussed on problem solving and be ready to learn from past experiences;
- To adhere to the Nolan [Seven Principles of Public Life](#).

Personal Qualities and Values

The role of a Director is challenging but should be rewarding. Directors are expected to be held in high regard and to provide an example to others. As such, Directors will have the following qualities and values:

- A desire to create positive change and life experiences for young people;
- A deep seated commitment to the aims and objectives of the Trust and the Catholic Church;
- A willingness to devote time and energy;
- An ability to build productive and supportive professional relationships;
- A commitment to equal opportunities and anti-discriminatory practices;
- An understanding of the importance of keeping children safe;
- An ability to think and act strategically;
- An ability to use financial and workforce data to inform decision-making;
- Appropriate levels of literacy in English;
- A person who is reliable, acts with integrity and is capable of good independent judgement;
- Is able to satisfy any requirements set by the Bishop.

Specific skills may be needed if a Director is to take responsibility for and lead on a specific area or to meet a skills shortage that has been identified. A regular skills audit will be undertaken and Directors should expect to be able to articulate their contribution to the success of the Trust and the academies.



Legal Requirements

Before appointment a DBS check and a Section 128 check will be made and enquiries made to establish that Directors satisfy on an ongoing basis the legal requirements for charity trustees. A list of disqualifying reasons is provided by the Charity Commission, click [here](#) for details. Individuals who are disqualified from being a charity trustee are deemed to have resigned with immediate effect.

Removal of a Director

Any concerns regarding a Director's behaviour and actions which may impact adversely on the Trust or fellow Directors will be addressed either by the Bishop or the Chair of the Trust. Except where changes to the Trust Board are made for operational reasons for example to address skills shortages or to satisfy the requirements of the Bishop, steps to remove a Director are expected to be taken only in exceptional circumstances for example involving the following:

- A failure to uphold the Catholic values of the Trust and in a way that is contrary to Catholic teaching;
- There has been serious misconduct (which will be considered on a case by case basis but as a guide any breach of this Code of Conduct will give rise to a legitimate complaint);
- A Director displays repeated and serious incompetence (e.g. consistently fails to attend meetings and/or engage with training or address any skills gaps such that their ability to make a meaningful contribution is compromised);
- The Director has engaged in conduct or behaviour which is aimed at undermining fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs;
- The actions of the Director are significantly detrimental to the effective operation of the Trust Board or the Trust more widely, distracting the Trust Board from its core strategic functions and/or the actions of the Director interfere with the operational efficiency of the Trust or any of its academies thereby wasting a significant amount of executive, headteacher and/or senior leadership time;

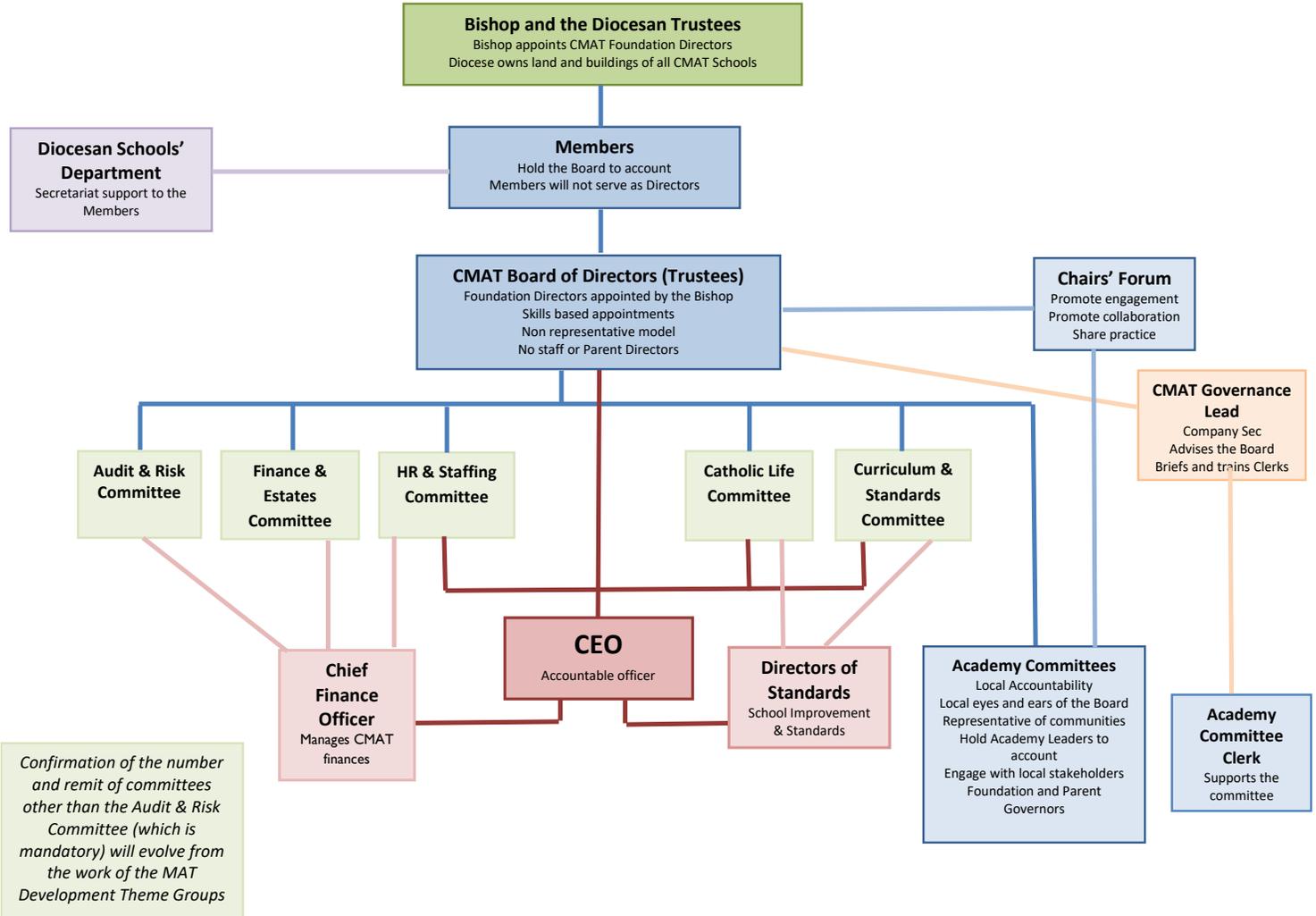
Any decision to remove will be made in accordance with the Trust's Articles of Association and applicable law. Any right of appeal will be subject to applicable law.

Review

This Director Code of Conduct has been adopted by the Trust Board on the date set out below. It is subject to regular review.

[Date Adopted]

Catholic Multi Academy Trust (CMAT) Governance Structure for the Diocese of Hallam



Key Dates in establishing the CMATs

29th April	<ul style="list-style-type: none"> RSC Headteacher Board meeting for CMAT provisional approval
6th May	<ul style="list-style-type: none"> CEO recruitment applications open
21st May	<ul style="list-style-type: none"> Directors confirmed and appointed
w/c 24th May	<ul style="list-style-type: none"> Director appointments registered
1st June	<ul style="list-style-type: none"> CFO recruitment applications open
3rd June	<ul style="list-style-type: none"> CEO recruitment applications close
7th June	<ul style="list-style-type: none"> CEO Interview selection meeting
16/17th June	<ul style="list-style-type: none"> CEO Longlisting interviews
17th June	<ul style="list-style-type: none"> RSC Headteacher Board meeting for CMAT sign off and Academy Orders
21st/22nd June	<ul style="list-style-type: none"> CEO Shortlisting interviews
23rd June	<ul style="list-style-type: none"> CEO Confirmation of appointments
28th June	<ul style="list-style-type: none"> CFO Application Closing date
30th June	<ul style="list-style-type: none"> CFO Interview selection meeting
6th/7th July	<ul style="list-style-type: none"> CFO Interview process
8th July	<ul style="list-style-type: none"> CFO appointments confirmed
8th July	<ul style="list-style-type: none"> RSC Headteacher Board meeting for CMAT sign off and Academy Orders (if not taken to 17th June meeting)
July	<ul style="list-style-type: none"> CMAT Board meeting – 1
September	<ul style="list-style-type: none"> CMAT Board meeting – 2
Spring Term 2022	<ul style="list-style-type: none"> CMAT Go Live date - Phase 1 schools join
Summer Term 2022 onwards	<ul style="list-style-type: none"> CMATs grow

Further Information

If you would like to discuss any aspect of the role further, please contact the Diocesan Schools' Department, Clare Thorpe cthorne@hallam-diocese.com

Catholic Multi Academy Trust {Name xxx}

School	Type	Current Status	Local Authority
All Saints	11-18	Single Academy Trust	Sheffield
Emmaus	Primary	HSPAT Academy	Sheffield
Holy Rood	Primary	Voluntary Aided	Barnsley
Holy Trinity	3-16	HSPAT Academy	Barnsley
Notre Dame	11-18	Single Academy Trust	Sheffield
Our Lady & St Joseph's Wath	Primary	Voluntary Aided	Rotherham
Sacred Heart	Primary	Single Academy Trust	Sheffield
Sacred Heart Goldthorpe	Primary	Voluntary Aided	Barnsley
St Alban's Denaby	Primary	Voluntary Aided	Doncaster
St Ann's	Primary	Single Academy Trust	Sheffield
St Catherine's	Primary	Single Academy Trust	Sheffield
St Helen's	Primary	Voluntary Aided	Barnsley
St John Fisher	Primary	HSPAT Academy	Sheffield
St Joseph's	Primary	Single Academy Trust	Sheffield
St Joseph's, Rawmarsh	Primary	Voluntary Aided	Rotherham
St Marie's	Primary	Single Academy Trust	Sheffield
St Mary's	Primary	Single Academy Trust	Sheffield
St Michael & All Angels	Primary	Voluntary Aided	Barnsley
St Patrick's	Primary	Single Academy Trust	Sheffield
St Pius	11-16	Voluntary Aided	Rotherham
St Theresa's	Primary	Voluntary Aided	Sheffield
St Thomas More	Primary	Single Academy Trust	Sheffield
St Thomas of Canterbury	Primary	Single Academy Trust	Sheffield
St Wilfrid's	Primary	Single Academy Trust	Sheffield

Catholic Multi Academy Trust {Name yyy}

School	Type	Current Status	Local Authority
Holy Family, Stainforth	Primary	Single Academy Trust	Doncaster
Holy Family, Worksop	Primary	Voluntary Aided	Nottinghamshire
Immaculate Conception	Primary	Single Academy Trust	Derbyshire
McAuley High School	11-18	Single Academy Trust	Doncaster
Our Lady of Mount Carmel	Primary	Voluntary Aided	Doncaster
Our Lady of Perpetual Help	Primary	Voluntary Aided	Doncaster
Our Lady of Sorrows	Primary	HSPAT Academy	Doncaster
St Bede's, Rotherham	Primary	Single Academy Trust	Rotherham
St Bernard's	11-16	Single Academy Trust	Rotherham
St Francis Xavier	Primary	Voluntary Aided	Doncaster
St Gerard's, Thrybergh	Primary	Single Academy Trust	Rotherham
St Joseph & St Teresa's	Primary	Voluntary Aided	Doncaster
St Joseph's Dinnington	Primary	Single Academy Trust	Rotherham
St Joseph's Retford	Primary	Single Academy Trust	Nottinghamshire
St Joseph's Rossington	Primary	HSPAT Academy	Doncaster
St Joseph's, Staveley	Primary	Voluntary Aided	Derbyshire
St Mary's Edlington	Primary	Voluntary Aided	Doncaster
St Mary's Herringthorpe	Primary	Single Academy Trust	Rotherham
St Mary's High School	11-18	Single Academy Trust	Derbyshire
St Mary's Maltby	Primary	Single Academy Trust	Rotherham
St Mary's Primary, Chesterfield	Primary	Voluntary Aided	Derbyshire
St Patrick's Bircotes	Primary	Voluntary Aided	Nottinghamshire
St Peter's	Primary	Voluntary Aided	Doncaster