



Christ the King Sixth Form College

Governors' Handbook

Section 3 – Conduct and Development of Governors

CONTENTS

Section 3 – Conduct and Development of Governors

	Page
Code of Conduct	3
Register of Interests	8
Governor Role Description	11
Chair & Vice Chair Role Description	13
Performance Indicators for Governors	15
Governors Training and Development Policy	17
Governors Induction Programme	19
Payments to Governors (Expenses)	21
Procedure for Complaints against the Governing Body	22
Annual Eligibility Form	25
Role Description Designated Governor with Responsibility for Safeguarding & Prevent	26
Succession Planning Policy	28



Christ the King Sixth Form College

CODE OF CONDUCT

1. INTRODUCTION

- 1.1 This Code applies to every committee, working party or other subsidiary body of the Governing Body to which Members may be appointed. It indicates the standards of conduct that are expected of them and is intended to enable them to understand their legal duties and to assist them both in carrying out their duties and in their relationship with the Governing Body and the Principal. This Code is therefore aimed at promoting effective and well-informed college governance and is not intended to be a definitive or authoritative statement of the law. The “Seven Principles of Public Life” identified by the Nolan Committee on Standards in Public Life form part of the Code (Appendix 1).
- 1.2 Acceptance of appointment as a Member of the Governing Body will be construed as acceptance of this Code.

2 INTERPRETATION

In this Code, “College” means Christ the King Sixth Form College; “Governing Body” means the Governing Body as defined in the Instrument of Government and “Member”, “Chair”, “Principal” and “Clerk” mean respectively a Member of the Governing Body, the Chair, the Principal and the Clerk for the time being of the Governing Body. All other definitions have the same meanings as given in the College’s Instrument and Articles of Government, and words importing one gender will import any gender.

3 DUTIES

- 3.1 Members owe a fiduciary duty to the College. This means that they should show it the highest loyalty and act in good faith in its interests. Each Member should act honestly, diligently and, subject to the provisions appearing in paragraph 7 of this Code relating to collective responsibility, independently.
- 3.2 Whatever decisions Members take at meetings of the Governing Body and its committees must be for the benefit of the College as a whole and not for any improper purpose, or for personal motive. The “benefit of the College” can be taken to mean, first and foremost, the interests of its students and other users of the College’s services, and the safeguarding of public funds. Members should have regard to those interests and must not allow any sectional interest to take precedence. In particular, Members are not appointed as “representatives” or “delegates” of any outside body, and may not lawfully be bound by mandates given by others.
- 3.3 Members must observe the provisions of the College’s Instrument and Articles of Government and in particular the responsibilities given to the Governing Body of the College’s Articles of Government.

- 3.4 Members should also have regard to the different, but complementary, responsibilities of the Principal as the College's Chief Executive. Whereas it is the Governing Body's function to decide strategic policy and overall direction and to monitor the performance of the Principal and any other senior post holders, it is the Principal's role to implement the Governing Body's decisions and to manage the College's affairs within the budgets and framework fixed by the Governing Body. Members should work together so that the Governing Body and the Principal perform their respective roles effectively.
- 3.5 Members are collectively responsible for observing the duties set out in the Financial Memorandum that the College has entered into with the Funding Body as a condition of receiving public funding. A copy of the Financial Memorandum can be obtained from the Clerk.
- 3.6 Although the Funding Body is the main provider of funds to the College, Members should note that they are also responsible for the proper use of income derived from other sources.

4. SKILL, CARE AND DILIGENCE

A Member should in all his work for the College exercise such skill as he possesses and such care and diligence as would be expected from a reasonable person in the circumstances. This will be particularly relevant when Members act as agents of the College, for example, when functions are delegated to a committee of the Governing Body or to the Chair. Members should be careful to act within the terms of reference of any committees on which they serve. They should also take care in studying agendas and other papers provided for them in advance of Governing Body and committee meetings and ensure that they are fully briefed before making decisions.

5. CONFLICTS OF INTEREST

- 5.1 Like other persons who owe a fiduciary duty, Members should seek to avoid putting themselves in a position where there is a conflict (actual or potential) between their personal interests and their duties to the Governing Body. They should not allow any conflict of interest to arise that might interfere with the exercise of their independent judgement.
- 5.2 However, an interest does not have to be financial for the purposes of disclosure and examples of non-financial interests are given on the reverse of the Register of Interests form. If it is likely or would, if publicly known, be perceived as being likely to interfere with the exercise of a Member's independent judgement, then the interest, financial or otherwise, should: -
- (a) be reported to the Clerk, and
 - (b) be fully disclosed to the Governing Body before the matter, giving rise to the interest, is considered. Members should withdraw from that part of the meeting at which the matter, giving rise to the interest, is considered and, on no account, vote in relation to the matter.

- 5.3 Members must not receive gifts, hospitality or benefit of any kind from a third party which might be seen to compromise their personal judgement or integrity. Any offer or receipt of such gifts, hospitality or benefits should immediately be reported to the Clerk.
- 5.4 The Clerk will maintain a Register of Members' interests that will be open for public inspection. Members must disclose routinely to the Governing Body all business interests, financial or otherwise, which they or (so far as they are aware) their spouses or partners, children or other close relatives may have and the Clerk will enter such interests on the Register. Members should inform the Clerk whenever their circumstances change and interests are acquired or lost. In deciding whether an interest should be disclosed, Members should have regard to the meaning given to "interest" in paragraph 5.2 of this Code.

6 COLLECTIVE RESPONSIBILITY

- 6.1 The Governing Body operates by Members taking majority decisions at quorate meetings. Therefore, a decision of the Governing Body, even when it is not unanimous, is a decision taken by the Members collectively and each individual Member has a duty to stand by it, whether or not he was present at the meeting of the Governing Body when the decision was taken.
- 6.2 If a Member disagrees with a decision taken by the Governing Body, his first duty is to have any disagreement discussed and minuted. If the Member strongly disagrees, he should consult the Chair and, if necessary, then raise the matter with the Governing Body when it next meets. If no meeting is scheduled, the Member should refer to the College's Instrument of Government as to the power to call a special meeting and, if appropriate, exercise it, requesting the Clerk to circulate the Member's views in advance to the other Members. Alternatively, the Member may decide to offer his resignation from office, after consulting the Chair.

7 CONFIDENTIALITY

- 7.1 Because of the Governing Body's public accountability, Members should ensure that, as a general principle, students and staff of the College have free access to information about proceedings of the Governing Body. Accordingly, agendas, minutes and other supporting papers, relating to meetings of the Governing Body, are normally available for public inspection once approved for publication by the Chair.
- 7.2 There will be occasions when the record of discussions and decisions will not be made available for public inspection, for example, when the Governing Body considers sensitive issues or named individuals and for other good reasons. Such excluded items will be kept confidentially by the Clerk and will be circulated in confidence to Members. However, staff and student Members may not have access to minutes dealing with matters in respect of which they are required to withdraw from meetings in line with the College's Instrument of Government.
- 7.3 It is important that the Governing Body and its committees have full and frank discussions in order that decisions are taken collectively. To do so, there must be trust between Members, with a shared corporate responsibility for decisions. Members should keep confidential any matter which, by reason of its nature, the Chair or the Members or the

Chair or Members of any committee of the Governing Body are satisfied have been dealt with on a confidential basis.

- 7.4 Members should not make statements to the press or media or at any public meeting relating to the proceedings of the Governing Body, or its committees, without first having obtained the approval of the Chair or, in his absence, the Vice Chair. It is unethical for Members to criticise publicly, canvas or reveal the views of other Members that have been expressed at meetings of the Governing Body or its committees.

8 ATTENDANCE AT MEETINGS

- 8.1 A high level of attendance at meetings of the Governing Body is expected so that Members can perform their functions properly. An individual governor attendance target of 75% has been agreed by the Governing Body.

9 GOVERNANCE DEVELOPMENT

- 9.1 Members are encouraged to obtain a thorough grounding in their duties and responsibilities by participating in the College's governance induction and training programmes, including regular refresher workshops.
- 9.2 In order to promote more effective governance, Members will carry out an annual review of the performance by the Governing Body, of its duties and responsibilities, as part of a continuing process of self- evaluation.

10 EQUALITY OF OPPORTUNITY

- 10.1 The Governing Body is totally committed to the principles of equality of opportunity in everything that we do. All members are required to abide at all times to the principles of equality of opportunity.

AS A MEMBER OF THE GOVERNING BODY, I AGREE TO OBSERVE THIS CODE OF CONDUCT TO THE BEST OF MY ABILITIES

Signature: Date:

THE NOLAN COMMITTEE

THE SEVEN PRINCIPLES OF PUBLIC LIFE

1 SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

2 INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

3 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.

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 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.

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 promote and support these principles by leadership and example.

Date of last review: May 2019

Date for next review: May 2023

Christ the King Sixth Form College

Register of Governors' Interests

Each Member is invited to register all business interests, financial or otherwise, which he/she has. Members should inform the Clerk to the Governing Body whenever their circumstances change and interests are acquired or cease. The register will be maintained by the Clerk and will be open for public inspection.

Guidance notes on completing the Register of Governors' Interests are appended

Name	Nature of Interest	Date on which Interest was declared	Date on which interest ceased or changed

I have updated my declaration of interests and confirm that I do and will continue to adhere to the Code of Conduct for Governors

Signature _____ Date _____

Additional Declarations

In addition to the above declaration of interests, I declare and confirm that:

- If in the course of the business of the Governing Body it becomes apparent that I or anyone with whom I have a close relationship (eg, kinship, friendship, business link) may profit from the decision of the Governing Body, I will declare the interest as soon as it becomes apparent to me. According to the circumstances and the decision of the Chair I agree to take no further part in consideration of the particular matter under discussion.

The above undertaking is given in the light of what I believe to be the implicit ethical duties and responsibilities of a Governor of Christ the King Sixth Form College

Signature: _____

Date: _____

I further declare, with reference to Instrument 8 'Persons who are ineligible to be governors' in the Instrument and Articles that I am eligible to be a Governor.

(Instrument 8 sets out the criteria for disqualifying persons from becoming or continuing to be governors. The criteria for ineligibility are based on age (only student governors may be under 18), being the Clerk, being a member of staff (except as staff governor and Principal), bankruptcy orders and arrangement with creditors, certain prison sentences, and being disqualified as a charity trustee).

Signature: _____

Date: _____

Notes on completing the Register of Governors' Interests:

1 Senior staff, for the purposes of declaration of interest, are defined as:

- Principal
- Director of Finance
- Any other member of staff designated by the Principal

2 Interests to be declared are any financial, business or personal interests which, when publicly known, would or could be perceived as likely to affect your judgement in relation to any aspect of the College's business. For guidance, you should consider declaring the following interests:

Financial Interests

- a) remunerated employment, office, profession or other activity
- b) directorship of a company
- c) shareholdings in a company
- d) partnership in a business or professional partnership
- e) consultancies (whether or not remunerated)
- f) trusteeship of a trust where you or your spouse or partner or a member of your family may be a beneficiary
- g) gifts or hospitality offered by outside bodies and arising from your position as a governor

Personal Interests

- a) membership of another public body including:
 - local authorities
 - health authorities
 - NHS trusts
 - school or college governing bodies
 - training and enterprise councils
 - b) unremunerated posts, honorary positions and other positions that might give rise to a conflict of interest or of trust
 - c) membership of closed organisations
3. Other members of your family includes father, mother, brother, sister, child, stepchild or grandchild.
4. When completing the Register of Interests, Governors should take into account the seven principles of public life:

Christ the King Sixth Form College

Governor Role Description

As a member of the Governing Body of Christ the King Sixth Form College, it is expected you will be committed to the College's core purpose, vision and values and play a full part in College governance, including:

- setting the strategic direction of the College;
- assigning roles and responsibilities;
- ensuring that appropriate systems are in place to achieve the College's strategic aims and manage the concomitant risks;
- developing leadership; and
- ensuring accountability.
- to respect and honour the College's values and ethos.

Our vision is for an educational establishment that aspires to social, physical, emotional and spiritual growth within our educational establishment, alongside outstanding academic achievement and opportunities to learn at all levels.

Our mission is for all those involved in and who are very much a part of College life, act as ambassadors for the College in the wider community. We believe that Jesus Christ is the Way, and the Truth and the Life. We seek, therefore, to be inspired by His teaching within our College and reflect His love and values as we live and learn in our community.

Governor Duties

1. To have a commitment to the ethos and mission of the College;
2. To be aware of significant external factors affecting the College's ability to deliver its mission;
3. To accept and contribute to the collective nature of decision making and responsibility of the Governing Body, making an effective contribution to discussion at meetings;
4. To have a clear understanding of the strategic direction of the College;
5. To be able to monitor progress of the College's objectives as necessary and appropriate;
6. To have a clear understanding of the work of the College particularly in teaching and learning and the achievement of students;

7. To have a clear understanding of the College finances and use of resources;
8. To be aware of the policy and procedures for the appointment, grading, appraisal and determination of the pay and conditions of Senior Post Holders and the Clerk to Governors. The extent of direct involvement in related procedures may vary for each governor;
9. To be aware of the policy and procedures for setting the framework for the appointment, grading, suspension, dismissal and determination of the pay and conditions of all other staff;
10. To be involved in determining the policy for admission of students;
11. To be involved in quality assurance arrangements for governance in order to improve both the collective governance of the College and individual performance; and
12. To read papers prior to meetings and other documentation sent by the College.

Date of last review: September 2018

Date for next review: September 2022



Christ the King Sixth Form College

Chair of Governors Role Description

Eligibility and Appointment

The Chair must be elected from amongst the Foundation members by the whole Governing Body. The Chair is elected for a term of office of up to two years. The Chair is eligible to remain in office and to be re-elected as long as he/she remains a Foundation member.

Responsibilities

1. Chairing Governing Body and Search and Governance Committee meetings to ensure that necessary business is carried out effectively and efficiently and in a manner appropriate for the proper conduct of public business
2. Ensuring that the Governing Body acts within its powers and complies with all external regulatory requirements and internal rules and procedures, seeking the advice of the Clerk where necessary
3. Building the Governing Body as a team, fostering a culture of continuous improvement, and leading the ongoing development of governance
4. Ensuring the Governing Body's focus on major strategic issues and what is going on in the wider world, while also ensuring that the Governing Body adequately assesses the performance of the College against the objectives and indicators which the Governing Body has approved
5. Ensuring good and appropriate working relations between Governing Body Members and Managers through continuous dialogue with the Principal, respecting the complementary but separate roles of governors and officers
6. Appraisal of the Principal
7. Appraisal of the Clerk
8. Acting as a spokesman and ambassador for the College
9. Acting on behalf of the Governing Body between meetings where necessary, and reporting back such actions at the earliest opportunity

Personal Characteristics

1. Strong personal commitment to the Catholic ethos and mission of the College
2. Personal Integrity
3. Ability to influence appropriately
4. Decisiveness with an insistence on getting things done
5. A capacity for understanding, thinking and reasoning
6. Authoritative, but exercising it in a way that is engaging, warm and respectful and that engages others
7. Capacity and intellect to challenge and refresh accepted norms
8. Ability to think strategically
9. Ability to take financial overview
10. Capacity and commitment to devote adequate time and attention to the role

Vice Chair of Governors Role Description

Purpose of the Role:

To provide the leadership, in the absence of the Chair, that will ensure:

- The Members of the Governing Body will deliver effective governance of the College;
- The Members of the Governing Body offer appropriate challenge and support to the Senior Management Team; and
- Individual Governors are powerful ambassadors for the College in the wider community

Principal Duties (over and above the duties of a Governor)

- Providing a full and complete service as Chair in the absence of the nominated Chair and, upon his/her return to duties, to ensure a full update is made available. A concise update will promote a consistency of practice which will allow for the business of the day to be maintained by the returning Chair.
- Chairing meetings
- With the Clerk, ensuring that agendas for the meetings enable Members to discharge their responsibilities effectively.
- Ensuring that the Governing Body operates in accordance with its Code of Conduct and Standing Orders.
- That all members are encouraged to contribute to discussions and decisions.
- Review and approve draft minutes of meetings (ensuring a factual accuracy check is undertaken) in a timely fashion.
- Representing, wherever possible, the Governing Body at public and private events at which important stakeholders are present, including student awards ceremonies, open days and other external events
- Attending and participating in meetings, wherever possible, that ensure Members of the Governing Body are kept updated and informed.
- With the Clerk, ensuring that individual Governors are appropriately trained, developed and supported and that their performance is assessed on an ongoing basis.

Date of last review: May 2019

Date for next review: May 2023



Christ the King Sixth Form College

Performance Indicators for Governors

Collective Performance Indicators

1. Attendance at Governing Body and committee meetings to be 80% of current membership;
2. Register of Interests to be updated annually;
3. Self assessment of the Governing Body to take place annually;
4. Regular update of the Governing Body section of the College's website, agendas and approved minutes of the previous meeting to be on the website within one month of the meeting;
5. Annual appraisal of the Principal, and senior postholders to be reported to the Remuneration Committee;
6. Agenda and papers for the Governing Body to be posted at least 7 days before meeting, (any papers not ready for posting for the Governing Body 7 days before a meeting to be forwarded separately or otherwise tabled if permitted by the Chair); and
7. Minutes of the Governing Body and Committee meetings to be circulated within 3 weeks of the meeting.

Individual Performance Indicators

Under normal circumstances each governor is expected to fulfil the following performance indicators:

1. Attendance at meetings (to apply when governors are available for attendance without constraints such as illness or pregnancy)
Attendance at least 4 out of the 5 scheduled (80%) meetings of the full Governing Body, and at least 80% attendance of meetings of a sub committee;
2. Membership of Sub Committees
Membership of at least one sub committee.

3. Knowledge of the College's work
Attendance at one College event, other than meetings of the Governing Body and its Committees

4. Knowledge of the role of governance
 - i) Participation in the Governors' induction programme;
 - ii) Attendance at least one training/development event delivered by the College or an external organisation.

Date of last review: September 2018

Date for next review: September 2022



Christ the King Sixth Form College

Governors Training and Development Policy

The Governing Body is committed to the training and development of governors, both individually and collectively, so they may discharge their responsibilities effectively and with confidence.

Every Governor can expect to:

- have equal opportunity to take part in training and development activities appropriate to their needs;
- have an appropriate programme of induction when being appointed to the Governing Body, (See also the Governors Induction Programme);
- be fully informed of new key developments within the College as well as external developments relevant to the work of the College;
- have training, as appropriate, on new initiatives;
- be consulted on their training and development needs and appropriate modes of delivery by the Chair of Governors and the Clerk;
- receive information about externally provided training and development activities;

All Governors will be expected to:

- take part in the Induction programme on appointment;
- participate in the annual self-assessment process for governance both individually and collectively;
- participate in training and development activities arranged by the College;
- play an active role in their own development as well as the development of the Governing Body as a whole; and participate in training and development as specified or recommended by regulatory and improvement bodies from time to time.

The Clerk to Governors will, in consultation with the Chair of Governors and Principal, and in liaison with the Personnel Manager, have oversight of training and development of governors. The Clerk will ensure that:

- i) the training and development of governors is actively promoted;
- ii) an annual training plan, that is reviewed and evaluated, is developed;
- iii) an annual budget is identified for the training and development of governors;
- iv) all new governors are properly inducted in accordance with the agreed induction programme;
- v) governors are consulted about their training and development needs;
- vi) appropriate arrangements are in place for the management and administration of governor training and development.

Date of last review: March 2018

Date of next review: March 2022



Christ the King Sixth Form College

Governor Induction Programme

The Governing Body is committed to the training and development of Governors both individually and collectively so those governors may discharge their responsibilities effectively and with confidence. In July 2000 a Training and Development of Governors policy was agreed. As part of that policy all governors are expected to take part in the Induction programme. The Induction programme was enhanced in May 2009 and a programme to induct a new Chair of the Governing Body was added.

Prior to an initial visit the prospective governor will be encouraged to explore the College's website.

Where possible, prior to appointment a prospective governor will be invited to meet with the Principal, Chair and the Clerk to the Governors. The purpose of this meeting will be to enable the prospective appointee to learn more about the College and the role played by Governors. It will also be an opportunity for all parties to discuss areas of mutual and particular interest. At this meeting the prospective governor will receive the College's operational targets, examination results and dates of meetings. A tour of the College campus in which the meeting takes place will be included in this visit.

On appointment the new governor will receive a paper copy of the Governors Handbook (this is maintained and updated on the website). The new governor will be asked to fill in a skills audit which includes a section on training needs. S/he will need to attend induction sessions, preferably prior to attendance at the first meeting of the Governing Body, but in any case not later than six months from the date of appointment.

The induction sessions will cover:

1. Governance of the College and training on use of the Governors' intranet
2. Financial monitoring of the College
3. Quality and curriculum at the College
4. Students and Staff at the College
5. A tour of the second college campus if the new governor is not already familiar with it.

Immediately prior to the first governing body meeting attended by the new governor, the Clerk will introduce the new governor to an existing governor who will act as mentor. At the meeting the Chair will welcome the new appointee and introduce the new governor to all present.

During their first year in office new governors will be able to attend meetings and observe the non-confidential business of all committees on which they are entitled to serve.

The Clerk will provide guidance to new governors on how to use sector publications and websites in order to continue to develop themselves. The Clerk will also provide details of any appropriate external training opportunities for new governors.

On appointment to a committee a governor will attend a briefing session on the work of that committee.

This programme will form the basis of induction for Governors. It may be varied to suit the particular needs of any category of Governors or individual Governors.

Chair of Governors Induction Programme:

A new Chair will undertake the following induction:

1. A training session with the Clerk on the roles, responsibilities and attributes of a Chair of Governors
2. A handover meeting with the retiring Chair (where possible)
3. Introduction to a mentor, the Chair of another college
4. An initial meeting with the Principal to discuss mutual concerns and to establish the basis for a working relationship
5. The new Chair will also be informed of any appropriate external training opportunities on chairing and leadership

One of the key roles of a Chair is the day to day management of the Governing Body's relationship with the Executive through the Principal. The new Chair will therefore receive a working file containing the Principal's job description, CV, references and current objectives, along with the policies and procedures that relate to senior postholders.

Date of last review: October 2016

Date of next review: October 2020



Christ the King Sixth Form College

Payments to Governors

Governors undertake their duties on a voluntary, unpaid basis. However, reimbursement of expenses properly incurred will be made in the circumstances described below. The extent of any payments made should be consistent with the overriding principles associated with public office and should not be for personal gain.

Travel expenses

The cost of travel to and from essential meetings or activities associated with the role of governor will be reimbursed. Payment will be in accordance with second-class public transport rates or the mileage rate in operation within the College, (currently 45p per mile).

Subsistence

The pattern of activities and duties mean that payment of subsistence will not generally arise. However, the cost of meals and, exceptionally, accommodation will be made for approved activities provided the prior agreement has been negotiated through the Clerk.

Training

Governors are encouraged to participate in training related to their role as a governor. The cost of such trainings will be reimbursed provided prior agreement has been negotiated through the Clerk.

Incidental expenses (e.g. for consumables, postage, photocopying)

Administrative services for Governing Body business are normally provided through the Clerk and therefore it should not be necessary for Governors to incur such expenditure.

Other expenditure

Reimbursement for any other exceptional expenditure should be raised through the Clerk and payment will be at the discretion of the Governing Body / Chair.

Claims for payment

Claims for payment should be submitted either on a form provided by the Clerk for the purpose or in the form of a letter clearly showing the basis on which a claim is made. Supporting receipts should be included where possible.

Fuel allowance reviewed: April 2012
Date of last review: September 2017
Date for next review: September 2021



Christ the King Sixth Form College

Procedure for Complaints against the Governing Body

The College is accountable under the law and its decisions may be challenged if the College is alleged to have failed to fulfil its legal duties, acted outside its powers, acted unreasonably, or failed to ensure that the provisions of natural justice have been followed in relation to its actions affecting individuals.

All complaints, other than those against the Governing Body, individual governors or the Clerk to the Governors are covered by the College's Complaints and Grievance Procedures. **This procedure may not be used as an additional appeals stage following the exhaustion of other college procedures.**

The Clerk to the Governing Body will act as the first point of contact for any general complaint that is made against the Governing Body or any individual governor. See below for procedures to be followed in the event of complaints made against the Governing Body, individual governors, or the Clerk to the Governors.

The College undertakes to:

- Consider all complaints fairly, thoroughly and quickly.
- Deal with complaints in confidence as far as this practicably possible.
- Respect an expressed wish for anonymity by a complainant as far as this is possible and not disclose an identity without the prior agreement of the complainant.
- Ensure there is not future discrimination against a complainant.

Complaints will not normally be considered unless they are made within six months of the alleged misconduct becoming known to the complainant, or becoming knowledge in the public domain. The Governing Body reserves the right to take legal action against malicious complaints.

The Procedure

1. A complaint against the Governing Body, an individual governor or the Clerk to the Governing Body may be received from any of a range of sources including an individual, business or an organisation.
2. Complaints against the Governing Body or a governor shall preferably be made in writing and addressed to the Clerk to the Governors.
3. The complainant will be expected to state clearly the nature of the complaint, and, if appropriate, provide copies of any related documentation.

4. The Clerk to the Governing Body will acknowledge receipt of the complaint without delay and generally within five working days, providing an indication of when the complainant could be expected to hear further.
5. The Clerk will ask the Chair (or Vice Chair if the Chair is the subject of the complaint) to nominate a person or persons to investigate the complaint. This may be, but is not limited to, the Clerk to the Governing Body, another governor, the Audit Committee, the Principal, or one of the Governing Body's specialist advisers such as the auditors (internal and external) and solicitors where specialist knowledge is required.
6. The Clerk to the Governing Body and the investigator (if this is not the Clerk) will have the authority to refer issues arising from the complaint to the Governing Body's auditors (internal and external) or other appropriate advisers during the course of the procedure.
7. The investigator will first consider if there is:
 - A prima facie case; or
 - Evidence of malicious intent on behalf of the complainant (in which case the Governing Body may be asked to consider legal action); or
 - The matter should not be pursued on grounds of triviality or insufficient evidence.
8. The investigator will endeavour to provide a written response, via the Clerk, to the complainant within ten working days from the date of the initial acknowledgement. If this is not possible the complainant will be provided with an interim statement and be kept informed of progress.
9. The Clerk to the Governing Body will ensure that the complainant receives details of any arrangements for pursuing the matter with an independent body (e.g. the Secretary of State, the funding agency, a local authority, or the Diocese).
10. Once a complaint has been raised, the next meeting of the Governing Body will receive a report from the Clerk on its nature and resolution. If the matter is not resolved quickly then the Governing Body will receive progress reports until it has been resolved.
11. A complaint against the Clerk to the Governing Body shall be forwarded to the Chair of the Governing Body for investigation and response. In these circumstances letters for the attention of the Chair of the Governing Body will be addressed to the Principal's PA, unless this is the Clerk to the Governing Body in which case letters will be addressed to the Head of Student Support Services.
12. The approach to be adopted by the Chair of the Governing Body in investigating and responding to the complaint against the Clerk will be similar to

that outlined above with regard to complaints against the Governing Body and individual governors.

Date of last review: September 2018

Date for next review: September 2022



Christ the King Sixth Form College

ANNUAL DECLARATION OF ELIGIBILITY FOR GOVERNING BODY MEMBERSHIP

Personal Details
Name: _____
Declaration
<p>I declare that I am not disqualified from acting as a governor/charity trustee and that:</p> <ul style="list-style-type: none">• I am 18 years or over at the date of appointment (<i>except as a Student Governor</i>);• I am capable of managing and administering my own affairs;• I do not have any unspent convictions relating to any offence involving deception or dishonesty;• I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for my creditors.• I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986.• I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous provisions) (Scotland) Act 1990, preventing me from being considered in the management or control of any relevant organisation or body.• I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000 (<i>Working with Children</i>)• I am not disqualified under the Protection of Vulnerable Adults List.
Signed _____ Date _____



Christ the King Sixth Form College

ROLE DESCRIPTION:

GOVERNOR WITH RESPONSIBILITY FOR SAFEGUARDING & PREVENT

SAFEGUARDING

Published Guidance documentation confirms the necessary actions and elements of good practice required by Governing Bodies of Sixth Form Colleges to enable them to discharge their safeguarding responsibilities of young people (under the age of 18) and vulnerable adults.

The Governing Body is required to ensure that the College:

- Keeps young people and vulnerable adults from harm whilst on College premises
- Raises awareness of issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults in the College
- Provides a safe environment in which students learn
- Identifies young people who are suffering, or at risk of suffering, significant harm and takes appropriate action to see that such young people are kept safe at the College
- Ensures students at risk of radicalisation are identified and supported by the College
- Has procedures for reporting and dealing with allegations of abuse against members of staff and volunteers
- Operates safe recruitment procedures
- Designates a member of staff with sufficient authority to take lead responsibility for child protection
- Remedies any deficiencies or weaknesses with regard to protection arrangements that are brought to the attention of the Governing Body

An annual report is published each year outlining how statutory duties are met. The annual report outlines how the Governing Body has discharged its responsibilities and provides a summary of referrals made, of any allegations investigated, and outcomes of any investigations.

Good practice requires the Governing Body to nominate a member of the Corporation to be responsible for liaising with the LEA and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the Executive Principal. This governor is referred to as the Designated Safeguarding Governor.

PREVENT

The responsibilities of Sixth Form College Governing Bodies, confirmed in the PREVENT Duty Guidance (Counter-Terrorism and Security Bill) states:

- The Prevent Duty Guidance places a statutory duty on colleges (and other specified authorities) to *'have due regard, in the exercise of its functions, to the need to prevent people from being drawn into terrorism'*.

The key themes of the Prevent Duty are:

- Active engagement in partnership with police, local authority and Prevent coordinators with arrangements for sharing information
- Taking a risk based approach to managing staff, students, the estate and engagement with external bodies
- Having clear policies and procedures in place to identify and act where staff or students may be drawn into terrorism
- Ensuring all Governors, managers, staff and students have appropriate training
- Development of a 'Prevent' action plan to drive change and manage risk
- Promotion of a notion of 'British Values' defined as *'democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs'*.

DUTIES EXPECTED OF THE DESIGNATED GOVERNOR WITH RESPONSIBILITY FOR SAFEGUARDING & PREVENT

- (i) To liaise with the designated member of staff with safeguarding responsibility on all matters relating to safeguarding and prevent
- (ii) Under the governor link scheme, or similar, to be linked to the College support team with responsibility for safeguarding and prevent
- (iii) To be available for interview by Ofsted at inspection, to demonstrate the Governing Body has in place a Designated Governor with responsibility for Safeguarding & Prevent
- (iv) To undertake appropriate safeguarding and prevent training
- (v) To be the member of the Governing Body responsible for liaising with the LEA and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Executive Principal
- (vi) To liaise with the Clerk to ensure the Governing Body is in receipt of an annual report on safeguarding and prevent which reports on how the Governing Body is discharging its statutory responsibilities for both safeguarding and prevent.

Date of last review: October 2017

Date for bi-annual review: October 2019



Christ the King Sixth Form College

SUCCESSION PLANNING POLICY

It is recognised that, for a Governing Body to maintain its effectiveness and efficiency at all times, the implementation of appropriate measures needs to be taken. This is by way of ensuring that, should particular circumstances prevail, resulting in a loss of leadership, the potential for problems to arise is significantly reduced in light of succession planning being in place. In the event that specific measures need to be acted upon, the procedures in place should allow for the identified individuals to take forward, and act upon, the business of the day. The Catholic Education Society will form part of all procedures followed and action taken.

- 1 The Governing Body agrees that it is appropriate to have in place an on-going review of succession planning for positions of Chair and Vice Chair of the Governing Body and/or Committees. Further, for the review to be conducted by the Independent Clerk to the Board of Governors.
- 2 When considering succession, it is considered that priority should be given to the development of existing Governors and that it would be beneficial for promotion to take place from within the existing membership. In order to facilitate succession planning that is successful, training for Governors should include provision of guidance on the specific roles of Chair and Vice Chair. This will provide an opportunity for individuals to assess their own skills base and determine whether they wish to enhance their skills thereby enabling them to consider that they are able to meet the needs of other roles within the Board Membership. Training should also act to strengthen the Board as it would serve to give a greater insight into the demands of specific roles.
- 3 An indication should be sought from the existing Governors as to whom may be prepared to put themselves forward for consideration to be appointed as either the future Chair or Vice Chair.
- 4 If there are Governors who are prepared to undertake either of these roles, arrangements should be made to enable prospective Chairs and Vice Chairs to shadow the existing Chair and Vice Chair over a period of time. This should be in conjunction with appropriate training.
- 5 In addition, prospective Chairs and Vice Chairs may benefit from the opportunity to Chair a Committee of the Governing Body as a means of gaining experience. This may be particularly relevant to those Governors who are already acting as Vice Chairs.
- 6 All Governors will be informed of the Succession Policy & Procedure and, on an on-going basis, will seek expressions of interest from Governors who may wish to take on the responsibility of either the role of Chair or Vice-Chair.

- 7 Should the situation present where suitable candidates cannot be identified, the Governing Body may make the decision to attract an individual from outside its membership. In such cases, it may be necessary to advertise the posts and, with this in mind, appropriate arrangements will be made. All procedures followed, and actions taken, will be in conjunction with guidelines and guidance from the The Catholic Education Society.

Approved: October 2015

Date for next review: September 2019