



The Cardinal Newman Catholic Educational Trust

Director Recruitment Pack

July 2022

Contents Page

Welcome	2
Vision and values	3
Governance Structure.....	4
Our Schools	5
Role and How to Apply	8
Director Role Description	10
Person Specification	13

Welcome

“Seeking God in all things together” Cardinal Newman

www.newmancatholictrust.com

Dear Enquirer,

Welcome and thank you for considering becoming a non-executive director (and charity trustee) of the Cardinal Newman Catholic Educational Trust (this is our officially registered name, however, we are known locally as the Newman Catholic Trust).

We are one of two newly formed Catholic Multi-Academy Trusts within the Clifton Diocese and we have ambitious plans to develop and grow in order to fulfil the Bishop’s vision and the Department of Education’s target, for all schools (primary and secondary) to belong to a Multi-Academy Trust, in the future.

Our Trust is currently made up of a Board of Directors, a Chief Executive Officer, a Chief Financial Officer, governors and leaders of three primary schools from the diocesan Newman Partnership of schools. The schools are;

- St Francis Primary in Nailsea
- St Bernard’s Primary in Shirehampton
- St Teresa’s Primary in Monks Park.

We have launched our Trust with the above three schools but we are working hard to include more catholic schools gradually, over the next three years, in line with the Bishop’s strategic plan to ensure high quality catholic education across the diocese, into the future.

In order to operate as a Trust and as a Charity we have a Board of Directors whose role is to determine the vision, mission and strategic direction of the Trust. We have launched with 5 Directors and currently have vacancies for more people to join us on the Board. Becoming a Director presents an amazing opportunity to work with other committed individuals, using your skills, knowledge and experience, in a strategic role where you can make a significant and direct impact, on the lives and future of children in your local community.

If you think a good education is important and you’d like to make a difference, please read on to find out more about our mission, our schools, our trust, the role, and how to apply. If you would like to have a discussion before deciding to apply, please contact either one of us below, to arrange a time to talk;

- Bill McEntee, Governance Officer, Clifton Diocese at bill.mcentee@cliftondiocese.com
- Anne Rolls, Chair of the Board at annerolls@newmancatholictrust.com

We look forward to hearing from you!

The Cardinal Newman Catholic Educational Trust

Mission, Values, Aims

Our Mission

At the Newman Trust, the light of Christ leads us on our journey to create a community of faith built upon the foundations of family, service, duty and academic excellence.

Our Values

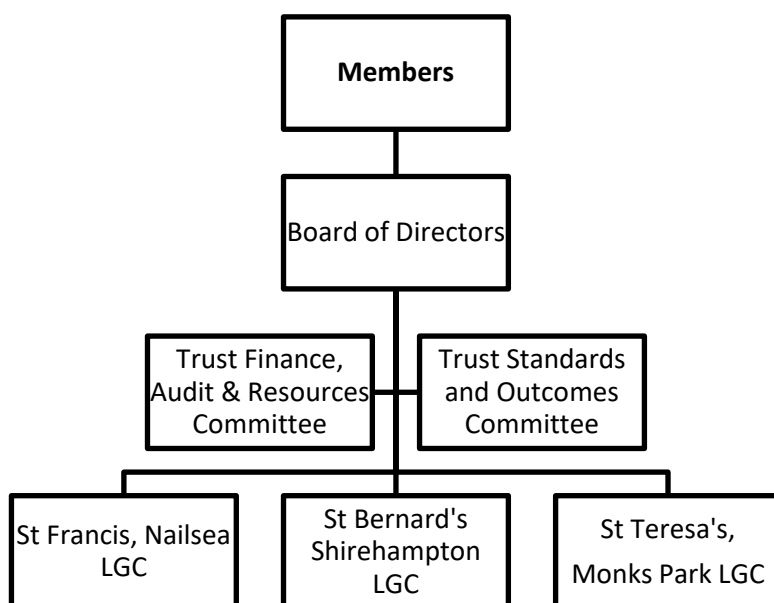
- C** Courage: At Newman, we show courage in our faith and when we learn – facing challenges and overcoming adversity.
- A** Attentive: At Newman, we are attentive to the needs of others and respond with action. We are attentive to, and actively seek, the presence of God in all things.
- R** Respect: At Newman. We show respect and concern for each other, our communities, our planet and all people.
- E** Excellence: At Newman, we challenge our students to go beyond what is expected, seek excellence in all areas and strive for the greater glory of God.
- S** Stewardship: At Newman, we believe that it is our duty to work amongst God's people. This means active service, volunteering and working for social justice.

Our Aims

At Newman, we care about;

- Family Partnership – All of our schools have a unique identity built on the firm foundations of their communities. We want to foster strong relationships with all of our parents, parishes and community members so that they are fully involved in the development of our collective family.
- Spiritual Growth – We aim to build a community of faith, as we exist to enrich the Catholic community and act as disciples of Jesus Christ.
- Understanding and using our God-given gifts and talents- We encourage all students towards excellence and to use their gifts and talents in service of others.
- Living the teachings of the Church - We provide a unique opportunity for students to experience the Gospel of Jesus Christ and to bring Catholic beliefs and values into their lives, learning and the community.
- Fostering Respect – We respect each other, and our collective purpose is the foundation of our Trust. Our teachings, behaviour and conduct must be deeply rooted in respect.
- Leading by Example - We are spiritually committed and professionally prepared so that we can be a leading organisation locally and nationally.
- Expressing Concern for Others - We have a special concern for the poor and disenfranchised and want our daily work to support the needs of others.

Governance Structure



In line with the articles of association, four Members are appointed by Clifton Diocese who will also support the recruitment and appointment of board directors. The multi-academy trust is a single legal entity, so it is overseen by a single governing board which is ultimately accountable to the Diocesan Bishop and the Department for Education (DfE) for the performance of all the schools in the trust. Directors of multi-academy trusts (MATs), as charitable companies are subject to Company Law and Charity Law and the regulatory framework set by the DfE. It is therefore critically important that applicants understand the associated role and responsibilities. More details about MAT members, directors and governors can be found in the DfE publication called 'Academy Trust Governance Structures and Roles'. [Governance structures and roles - GOV.UK \(www.gov.uk\)](https://www.gov.uk) Please also refer to Part 8 of the Academy Trust Handbook: https://schools.cliftondiocese.com/wp-content/uploads/2021/07/Academy_trust_handbook_2021.pdf

The Trust Board's Scheme of Delegation clarifies the different roles and responsibilities of the committees the trust board chooses to establish. There are two types of committees in MATs;

- Trust committees have a trust wide remit e.g., finance, staffing, audit, pupil achievement, risk, estates, etc. and their membership must be composed of a majority of directors.
- Local Governing Committees usually have a single school oversight role, but could oversee more than one school, and their membership is composed of governors. Their delegated remit is typically focused on holding the headteacher to account for the quality of standards and pupil outcomes, meeting the needs of the most vulnerable and disadvantaged pupils, including those with special educational needs and disabilities (SEND), ethos, wellbeing and spiritual development, attendance, safeguarding, health and safety, community engagement and Catholic provision.

Our Schools



St Bernard's Catholic Primary School is situated in Shirehampton, Bristol. It was established in the 1930s and now has a diverse community of different cultures and faiths. The school is a place where Catholic attitudes to life are both taught and lived in a way that encourages our children to develop a strong Christian family and community spirit.

Our mission: '**Following in the footsteps of Jesus, we celebrate and learn together**' is central to all that we do and our high expectations, relationships and standards are rooted in this mission. We believe, with this mission guiding our practice, our wonderful children thrive and develop in our school. St Bernard's is a one form entry school with seven classes, Reception -Year Six. There are 197 pupils on roll (June 2021). The school was judged by OFSTED (2018) and The Diocese of Clifton in 2018 to be a 'Good' school. Our current priorities are:

- Continuing to **develop our broad and balanced creative curriculum** offering all children the opportunity to share and develop their own, God given talents
- Continuing to **develop the role of Middle Leaders**
- Continuing to develop **St Bernard's provision of quality first teaching**

More information can be found via:

[St Bernard's Catholic Primary School - GOV.UK \(get-information-schools.service.gov.uk\)](https://www.gov.uk/get-information-schools/service/gov.uk)

[St Bernard's Catholic Primary School - GOV.UK - Find and compare schools in England \(compare-school-performance.service.gov.uk\)](https://www.gov.uk/find-and-compare-schools-in-england/compare-school-performance/service/gov.uk)





St Francis' Catholic Primary School is a one-form entry primary school, set in beautiful grounds in the town of Nailsea in North Somerset. It serves children from the local community, from both its parishes of St Francis' Church (Nailsea) and The Immaculate Conception (Clevedon) and from outlying villages. St Francis' School has a Published Admission Number of 30 and 174 children on roll (June 2021). Surrounded by an older population, the school has not been at capacity for many years, although a new housing development being built imminently in the town is expected to change the demographics. It has recently undergone significant changes in terms of its leadership and before 2020 had been uninspected for 11 years. The latest Section 5 Ofsted (January 2020) of Inadequate with Serious Weaknesses, followed by a Diocesan Section 48 of Requires Improvement has been challenging in terms of attracting new pupils, but parents remain loyal to the school and appreciate its warm family atmosphere and child-centered approach. An Ofsted Monitoring visit of February 2021 confirmed that 'Leaders and those responsible for governance are taking effective action to provide education in the current circumstances' and that 'Safeguarding is effective'. More information can be found via:

[St Francis Catholic Primary School - GOV.UK \(get-information-schools.service.gov.uk\)](https://www.gov.uk/get-information-schools/service.gov.uk)

<https://www.compare-school-performance.service.gov.uk/school/109239/st-francis-catholic-primary-school/primary>



St. Teresa's Catholic Primary School, based in north Bristol, is a one form entry school supporting the education of up to 210 children. The school has 209 children on roll (June 2021). St. Teresa's was judged to be outstanding in all areas in July 2016 by Ofsted and was judged an outstanding Catholic primary school, in November 2017 by Clifton Diocese. At St. Teresa's, we pride ourselves on providing a learning environment and a variety of opportunities for our children so that every one of them may be helped to reach their full potential and make the most of their talents given to them by God. The care and well-being of every child is integral to the ethos of our Catholic school and we are blessed with a dedicated and committed team of staff and Governors who work hard to ensure this. At St. Teresa's, we see ourselves as more than just a school, we are a school family. Our Catholic Christian Community and all aspects of our school life and work reflect our faith. The mission of St. Teresa's Catholic Primary School is to provide a Catholic education that inspires our school family to excellence in all our God given talents, where we let our lights shine for all to see.



<https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/139033>

<https://www.compare-school-performance.service.gov.uk/school/139033/st-teresa-s-catholic-primary-school/primary>



Role and How to Apply

Role title:	Foundation Director
Location of schools:	North Somerset and Bristol
Term of office:	Four years
Contract:	Pro bono (voluntary) with reimbursement of out-of-pocket expenses
Time commitment:	An average of 8 – 16 hours per month plus training and ad hoc visits.
Closing date:	Not applicable – may apply at any time
Interview date:	As soon as possible after receipt of application

Application form: <https://schools.cliftondiocese.com/form-5>

Eligibility Declaration: <https://schools.cliftondiocese.com/form-6>

Director Skills Audit: <https://schools.cliftondiocese.com/form-7>

Safeguarding Declaration: <https://schools.cliftondiocese.com/form-4>

As a Catholic Trust it is imperative that the Trust Board Directors are committed to protecting the Catholic identity and requirements placed on faith-based schools. It is for this reason that the Bishop appoints all Foundation Directors. Whilst ideally directors should be practising Catholics, the Bishop is prepared to accept non-Catholics who are committed to preserving the Catholic identity of the schools.

We are looking to recruit directors who have a strategic level of expertise in one or more of the following areas:

- Strategic Leadership and Planning
- Corporate and/or Charity Governance
- Project and Risk Management
- Risk Management
- Change and Growth Management
- Financial Management and/or Accountancy
- HR, Employment Law, Workforce Planning
- Marketing and Communication
- Education
- Safeguarding
- Health and Safety
- ICT and Data Protection
- Estate and Asset Management
- Legal and/or Regulatory Compliance
- Restructuring and Turnaround

We seek a diverse range of skills, knowledge and experience, to support the Trust Board in fulfilling its mission, vision, values and Catholic ethos for the benefit of all pupils and communities served by the Trust, as well as to enable compliance with its statutory duties as a charitable company accountable to the Department for Education as the regulator of academies.

Whilst this is a voluntary role, it offers many personal and professional rewards, such as boardroom experience, and the opportunity to use your skills to support pupils in your local Catholic schools and communities.

Everyone involved in governance is expected to demonstrate a commitment to the Nolan principles and personal

attributes detailed in 'A Competency Framework for Governance' published by the Department for Education. You can find more details via: [Governance handbook and competency framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/governance-handbook-and-competency-framework)

As mentioned above, if you are interested in applying for the position of Director and would like to have a more detailed conversation before deciding to apply for the post, please contact either of us below to arrange a convenient time to talk;

- [Bill McEntee, Governance Officer, Clifton Diocese bill.mcentee@cliftondiocese.com](mailto:bill.mcentee@cliftondiocese.com)
- [Anne Rolls, Chair of the Board of Directors at annerolls@newmancatholictrust.com](mailto:annerolls@newmancatholictrust.com)

To apply, **all** applicants are asked to fully complete the safeguarding declaration (form 4), Director nomination/application (form 5), eligibility declaration (form 6) and Director skills audit (form7). **All links are shown on previous page and submit to the Clifton Diocese.**

The Trust is committed to diversity and inclusion and safeguarding to promote the welfare of children and young people. All successful applicants will be appointed subject to satisfactory completion of all recruitment processes. This includes obtaining an enhanced Disclosure and Barring Service (DBS) Certificate and Section 128 clearance and the receipt of satisfactory references.

The Diocesan privacy notice can be found via its website: [Privacy Notice | Clifton Diocese](#)

Director Role Description

Objects of the Multi Academy Trust

The Trust's core purpose is described as the Objects in its Articles of Association. They are as follows:

4(a) The Company's objects ("the Objects") are specifically restricted to the advancement of the Catholic religion in the Diocese by such means as the Diocesan Bishop may think fit and proper by, but without prejudice to the generality of the foregoing, the establishing, maintaining, carrying on, managing and developing of Catholic schools in the United Kingdom conducted in accordance with the principles, and subject to the regulations and discipline of the Catholic Church.

4(b) Subject to the approval of the Diocesan Bishop, during the period that the objects in 4(a) are being fulfilled and form the majority of the activities of the Company, the advancement of education by the establishing, maintaining, carrying on, managing and developing of schools which are not Catholic in the United Kingdom.

Role Description

Legal Duties:

Under charity law, Trust Directors have the ultimate responsibility for directing the affairs of the Trust, and ensuring that it is solvent, well run and delivering the charitable objects for which it has been set up.

Duty of Compliance – Directors must:

- Preserve and develop the Catholic character of the academies within the Trust in accordance with the Articles of Association, Church Supplementary Agreement and the Scheme of Delegation; comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Bishop, his Trustees, or the Department of Schools and Colleges on their behalf.
- Ensure that the Trust complies with charity law and with the requirements of the Education Funding Agency as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.
- Ensure that the Trust does not breach any of the requirements or rules set out in the Articles of Association, Church Supplementary Agreement, Scheme of Delegation, funding agreement or the Academies Financial Handbook and that it remains true to the charitable purpose and object set out there.
- Act with integrity and avoid putting yourself in a position where your duty to the Trust conflicts with your personal interests or loyalty to any other person or body.

Duty of Care – Directors must:

- Use reasonable care and skill in their work as Directors, using their personal skills, knowledge and experience as needed to ensure that the Trust is well run and efficient.
- Ensure that robust and compliant systems are in place to ensure the safeguarding of all students, staff and volunteers within the Trust.
- Seek external professional advice on all matters where there may be material risk to the Trust or where the Directors may be in breach of their duties.
- Use the Trust's funds and assets reasonably and responsibly and only in furtherance of its aims and objectives.
- Avoid undertaking activities that may place the Trust's funds, assets or reputation at undue risk.
- Take particular care when investing the Trust's funds or borrowing funds.

Specific duties of Directors of a Trust:

To contribute to the work of the Board of Directors in ensuring high standards of achievement for all child and young people across the Trust. As a Foundation Director you are also there to support any Bishop's directives and his overall diocesan vision.

Strategic Direction:

Directors must ensure that the Trust has a clear vision, mission and strategic direction that will enable the Trust to fulfil its objects and is focused on achieving these. Directors must work in partnership with the Chief Executive Officer and other senior staff to ensure that:

- The Trust has a clear vision, set of Catholic values and strategy and that there is a common understanding of these by Directors, staff and those sitting on Academy Committees or Local Governing Bodies.
- Operational plans and budgets support the vision and strategy.
- The views of stakeholders (parents, pupils, local communities and staff) are regularly sought and considered through the development of effective links within the Trust's community.
- There is regular review of the external environment for changes that might affect the Trust.
- There is regular review of the need for the Trust and for the services it provides or could provide, and regular review of strategic plans and priorities.

Performance of the Trust:

Directors are collectively responsible for the performance of the Trust, for its impact upon stakeholders and for its corporate behaviour:

- To ensure that the Trust measures its impact and progress towards its strategic objectives and to regularly consider reports its performance.
- To ensure that there are appropriate policies in place to ensure that the aims and objects are met in line with the requirements of the Articles of Association and Scheme of Delegation.
- To ensure that the Trust's Catholic values are understood and put into practice by Directors, Academy Representatives/Governors and staff.
- To ensure that there are complaints systems in place for stakeholders.
- To ensure that there are processes for members, Directors, Academy Representatives/Governors, staff and other stakeholders to report activity which might compromise the effectiveness of the Trust.
- To recruit a Chief Executive Officer in partnership with the Bishop's representative and to hold them to account for the management and administration of the Trust.
- To ensure that the Chief Executive Officer receives regular, constructive feedback on their performance in managing the Trust and in meeting their annual and longer-term objectives.

Compliance:

Directors must ensure that the Trust complies with all legal and regulatory requirements:

- To ensure, with professional advice as appropriate, that the Trust complies with all constitutional, legal, regulatory and statutory requirements.
- To understand and comply with the constitution and rules that govern the Trust as outlined in the Articles of Association and Scheme of Delegation.

Management of resources:

Directors must be custodians of the Trust's assets, both tangible and intangible, taking care over their security, and how they are used:

- To ensure that the Trust's financial obligations are met and that there are adequate financial controls in place

to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.

- To act reasonably and prudently in all matters relating to the Trust and always in the interests of it, the Diocese and the Catholic Church.
- To ensure that Directors take professional advice when needed and record the advice received.
- To be accountable for the solvency of the Trust.
- To ensure that the Trust acts in accordance with employment law and that it exercises a duty of care to its employees.
- To ensure that intangible assets such as organisation knowledge and expertise, intellectual property, the Trust's good name and reputation are recognised, used and safeguarded.
- To review the condition and use of assets owned by the Trust.
- To ensure that the major risks to the Trust are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

Good Governance:

Directors must ensure that the Trust's governance is of the highest possible standard:

- To ensure that the Trust has a governance structure that is appropriate to its size and complexity, stage of development, meets the requirements of the Articles of Association, Church supplementary Agreement and Scheme of Delegation and reflects the diversity of its stakeholders.
- To ensure that there are effective mechanisms for individual academies within the Trust to be both supported and held to account by the governance structure.
- To ensure that decisions are made with a view to promoting the education and wellbeing of children and young people.
- To ensure that decisions taken by the Board of Directors are recorded in writing by means of minutes.
- To ensure that the Board's delegated authority to Directors, Chief Executive Officer, Academy Representatives/Governors and staff is recorded and that reporting procedures from such back to the Board are recorded in writing and complied with.
- To ensure that the responsibilities delegated to the Chief Executive Officer are clearly expressed in the Scheme of Delegation and understood and directions given to them come from the Board as a whole or other properly authorised route.
- To ensure the Board regularly reviews the Trust's governance structure and its own performance to an agreed programme.
- To ensure that major decisions and policies are made by the Directors acting collectively.
- To ensure that the Board has within its membership the skills it requires to govern the Trust well.
- To ensure that the Board has access to, and considers, relevant external professional advice and expertise.
- To ensure that there are systematic, open and fair procedures for the recruitment of Directors and of the Chief Executive Officer.
- To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individually and collectively).
- To ensure that Directors have a Code of Conduct and comply with it and that there are mechanisms for the removal of Directors who do not abide by the Director's Code of Conduct.

Person Specification

The Board of Directors has a Code of Conduct underpinned by the seven principles of public life as identified by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Board of Directors considers the following as key skills and attributes for membership of the Board:

Personal Qualities:

- Commitment to the Catholic ethos and values of the Trust.
- Commitment to the education and welfare of children and young people.
- Commitment to equal opportunities and the promotion of diversity.
- Independence of thought and sound judgment.
- Ability to work as part of a team.
- Commitment to seeking and taking account of the views of stakeholders, e.g. parents and pupils.
- Respect for the work and views of other Directors and staff.
- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a Director.
- Willingness to make and stand by collective decisions, even if they offered an alternative view during discussions.

Aptitude and Skills:

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship of a Catholic Trust.
- Ability to challenge current thinking, the method of governance and management of the Trust in a constructive manner and in its best interests.
- Ability to evaluate and interpret management information and other data/evidence.
- Ability to play a strategic role to successfully effect change and meet the objectives of the Trust.
- Eagerness to reflect and learn, even in the role of Director.
- Willingness to act as an ambassador for and publicly support the Trust.

Knowledge and Experience:

Specific professional knowledge and experience in **at least one** of the following:

- Charity law and governance.
- Directorship, trusteeship or management of a complex organisation with multiple sites/subsidiaries.
- Budget setting, planning and monitoring.
- Understanding of the academies system in England.
- Data analysis.
- Management of change.
- Monitoring and evaluating performance
- Recruitment and human resources involvement, including employment legislation.
- Business development.
- Risk management.
- Property and estate management.
- Marketing, media and Public Relations.
- ICT and data protection.

Other Requirements:

- Willingness to attend meetings of the Board and other meetings as required.
- Willingness to participate in the evaluation of the Board's work.
- Willingness to attend on a regular basis appropriate training provided by the Diocese or other appropriate body

- Willingness to visit schools within the Trust