

## Appendix A

### Parent Governors – List of Disqualifications

A Governor must be aged 18 or over at the time of their election or appointment. There is no upper age limit for serving as a governor.

A person is disqualified from holding or from continuing to hold office as a governor if he or she:

- Becomes incapable by reason of illness or injury or managing or administering his/her own affairs;
- Is absent without the permission of the FCAT Directors from all the meetings held within a period of six months
- Has been declared bankrupt and/or his estate has been seized from his/her possession for the benefit of his/her creditors and the declaration or seizure has not been discharged, annulled or reduced.
- Is the subject of a bankruptcy restrictions order or an interim order.
- Is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- Has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- Is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- Is disqualified from registration for child minding or providing day care;
- Is disqualified from registration under Part 3 of the Childcare Act 2006;
- Has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which a maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under 178 of the Charities Act 2011.
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a clearance certificate.

*A person is also disqualified from election or appointment as a parent governor if they:*

- work at the academy for more than 500 hours (i.e. for more than one third of the hours of a full time equivalent) in a school year (at the time of election or appointment);
- contravene any aspect of the FCAT Code of Conduct for Directors and Governors or the Nolan Principles in Appendix B.

## Appendix B

### The Nolan Principles – The 7 Principles of Public Life Published 31<sup>st</sup> May 1995

1. **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other 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 seek to 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 it.
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.

## **Appendix C**

### **Role of a Governor**

#### **FCAT Academy Councils**

The FCAT Academy Councils have the following core strategic functions:

- To support the vision and direction of FCAT
- To set and review the vision and direction for the Academy within the framework of FCAT's vision
- To hold the Academy Principal and executive team to account for educational standards at the Academy
- To approve and monitor the Academy's budget

#### **Role & Responsibilities of Governors**

##### **a) Strategic Leadership**

- To understand the purpose of governance including the role of non-executive leadership and the difference between this and operational leadership which falls within the remit of executive staff.
- To understand and adhere to FCAT's culture, values and objectives.
- To operate and make decisions in the best interests of pupils and in line with the Trust's charitable objectives.
- To have knowledge of local, regional and national issues and their potential impact on the delivery and performance of education at the academy and the Trust.
- To ensure that individual political beliefs and viewpoints are not used to influence discussions and/or decisions.

##### **b) Accountability**

- To learn and know about the academy/school; its key priorities and issues and be able to report on this to external agencies, including Ofsted, as required.
- To understand the financial position of the academy/school, its resource allocation, expenditure on staffing, Pupil Premium ratio and other relevant issues.
- To attend as many academy council meetings as possible and to prepare for meetings, away days and other events by reading papers in advance in order to identify key questions to constructively challenge the Principal as appropriate.
- To be able to download papers and information via e-mail and other electronic methods including use of Governors' Virtual Office (GVO).
- To be able to analyse and interpret performance and financial data in order to identify any issues and to challenge as required.
- To participate in training, including induction training, mandatory safeguarding training and other training to enhance the effectiveness of the academy council as required.
- To maintain commitment and enthusiasm for the academy's/school's improvement and capacity to keep up to date with developments.

##### **c) Compliance**

- To ensure confidentiality in respect of issues discussed in meetings is maintained.

- To complete a skills audit return questionnaire each year in order to enable the Trust to identify skills gaps on the academy council.
- To obtain Disclosure and Barring Service (DBS) clearance via the Trust.
- To adhere to legislation and national policy pertinent to the Trust including the Charities Act 2016, the Equality Act 2010, the Prevent Duty (2015) and the Governance Handbook (2017).
- To understand and declare potential conflicts of interest as appropriate.
- To adhere to the FCAT Code of Conduct.

**d) Collaboration**

- To support other academy councils as required, e.g. on exclusion review meetings, appeals committees, sharing good practice etc.