

## **Protocol Bosco Catholic Education Trust**

This protocol sets out the relationship between the Trustees (Directors) of The Bosco Catholic Education Trust (the 'MAT'), its constituent academies and their respective Local Governors.

### **1. DECLARATION**

We are all united by this vision:

The MAT is a Christ-centred family of Catholic academies within the Diocese of Arundel and Brighton (the 'Diocese'), working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

"Serve the Lord Joyfully"

### **2. GOVERNANCE**

The governance of the academies which are established as constituents of each of the Catholic Multi Academy Trusts in the Diocese is laid out in:

- a) the Memorandum and Articles of Association of each MAT,
- b) the Memorandum of Understanding (the 'MoU') promulgated from time to time by the Bishop of the Diocese and the Trustees of the Diocese;
- c) a set of principles entitled "Framework of Governance" which appear as Appendix C in the MoU; and
- d) this Protocol.

The MoU, the Framework of Governance and this Protocol cover various aspects of the formation and operation of the MAT.

In addition, the provisions of the Memorandum and Articles of Association govern the MAT which is a company limited by guarantee formed for the purpose of acting as the corporate centre for all the individual Academies contained in the MAT.

### **3. COMMITMENT**

We all recognise that we are functioning under the authority of the Memorandum of Understanding issued by the Diocese ('the Diocese') of Arundel and Brighton and must conduct ourselves in accordance with the norms it embodies. The MAT and the Academies acknowledge that we are



all bound by its provisions and will conduct ourselves to reflect both the Values which inform the text of the MoU and the Nolan Principles of Public Life set out in Appendix B of the MoU.

#### 4. RELATIONSHIPS

- 4.1. While the Board of the MAT has the responsibility of governing the external relations of the MAT and of overseeing the internal governance of the Academies, its role is to serve the Academies, their pupils and their staff.
- 4.2. It is the intention that every Academy in the MAT will be accorded the greatest level of practicable autonomy which is consonant with the provisions of the Memorandum of Understanding, and the powers reserved to the Board of the MAT (which are set out in brief in the paragraphs which follow).

#### 5. CONTRIBUTIONS

It is incumbent upon each constituent Academy that they must pay an annual contribution (known as “the Partnership Contribution”) to the central funds MAT, the amount of which, academy by academy, will be determined after discussion with the constituent academies comprised in the MAT, by the Board of the MAT .

#### 6. COOPERATION

The Academies will endeavour to cooperate and assist each other in fulfilling their vocation as Catholic schools.

#### 7. COMMUNICATION

Internal communications between the Board and the Headteachers and Local Governing Bodies of the respective Academies are of great importance in ensuring the smooth running and effective operation of the MAT. Frequent and regular meetings of those involved in the Academies with the Board of the MAT and also of the Heads and Chairs Forum will be mandatory and will be called by the Chair of the Board or the Chief Executive Officer.

#### 8. ADHERENCE TO POLICIES

- 8.1. The constituent Academies will adopt and comply with all those policies which the MAT may promulgate from time to time and which remain in force. The Academies will not adopt Policies which have not been approved by the Board of the MAT.
- 8.2. Besides the specific reporting duties embodied in each MAT Policy, as a general rule, compliance with Policies will entail reporting to the MAT not only any breach but also whenever it emerges that there are matters with which a policy should deal but does not.



8.3. Without limiting the generality of the foregoing, the attention of each Academy is drawn to, and each is expected to put into practice, the Policies which the MAT has adopted from time to time with regard to:

- (a) Cooperation between constituent Academies and other Catholic schools, and
- (b) Community engagement.

## 8. CURRICULUM

The broad spectrum of an Academy’s curriculum will be agreed and subsequently reviewed at regular intervals between the Chief Executive Officer of the MAT or whomsoever the Board of the MAT selects from time to time to do so and the Headteacher of the Academy in question.

## 9. APPOINTMENTS

The MAT will appoint the following in each Academy, having where applicable consulted with the Academy in question beforehand:

- a) Head teacher
- b) Chair
- c) Finance Manager
- d) Chaplain
- e) Clerk

or such other persons as may be appointed to fulfil equivalent roles in any of the constituent Academies which may have adopted a different staffing model.

## 10. URGENT NOTIFICATIONS

The Academies will without delay report to the Chief Executive Officer of the MAT and the Chair of the MAT Board:

- any matter relating directly or indirectly to Safeguarding;
- any matter which might affect the reputation of the MAT or of any constituent Academy or of the Diocese; and
- any health and safety concerns and any significant Health and Safety Policy breach.



## 11. RESERVED MATTERS

All matters regarding or affecting:

- Land and Buildings
- Accounting and Finance
- Insurance
- Health and Safety
- Pupil numbers

will be dealt with by, and must be referred for consultation and decision to, the Chief Executive Officer of the MAT who (where they are applicable) will observe and comply with the provisions of the MoU.

## 12. ESTABLISHMENT OF COMMITTEES AND ADVISORY GROUPS

The Terms of Reference for any Committee of the Board or of a Local Governing Body or for any advisory group set up by any of the foregoing will be approved and from time to time reviewed by the Board of the MAT and must be followed.

The composition of any Committee or group of Trustees or Local Governors which is formed (on an ad hoc basis or otherwise) to meet the requirements of a Policy or to deal with any matter arising out of the operation of a Policy will be determined by the Board of the MAT unless it is covered by a prior ruling or exemption issued by that Board.

## 13. CONDUCT OF MEETINGS

The conduct of all meetings of Committees and of Local Governors will be in accordance with the applicable template provided by the Board of the MAT from time to time. The minutes of all such meetings will be timeously provided to the Board of the MAT through the good offices of the Clerk.

## 14. CONFIDENTIALITY

All the parties to this Protocol acknowledge their respective obligations, and those of their Trustees (Directors), the Local Governors of constituent Academies and their respective employees and all other persons they involve in matters likely to be affected by this acknowledgement, to maintain in accordance with both the Regulations from time to time governing data protection applicable to them and the custom and usage established in England in relation to such matters the confidentiality both of information and of data of a personal or financial or management nature in their possession.

