



**ST BARNABAS CATHOLIC ACADEMY TRUST**  
**THE TRINITY CATHOLIC SCHOOL**  
**ST MARY'S CATHOLIC PRIMARY ACADEMY**  
**ST TERESA'S CATHOLIC PRIMARY ACADEMY**  
**OUR LADY OF PERPETUAL SUCCOUR CATHOLIC PRIMARY ACADEMY**  
**(“THE ACADEMIES”)**  
**SCHEME OF DELEGATION**  
**EFFECTIVE DATE: 1 July 2012**

**1. INTRODUCTION**

- 1.1 As a charity and company limited by guarantee, [name of multi academy trust] (the “Company”) is governed by a Board of Directors (the “Directors”) who are responsible for, and oversee, the management and administration of the Company and the academies run by the Company.
- 1.2 The Directors are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education they provide and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. Each Academy is a Catholic school, designated as such, the Directors are also accountable to the Bishop of the Roman Catholic Diocese of Nottingham (the “Bishop”) to ensure that the Academy is conducted as a Catholic school in accordance with the Canon Law and teachings of the Roman Catholic Church so that at all times the Academy may serve as a witness to the Catholic faith in Our Lord Jesus Christ.
- 1.3 In order to discharge these responsibilities, the Directors appoint people who are more locally based to serve on a board (each being a “Local Governing Body”) which has been established to ensure the good governance of each Academy. The Bishop (on the advice of the Nottingham Diocese Education





Service (the “DES”) also shall appoint people (as Foundation Governors) to form the majority of each Local Governing Body.

1.4 The Directors shall delegate various delegated functions to each Local Governing Body pursuant to clause 4 of this Scheme but the function of each Local Governing Body (in relation only to their relevant Academy) shall be to:

1.4.1 have a monitoring role in connection with the Academy;

1.4.2 consider budget monitoring information and make recommendations to the Head Teacher of the Academy (each a “Head Teacher”) in relation to annual budget proposals and any potential overspend;

1.4.3 govern admissions and appoint a committee to apply admissions criteria in accordance with DES Guidance, the Admissions Code and with due regard to any locally agreed fair access protocols, and to appoint the chair of the Local Governing Body and the Head Teachers as proposers in any admissions appeals;

1.4.4 govern exclusions in accordance with appropriate regulations;

1.4.5 support the Head Teacher in recruitment and selection, grievance, disciplinary and processes in relation to staff, where appropriate;

1.4.6 monitor and be accountable for standards and report annually to the Directors (or more frequently, if requested); and

1.4.7 where appropriate, set their own policy and procedures

1.5 This Scheme of Delegation has been put in place by the Directors from the Effective Date in accordance with the provisions of the Company’s Articles of Association (the “Articles”) and it should be read in conjunction with those Articles. References in this Scheme to numbered Articles are to the relevant clause of the Articles.

## 2. DIRECTORS’ POWERS AND RESPONSIBILITIES

2.1 The Directors have overall responsibility and ultimate decision making





authority for all the work of the Company and shall, without affecting a Local Governing Body's ability to set its own policies and procedures (where appropriate) retain overall responsibility for the planning of strategy and setting the Company's policy. The Directors have the power to direct change where required.

- 2.2 The Directors have a duty to act in the fulfilment of the Company's objects. The Directors also have a duty to the Bishop to uphold the objects of the Company and to have regard to any advice of the Bishop and to follow any directives issued by him, together with any guidance issued by the DES.
- 2.3 Directors will have regard to the interests of all the Academies for which the Company is responsible in deciding and implementing any policy or exercising any authority in respect of the Academy.
- 2.4 Article 100 provides for the appointment by the Directors of committees to whom the Directors may delegate certain of the functions of the Directors. In further recognition of the Directors' power to delegate under Articles 105 and 106, responsibility for the running of the Academy from the Effective Date will be delegated to the committee established by this Scheme of Delegation and each of which shall be known as the Local Governing Body of the Academies.
- 2.5 The constitution, membership and proceedings of each Local Governing Body is determined by the Directors (subject to the Bishop's right to appoint Foundation Governors in accordance with clause 3.1.2.6 below) and this Scheme of Delegation expresses such matters and also acknowledges the authority delegated to each Local Governing Body in order to enable the Local Governing Bodies to run the Academy and fulfil the Academy's mission.

### **3. CONSTITUTION OF THE LOCAL GOVERNING BODIES**

#### **3.1 Members of Local Governing Bodies**

- 3.1.1 The number of people who shall sit on each Local Governing Body shall be not less than five but, unless otherwise determined by the





Directors, and shall be subject to such maximum number determined by the Directors from time to time.

3.1.2 Each Local Governing Body shall have the following members:

3.1.2.1 no less than one staff member, appointed under clause 3.2.2;

3.1.2.2 no less than one parent member elected or appointed under clause 3.2.4;

3.1.2.3 no less than one community member elected or appointed under clause 3.2.10;

3.1.2.4 the Head Teacher;

3.1.2.5 any additional members, if appointed by the Directors at the request of the Secretary of State of Education (the "Secretary of State") pursuant to clause 102c) of the Master Funding Agreement entered into between the Company and the Secretary of State governing the affairs of the Company; and

3.1.2.6 [x] members appointed under clause 3.2.11 (the "Foundation Governors") or such greater number so that at all times the number of foundation members shall exceed the number of other members serving on each Local Governing Body (including the Directors) by at least 2;

3.1.3 The Directors (all or any of them) shall also be entitled to serve on the Local Governing Bodies and attend any meetings of the relevant Local Governing Body. Any Director attending a meeting of a Local Governing Body shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the Local Governing Body.







- 3.1.4 All persons appointed or elected to a Local Governing Body shall give a written undertaking to the Directors and the Bishop to uphold the objects of the Company and at all times maintain the Academy in keeping with its Catholic ethos.

### **3.2 Appointment of members of Local Governing Bodies**

- 3.2.1 Each Local Governing Body may appoint persons who are employed at the Academy to serve on the Local Governing Body through such process as they may determine, provided that the total number of such persons (including the Head Teacher) does not exceed one third of the total number of persons on the relevant Local Governing Body. The positions held by those employed at the Academy (e.g. teaching and non teaching) may be taken into account when considering appointments.
- 3.2.2 Unless the Directors agree otherwise, in appointing persons to serve on each Local Governing Body who are employed at the Academy each Local Governing Body shall invite nominations from all staff employed under a contract of employment or a contract for services or otherwise engaged to provide services to the Academy (excluding the Head Teacher) and, where there are any contested posts, shall hold an election by a secret ballot. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Local Governing Body.
- 3.2.3 The Head Teacher shall be treated for all purposes as being an ex officio member of the Local Governing Body.
- 3.2.4 Subject to clause 3.2.8, the parent members of each Local Governing Body shall be elected by parents of registered pupils at the Academy and he or she must be a parent of a pupil at the Academy at the time when he or she is elected.





- 3.2.5 Each Local Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members of the Local Governing Body, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of persons who are to be the parent members of Local Governing Bodies which is contested shall be held by secret ballot.
- 3.2.6 The arrangements made for the election of the parent members of Local Governing Bodies shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the Academy by a registered pupil at the Academy.
- 3.2.7 Where a vacancy for a parent member of a Local Governing Body is required to be filled by election, the relevant Local Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
- 3.2.8 The number of parent members of each Local Governing Body required shall be made up by persons appointed by the relevant Local Governing Body if the number of parents standing for election is less than the number of vacancies.
- 3.2.9 In appointing a person to be a parent member of a Local Governing Body pursuant to clause 3.2.8, the relevant Local Governing Body shall appoint a person who is the parent of a registered pupil at the Academy; or where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age.
- 3.2.10 [Each Local Governing Body (after consulting the Directors) may appoint persons to be a Community Governor provided that the person who is appointed as a Community Governor is:





- (a) a person who lives or works in the community served by the Academy; or
- (b) a person who, in the opinion of the relevant Local Governing Body, is committed to the government and success of the respective Academy.]<sup>1</sup>

3.2.11 Subject to all relevant checks being made in connection with such appointees, the Foundation Governors shall be appointed by the Bishop (on the advice of the DES) from persons recommended by the following:-

3.2.11.2 where the Academy is a secondary school, the area dean (or if there is no area dean such person appointed by the Bishop), who shall consult with the Head Teacher; and

3.2.11.3 where the Academy is a primary school, the local parish priest who shall consult with the Head Teacher

PROVIDED THAT the priest for the time being of a parish in which the respective Academy is situated or which it serves (or his designate) for the time being of the parish in which the Academy is located (or his alternate appointed by the Diocese in the event of but only for the duration of any interregnum) (the "Parish Priest") shall be a Foundation Governor.

3.2A Each Local Governing Body shall inform the DES and the Directors of the make up of their respective Local Governing Body (including the names of each governor, categories of governors and term of office and the name of the chair) within one month of the conversion of the relevant Academy to academy status and at any other time (which shall be at least once per annum) upon request being made by the DES or the Directors. Each Local Governing Body shall also report

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<sup>1</sup> To be inserted where there are community governors on the local governing body





to the DES and the Directors all subsequent appointments to, and retirements from, the Local Governing Body within one month of such appointment or retirement.

### **3.3 Term of office**

3.3.1 The term of office for any person serving on a Local Governing Body shall be 4 years, save that this time limit shall not apply to the Head Teacher nor the Parish Priest. Subject to remaining eligible to be a particular type of member on the relevant Local Governing Body, any person may be re-appointed or re-elected to the Local Governing Body save that Foundation Governors may only serve a maximum of three consecutive four year terms.

### **3.4 Resignation and removal**

3.4.1 A person serving on a Local Governing Body shall cease to hold office if he resigns his office by notice to the relevant Local Governing Body (but only if at least three persons will remain in office when the notice of resignation is to take effect).

3.4.2 A person serving on a Local Governing Body shall cease to hold office if he is removed by the person or persons who appointed him. Whilst at the same time as acknowledging that no reasons need to be given for the removal of a person who serves on a Local Governing Body by a person or persons who appointed him, any failure to uphold the values of the Company and/or the Academy or to act in a way which is appropriate in light of this Scheme of Delegation will be taken into account. A person (except a Foundation Governor) may also be removed by the Directors but only after the Directors have given due regard to any representations by the relevant Local Governing Body. This clause does not apply in respect of a person who is serving as an elected staff or parent member on each Local Governing Body.







3.4.3 If any person who serves on a Local Governing Body in his capacity as an employee at the Academy ceases to work at the Academy then he shall be deemed to have resigned and shall cease to serve on such Local Governing Body automatically on termination of his work at the Academy.

3.4.4 Where a persons who serves on a Local Governing Body resigns his office or is removed from office, that person or, where he is removed from office, those removing him, shall give written notice thereof to such Local Governing Body who shall inform the Directors and the DES on behalf of the Bishop

### 3.5 Disqualification of members of the Local Governing Bodies

3.5.1 No person shall be qualified to serve on a Local Governing Body unless he is aged 18 or over at the date of his election or appointment. No current pupil of the Academy shall be entitled to serve on a Local Governing Body.

3.5.2 A person serving on a Local Governing Body shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.

3.5.3 A person serving on a Local Governing Body shall cease to hold office if he is absent without the permission of the Chair of such Local Governing Body from all the meetings of such Local Governing Body held within a period of six months and the Local Governing Body resolves that his office be vacated.

3.5.4 A person shall be disqualified from serving on a Local Governing Body if:

3.5.4.1 his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or

3.5.4.2 he is the subject of a bankruptcy restrictions order or an interim order.





- 3.5.5 A person shall be disqualified from serving on a Local Governing Body at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- 3.5.6 A person serving on a Local Governing Body shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
- 3.5.7 A person shall be disqualified from serving on a Local Governing Body if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- 3.5.8 A person shall be disqualified from serving on a Local Governing Body at any time when he is:
- 3.5.8.1 included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
  - 3.5.8.2 disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
  - 3.5.8.3 barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).





- 3.5.9 A person shall be disqualified from serving on a Local Governing Body if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
- 3.5.10 A person shall be disqualified from serving on a Local Governing Body where he 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 the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
- 3.5.11 After the Academy has opened, a person shall be disqualified from serving on a Local Governing Body if he has not provided to the chairman of such Local Governing Body a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Head Teacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- 3.5.12 Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on a Local Governing Body; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Local Governing Body who shall inform the Directors and the DES on behalf of the Bishop.
- 3.5.13 This clause 3.5 and paragraph 2 of the Appendix shall also apply to any member of any committee of a Local Governing Body who is not a member of the Local Governing Body.





#### 4. DELEGATED POWERS

##### 4.1 General Provisions

##### 4.1.1 Subject to the provisions of:-

- (a) the Companies Act 2006;
- (b) the Articles;
- (c) any directions given by the members of the Company following a special resolution;
- (d) any directives issued by the Bishop ; or
- (e) any guidance issued by the DES

the management of the business of the Academy shall be delegated by the Directors to each Local Governing Body who may exercise the powers of the Company set out in articles 5(b), (d), (f), (h), (i), (j), (k), (p) and (r) of the Articles of Association (the "Delegated Functions") in so far as they relate to the Academy, in accordance with the terms of this Scheme of Delegation PROVIDED THAT they are not Reserved Matters. No alteration of the Articles and no such direction shall invalidate any prior act of a Local Governing Body which would have been valid if that alteration had not been made or that direction had not been given.

- 4.1.2 In general terms, the responsibility of the Directors in so far as the business of the Academy is concerned is to determine the policy and procedures of the Academy and to consider and respond to strategic issues but the following matters ("Reserved Matters") shall not be Delegated Functions<sup>2</sup>:-

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<sup>2</sup> Please note that it is for the Directors, in consultation with the Academies to set reasonable levels for the thresholds detailed below.







- 4.1.2.1 the powers set out in Articles 5 (a), (c), (e),(g), (l), (m), (n), (o), and (q) of the Articles of Association;
- 4.1.2.2 ensuring compliance with the Company's duties under Company Law and Charity Law and agreements made with the Department for Education, (including the Master Funding Agreement and the Supplemental Funding Agreement);
- 4.1.2.3 the determination of the educational character, religious ethos and mission of the Academy and the Company;
- 4.1.2.4 ensuring the solvency of the Company, safeguarding its assets and delivering its charitable outcomes;
- 4.1.2.5 ensuring the continued charitable status of the Company;
- 4.1.2.6 the determination of the establishment, constitution, membership, proceedings and delegated powers and functions of any local governing body and committee and their annual review and revision;
- 4.1.2.7 the approval of the Company and the Academy's policies which, for the avoidance of doubt shall not restrict each Local Governing Body's ability to set its own policy and procedures, where appropriate;
- 4.1.2.8 to receive such reports as requested by the Directors from time to time (including but not limited to reports on employment, admissions and appeals, standards and finance) from each Local Governing Body and making recommendations to each Local Governing Body;
- 4.1.2.9 selling or otherwise disposing of any asset which is of a value in excess of 10% of the total net book value of all assets belonging to the Academy;





- 4.1.2.10 creating or allowing to come into being any third party interest (other than a lien on assets arising in the ordinary course of trading or a charge operating as a result of a title retention clause);
- 4.1.2.11 giving any guarantee or indemnity other than in the ordinary course of business, the value of which exceeds £1,000;
- 4.1.2.12 entering into a contract or arrangement which is of a value of in excess of 10% of the General Annual Grant ("GAG") for the Academy per year or which the termination provisions require more than six months' notice;
- 4.1.2.13 acquiring assets having a market value in excess of 5% of the GAG for the Academy;
- 4.1.2.14 entering into, varying or terminating any lease, licence, tenancy or other similar arrangement;
- 4.1.2.15 any lending;
- 4.1.2.16 commencing or settling any litigation or arbitration proceedings;
- 4.1.2.17 entering into any other arrangement in the nature of borrowing (including debts factoring, invoice discounting, hire purchase, equipment leasing, conditional or credit sales or any off-balance sheet borrowings) if the value of the amount borrowed exceeds 5% of the GAG for that Academy;
- 4.1.2.18 terminating or varying the terms of any contract which has a value in excess of 10% of the GAG for that Academy;
- 4.1.2.19 engaging any employee or consultant whose annual emoluments per annum exceeds the total annual





- emoluments of the Head Teacher of that Academy per annum;
- 4.1.2.20 varying the terms and conditions of that engagement so that the terms and conditions of that engagement are no longer comparable to the equivalent engagement in one or more of the academies within the Company;
- 4.1.2.21 establishing or amending any pension scheme or granting any pension rights to any director, officer, employee, former director, officer or employee, or any member of any such person's family.
- 4.1.3 Except as provided for in this Scheme of Delegation, in addition to all powers hereby expressly conferred upon each Local Governing Body and without detracting from the generality of the powers delegated, each Local Governing Body shall have the following powers, namely:
- 4.1.3.1 managing the employment of all staff employed solely at the Academy;
- 4.1.3.2 liaising with the other Local Governing Bodies to co-ordinate the employment of staff between Academies within the Company;
- 4.1.3.3 adopting the grievance policies to be approved by the DES;
- 4.1.3.4 managing all disciplinary matters in relation to the staff in accordance with all relevant policies; and
- 4.1.3.5 to enter into contracts on behalf of the Company in so far as they relate to the Academy.
- 4.1.4 In the exercise of its powers and functions, each Local Governing Body shall:





4.1.4.1 consider any advice given by the Head Teacher and any other executive officer;

4.1.4.2 have due regard to any guidelines and policies issued by the Directors, the Bishop and the DES.

4.1.5 Any bank account in which any money of the Company in so far as it relates to the Academy is deposited shall be operated by each Local Governing Body in the name of the Company. All cheques and orders for the payment of money from such an account shall be signed by at least two signatories authorised by each Local Governing Body.

## 4.2 Finance

4.2.1 In acknowledgement of the receipt by the Directors of funds in relation to the Academy; provided by the Secretary of State, donated to the Company and generated from the activities of the Company, the Directors delegate to each Local Governing Body the responsibility to manage and expend all monies received on account of the Academy for the purposes of the Academy less an amount to be determined each year by the Directors up to a maximum of a sum representing 5% of the Company's General Annual Grant ("GAG").

4.2.2 Whilst each Local Governing Body shall have the power to enter into contracts on behalf of the Company in so far as they relate to the Academy pursuant to clause 4.1.2, each Local Governing Body shall first obtain the written consent of the Directors to any contracts or expenditure for any single matter above 5% of the GAG allocated to each Academy (the "Allocated GAG"). The accounts of the Company shall be the responsibility of the Directors but each Local Governing Body shall provide such information about the finances of the Academy as often and in such format as the Directors shall reasonably require. Without prejudice to the above, each Local Governing Body shall provide annual management accounts to the Directors. Each Local Governing Body shall inform the Chair of







Directors immediately of any materially adverse financial issues affecting the Academy and provide a full report of such issue to the next meeting of the Directors.

- 4.2.3 Each Local Governing Body shall ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook are observed at all times as well as any requirements and recommendations of the Directors, DES and the Secretary of State
- 4.2.4 Each Local Governing Body shall inform the Directors of any need for significant unplanned expenditure and will discuss with the Directors (and others as the Directors shall require) options for identifying available funding.
- 4.2.5 Each Local Governing Body shall develop appropriate risk management strategies and shall at all times adopt financial prudence in managing the financial affairs of the Company in so far as these relate to the Academy.
- 4.2.6 Both the Directors and each Local Governing Body acknowledge that the DES and the Nottingham Roman Catholic Diocesan Trust (the "Trustees") have no financial responsibility for the Company or the Academy in any situation.

#### **4.3 Premises**

- 4.3.1 Subject to and without prejudice to clauses 4.3.2, the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of each Local Governing Body, who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Directors (and/or any others) as owners of such buildings and facilities.
- 4.3.2 Each Local Governing Body shall in conjunction with the Directors develop a 5 year estate management strategy that will identify the





suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet each Local Governing Body's responsibility to ensure the buildings and facilities are maintained to a good standard.

- 4.3.3 Insuring the land and buildings used by the Academy will be the responsibility of each Local Governing Body who shall use such insurers recommended or appointed by the Trustees and shall recover the cost from the Secretary of State for Education.

#### 4.4 Resources

##### 4.4.1 Head Teacher and Senior Staff

4.4.1.1 Each Local Governing Body shall appoint the Head Teacher but shall allow a Director (not being a representative or appointee of the Academy making such appointment) to be a member with full voting rights on the committee making such appointment. The DES shall also have an advisory role in connection with such appointment. The Directors and each Local Governing Body may delegate such powers and functions as they consider are required by the Head Teacher for the internal organisation, management and control of the Academy (including the implementation of all policies approved by the Directors and each Local Governing Body and for the direction of the teaching and curriculum at the Academy).

4.4.1.2 Each Local Governing Body shall appoint the deputy head teacher and (in the case of a secondary school) the Head of Religious Education and (in the case of a primary school) the Religious Education Co-ordinator or Subject Leader the DES shall have an advisory role in connection with such appointments.





4.4.1.3 The Directors and each Local Governing Body shall ensure that each Head Teacher is a practising Catholic in full communion with the Catholic Church.

#### 4.4.2 Other Staff

4.4.2.1 Each Local Governing Body shall be responsible for the appointment and management of all other staff to be employed solely at the Academy provided that each Local Governing Body shall:

4.4.2.1.1 comply with all policies dealing with staff issued by the Directors from time to time;

4.4.2.1.2 take account of any pay terms set by the Directors in line with any memorandum of understanding entered into with the DES;

4.4.2.1.3 to adopt the DES policies in force including, but not limited to, policies on the employment, grievance, capability and discipline of staff

4.4.2.1.4 adopt any standard contracts or terms and conditions for the employment of staff issued by the Directors (who shall adopt such contracts designated by the CES);

4.4.2.1.5 manage any claims and disputes with staff members having regard to any advice and recommendations given by the Directors.

4.4.2.2 Each Local Governing Body shall carry out the performance management of all staff (including the Head Teacher) and shall put in place procedures for the proper professional and personal development of staff.





#### 4.5 Curriculum and Standards

- 4.5.1 Each Local Governing Body shall be responsible for the setting and review of the curriculum but shall have regard to any views of the Directors in recognition of the Directors' obligation to the Secretary of State to provide a broad and balanced curriculum.
- 4.5.2 Each Local Governing Body shall be responsible for the standards achieved by its Academy and the pupils attending such Academy but shall follow such advice and recommendations of the Directors as they might issue from time to time.
- 4.5.3 Each Local Governing Body shall submit reports to the Directors in relation to standards in such frequencies to be determined by the Directors, but at least on an annual basis.
- 4.5.4 Religious Education shall be in accordance with the teachings, doctrines, discipline and norms of the Catholic Church, both as a core subject and integrated into other subject areas.
- 4.5.5 Religious Education shall constitute 10% of the weekly timetable of the Academy and shall be taught in accordance with the tenets and norms of the Catholic Church.
- 4.5.6 The Academy's daily act of religious worship shall be in accordance with the rites, practices, disciplines and liturgical norms of the Catholic Church.
- 4.5.7 Sex and Relationships Education shall be taught:
- 4.5.7.1 in accordance with the social and moral teachings of the Catholic Church;
  - 4.5.7.2 having all due regard to any policies and/or guidance issued by the Bishop and the DES; and

