



The  
**Pope Francis Catholic**  
Multi Academy Company

# Director Role Description

The role of Director is a voluntary role which brings many professional rewards such as boardroom experience, will add to your CV and give you a chance to support your local community.

This document outlines the role description and person specification.

If you are interested in applying for the position of Director, please contact Sarah Sienkiewicz, Governance Manager by email [ssienkiewicz@pfmac.org.uk](mailto:ssienkiewicz@pfmac.org.uk)

## **Introduction**

The Pope Francis Multi Academy Company is the family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

Over 3000 students attend schools within the Pope Francis Catholic MAC. These schools are:

Blessed George Napier Catholic Secondary School, Banbury  
Greyfriars Catholic School, Oxford  
Holy Trinity Catholic Primary School, Chipping Norton  
St Joseph's Catholic Primary School, Banbury  
St Joseph's Catholic Primary School, Carterton  
St John's Catholic Primary School, Banbury  
Our Lady's Catholic Primary School, Oxford  
St John Fisher Catholic Primary School, Oxford  
St Joseph's Catholic Primary School, Thame  
St Thomas More Catholic Primary School, Kidlington  
St Mary's Catholic Primary School, Bicester

The Board of Directors has overall strategic responsibility for all of these schools and are further supported by a Local Governing Body which is in place at each school. The Board of Directors is interested in recruiting suitable people who are willing to become involved in and contribute to the work that they undertake. As a Director, your insight, experiences and ideas can widen the perspective of our board.

We welcome people of all ages and cultural backgrounds with a genuine desire to create a positive environment that allows young people to reach their true potential. In order to be appointed as a Foundation Director, who make up the majority of our membership, you must be a practising Catholic. We are particularly looking for people who are able to take a strategic view and contribute to boardroom discussions. It is essential that the Board has a broad range of experience and skills to meet the challenges and expectations of working in the education sector. The PFMAC holds 5 board meetings per year plus 3 sub-committees holding 3-6 meetings per year, for which you will need to read documentation in advance.

The PFMAC is committed to safeguarding and promoting the welfare of children and young people and all Directors will be required to obtain an enhanced Disclosure and Barring Service (DBS) Certificate.

As well as general skills, we are looking for people who have specific experience in one of the following areas:

- Religious Education and Catholic Life
- School Improvement and Safeguarding
- Financial and Risk Management
- Estates and Health and Safety
- HR and People Leadership
- Legal Experience

The experience that you have may be from the business, community, social or charity sectors, but these transferable skills will benefit the Board and strengthen the way that it works in order to benefit the children attending our schools.

## **Objects of the Pope Francis Multi Academy Company**

The Objects are for the advancement of Catholic religion through managing and developing Catholic schools subject to the regulations and discipline of the Catholic Church.

## **Role Description**

### **Legal Duties:**

Under charity law, Directors have the ultimate responsibility for directing the affairs of the Multi Academy Company of which they are a member, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

### **Duty of Compliance – Directors must:**

- Preserve and develop the Catholic character of the academies within the PFMAC in accordance with the Articles of Association and the Scheme of Delegation; comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop, the Trustees, or the Diocesan Education Service on their behalf.
- Ensure that the PFMAC 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 PFMAC does not breach any of the requirements or rules set out in the Articles of Association or the 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 PFMAC 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 PFMAC 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 MAC.
- Seek external professional advice on all matters where there may be material risk to the PFMAC or where the Directors may be in breach of their duties.
- Use the PFMAC's funds and assets reasonably and responsibly and only in furtherance of its aims and objectives.
- Avoid undertaking activities that may place the PFMAC's funds, assets or reputation at undue risk.
- Take particular care when investing the PFMAC's funds or borrowing funds.

### **Specific duties of Directors of a Multi Academy Company:**

To contribute to the work of the Board of Directors in ensuring high standards of achievement for all children and young people across the PFMAC.

### **Strategic Direction:**

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

- The PFMAC 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 PFMAC community.
- There is regular review of the external environment for changes that might affect the PFMAC.
- There is regular review of the need for the PFMAC and for the services it provides or could provide, and regular review of strategic plans and priorities.

**Performance of the Multi Academy Company:**

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

- To ensure that the PFMAC 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 PFMAC'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 PFMAC.
- To recruit a Catholic Senior Executive Leader and to hold them to account for the management and administration of the PFMAC.
- To ensure that the Catholic Senior Executive Leader receives regular, constructive feedback on their performance in managing the PFMAC and in meeting their annual and longer-term objectives.

**Compliance:**

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

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

**Management of resources:**

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

- To ensure that the PFMAC'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 PFMAC and always in the interests of it, the Archdiocese 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 PFMAC.
- To ensure that the PFMAC 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 PFMAC's good name and reputation are recognised, used and safeguarded.
- To review the condition and use of assets owned by the PFMAC.
- To ensure that the major risks to the PFMAC are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

**Good Governance:**

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

- To ensure that the PFMAC has a governance structure that is appropriate to its size and complexity, stage of development, meets the requirements of the Articles of Association and Scheme of Delegation and reflects the diversity of its stakeholders.
- To ensure that there are effective mechanisms for individual academies within the PFMAC 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, Catholic Senior Executive Leader, 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 Catholic Senior Executive Leader 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 PFMAC'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 PFMAC 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 Catholic Senior Executive Leader.
- 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 considers the following as essential skills and attributes for membership of the Board:

#### **Personal Qualities:**

- Commitment to the Catholic ethos and values of the PFMAC.
- 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, eg 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.
- Ability to challenge current thinking, the method of governance and management of the PFMAC 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 PFMAC.
- Eagerness to reflect and learn, even in the role of Director.
- Willingness to act as an ambassador for and publicly support the PFMAC.

#### **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.
- Financial expertise
- Extensive expertise of education in England.
- Data analysis and/or research expertise.
- The management of change.
- Monitoring and evaluating performance in the commercial and/or not for profit sectors.
- Current recruitment and human resources expertise, including employment legislation.
- Business development experience/expertise.

- Risk management experience/expertise.
- Property and estate management.
- Marketing, media and PR.

**Other Requirements:**

- Willingness to attend meetings of the Board and other meetings as required.
- Willingness to undertake training and participate in evaluation of the Board's work.

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.